

Jharkhand Tribal Development Society

(A unit of Scheduled Tribe, Scheduled Caste, Minority and Backward
Class Welfare Department, Government of Jharkhand)

1st Floor, Kalyan Complex (Training Centre), Balihar Road, Morabadi, Ranchi –
834008, Phone + Fax No. : 0651-2552088,

E-mail: spd.jtds@gmail.com Website: www.jtdsjharkhand.com

Advertisement No: SA/2023-24

**Advertisement for Engagement of Agency/NGO for Implementation of Apiculture Activity for
PVTG Beneficiaries under CCD Scheme**

Jharkhand Tribal Development Society (JTDS) is mandated and actively involved for the development of indigenous specially PVTG people in the state of Jharkhand through various income generation activities. The society is implementing Apiculture Activity for PVTG Beneficiaries under CCD Scheme with support of Govt. of Jharkhand in 03 Tribal Sub Plan Districts of Jharkhand.

In pursuance for implementation of Apiculture Activity for PVTG Beneficiaries, JTDS intends to engage experienced "Agency/NGO". Therefore JTDS invites Proposal from the interested Agencies/NGOs. Jharkhand based Agencies/NGOs with strong presence in the TSP districts will be preferred.

Details regarding "Application Process" will be available from 23.12.2023 on the website www.jtdsjharkhand.com. Last date for submission of application form is 09.01.2024.

Sd/-
State Project Director
Jharkhand Tribal Development Society

Jharkhand Tribal Development Society Ranchi, Jharkhand

Assignment Title: Request for Proposal for Implementation of Apiculture Activity for PVTG Beneficiaries under CCD Scheme

Jharkhand Tribal Development Society (JTDS) has received financing from the Govt. of Jharkhand towards implementing “Apiculture Activity for PVTG Beneficiaries under CCD Scheme” in 03 Tribal Sub-Plan districts of Jharkhand State. JTDS intends to apply the funds to eligible payments for implementation services for the above mentioned activity. Jharkhand Tribal Development Society has a State Project Management Unit (SPMU) at Ranchi and 14 District Project Management Units in 14 TSP districts.

The consulting services (“the Services”) include carrying out the implementation of Apiculture Activity for PVTG Beneficiaries which includes selection of beneficiary, selection of vocation, providing training and hand holding support to the beneficiaries and support in establishing IGA (Apiculture Activity) in terms of both backward and forward linkages.

The State Project Management Unit of JTDS now invites eligible Agencies/NGOs (“Consultants”) to submit the RFP in providing the above mentioned services. Interested Agencies/NGOs should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The eligibility criteria for Agencies/NGOs are:

1. Should be legally registered and provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
2. The Agencies/NGOs, its Board of Directors and Key Management team members is not blacklisted for any prohibitive practices (such as fraud, corruption, collusion and coercive, obstructive practices). The Agency/NGO will have to submit a notarized affidavit from Authorized Signatory of NGO to this effect.
3. Should have a minimum of 5 years of work experience in community and rural development in Jharkhand as on 30.11.2023. Prior experience of working with PVTG community is desirable.
4. Should have implemented, over the last 5 years, at least 3 Rural/Tribal development Programmes in Jharkhand funded by GoJ, GoI, NABARD or any other donors and provide copy of the letters of engagement/contracts/MOUs for the same.

5. Should have minimum average funding of Rs 50 lakh in a year for the last three years as reflected in the last 3years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities (Funding which are not reflected in the Financial Statements, value of fixed assets in the Financial Statements will not be considered for the minimum average funding).
6. The Chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
7. Certification from National Bee Board will be preferable.
8. Should provide details of any ongoing legal proceedings in the form of a declaration against the Agency/NGO, its Board of Directors and Key Management Team members.
9. The Chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
10. Should provide details of any ongoing legal proceedings in the form of a declaration against the agencies/NGOs, its Board of Directors and Key Management Team members.

To ensure proper implementation of the "Apiculture Activity" JTDS intends to engage experienced agencies/FNGOs to implement the above activity with 100 PVTG beneficiaries as follow

Sl. No.	District	No. of Beneficiary
1	Gumla	50
2	Latehar	30
3	Lohardaga	20

Note: Number of HHs is tentative and may change. JTDS will support in identification of beneficiaries.

The RFP received up to the submission date and time will be evaluated as per the procedures mentioned in this RFP.

It is understood that mere submission of RFP does not guarantee any future engagement. The format of RFP is in Annexure-A, the Agencies/NGOs need to apply in the specified format only. Copies of the following documents need to be submitted along with the RFP form:

- Registration certificate of Agency/NGOs
- Self-attested copy of PAN Card
- Previous 3years Audited Financial Statement of Agencies/NGOs.
- Previous 5years Annual Report.
- Fixed asset position including its present value and location.
- Profile of professional staff of the organization.

- MoU/agreement/any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing developmental programmes.
- Certification from National Bee Board
- The Chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
- Declaration of the agencies/NGOs regarding its Board of Directors and Key Management Team members on ongoing/pending legal proceedings
- Address of head and field offices.

Agencies/NGOs will be selected in accordance with the **Fixed Budget Selection**.

Further information can be obtained at the address below during office hours between 10.00 A.M to 5.00 P.M.

Request for Proposal must be delivered in a written form to the address below by hand/ post/ courier in a closed envelope super-scribed as “**RFP for selection of Agencies/NGOs for Implementation of Apiculture Activity for PVTG Beneficiaries under CCD Scheme**” by 9.1.2024..... up to 3PM.

State Project Director,
Jharkhand Tribal Development Society (JTDS),
1st Floor, Kalyan Complex (Training Centre),
Balihar Road, Morabadi, Ranchi-834008
Ph.No.-0651-2552088
E-mail: spd.jtds@gmail.com
Website: www.jtdsjharkhand.com

Terms of Reference

Funded by the CCD scheme of Government of Jharkhand

Background

Removing rural poverty, estimated at 41.8% is the key challenge before India. Poverty is highest among the Scheduled Tribes (STs) in the Central and East Indian plateau encompassing Jharkhand. Among the STs, PVTGs are the most vulnerable and required hand holding support to come out of the abject poverty. Therefore under the "Income Generating Activity" both identification of proper trade as well as training and capital support has been proposed.

District wise PVTG HH

District	Total Households	Number of Primitive Tribal Group HH	Number of ST HH	% of Primitive Tribal Group
Dumka	262618	6441	112926	2.45%
East Singhbhum	273216	2521	79233	0.92%
Godda	243676	3720	51172	1.53%
Gumla	172479	1460	119011	0.85%
Jamtara	139849	581	41955	0.42%
Khunti	95140	84	69452	0.09%
Latehar	128904	2991	59296	2.32%
Lohardaga	79897	631	45541	0.79%
Pakur	173746	5357	72973	3.08%
Ranchi	346242	6333	124647	1.83%
Sahibganj	205762	4478	55556	2.18%
Saraikela-Kharsawan	167827	745	58739	0.44%
Simdega	108003	594	76682	0.55%
West Singhbhum	247857	662	166064	0.27%

Objective:

The NGOs/Agency is required to undertake the following activities:

- The NGOs/Agency will be responsible for implementation of the work in the selected villages as per the assigned districts to them.
- The agencies/NGO will be responsible for analyzing village level SECC 2011 data followed by Participatory Rural Appraisal (PRA) process including social mapping and wealth ranking, followed by individual household survey and final verification for beneficiaries' selection
- The agencies/NGO will be responsible for Enterprise Opportunity & Identification for Enterprise Development, confidence building training and assisting beneficiaries to select enterprise/income generating activities (IGA) for sustained

livelihood

- The agencies/NGO will be responsible for Transfer of the relevant productive asset (Bee Boxes, Bee Colonies, Honey Extractor, DB feeder) to beneficiaries
- The agencies/NGO will be responsible for technical skills training to beneficiary for income generation activities through Apiculture
- The agencies/NGO will be responsible for Weekly handholding support to understand and create awareness about accessing social welfare entitlements, financial inclusion, livelihoods and income generation) and follow up on regular basis to track beneficiary development.
- The NGO/Agency will be responsible for selection of the PVTG Beneficiaries along with the consent of Concerned DPMUs, and the list of beneficiaries should be duly approved by the Gramsabha.
- During selection, DPMU/NGO/Agency should keep proper check that there should not be any duplication regarding beneficiary selection like if a beneficiary has already received any benefits under any same type ongoing scheme under CCD Scheme then he/she should not be selected for same kind of activity under both this scheme.
- Before starting of the Implementation/training NGOs/Agency need to share the beneficiary lists as per the prescribed format provided by JTDS.
- Before starting of training/Implementation/distribution of boxes etc work NGO need to share the tentative date, venue and trainees list to the respective DPMUs and SPMU either through email or official letter.
- The NGO/Agency will be responsible for providing training and hand holding support to beneficiaries as per the selected trade.
- The NGO/Agency will be responsible for providing inputs to the beneficiaries to start the activity in presence of Concerned DPMUs and SPMU(If Required).
- NGO/Agency need to provide the date and place of distribution of inputs for Apiculture along with the list of inputs and beneficiaries list prior to the concerned DPMUs and SPMU either through email or official letter.
- Any procurement by the NGO should be done after getting approval from the JTDS.

Duration of the assignment: 12 months from signing of agreement.

Payment terms:

Payment terms will be decided after mutual discussion

Payment: Costs will be paid to the Agency/NGO for implementation after submission of statement of expenditures which is supported by bills/vouchers etc. The payment will be done by the JTDS after proper verification and certification by concerned DPMUs (SPMU -If Required) of the submitted documents by the NGO/Agency. In case of any dispute/doubt it is the duty of the NGO/Agency to provide satisfactory explanations to JTDS for settlement of financial bills.

No Advance payment will be done.

TDS is applicable for each payment.

No other cost will be payable to the Agency/NGO for Implementation of this project.

Training cost includes cost of fooding, lodging, travelling and cost for resource persons. Activity wise separate training needs to be organized with batch-size of 25-30 trainees.

Any Input Cost including Transportation is applicable.

Budget Break-up

Sl. No.	District	No. of Beneficiary	Training Cost (in Rs.)	Handholding Support (in Rs.)	Cost for Inputs (in Rs.)	Agency Mgmt. Cost (in Rs.)	Total (in Rs.)
1	Gumla	30	10,25,000	14,00,000	30,88,500	50,350	55,63,850
2	Latehar	50					
3	Lohardaga	20					
Total		100	10,25,000	14,00,000	30,88,500	50,350	55,63,850

Training cost includes 15 days residential training of beneficiaries and 05 days TOT of Master Trainers.

NGO's Reporting Obligations

The Agency/NGO will initiate its activities in the districts assigned to it soon after signing the Agreement. The Agency/NGO will report to the District Project Manager of the respective district. All reports will have to be submitted to the DPMU based on the format provided by JTDS. The Agency/NGO's reporting obligations are as follows:

- An Inception Report within one month of the start of the assignment covering list of PVTG beneficiaries as per the prescribed format provided by JTDS and a Tentative Month-wise Plan of Action for the assignment.
- Regular Monthly Reports containing both physical and financial progress through the period of the Agreement and these reports will be submitted within 10 days from the end of the

reporting month. The Monthly Report will have to also contain action plan for the following month/quarter.

- Closure Reports at the end of assignment showing progress, issues addressed, emerging issues to be addressed in the next plan if required, problems/constraints encountered and problems/constraints still to be resolved. It will also report on any innovative methods used to do work or work done differently; and also qualitative and quantitative reporting of short-term impacts of the project interventions on the community in their respective clusters.
- **Activity wise Photographs must be attached in Reports with Geo Tagging**

Besides that any report (as directed by SPMU/DPMU) – which is related to assigned zone.

Review:

- Agency/NGO level monthly meeting to carry out general review of allotted activities.
- Participate and report during monthly review at DPMU (District Project Management Unit) in which the presence of NGO head/Nodal Officer of NGO will be mandatory.
- Review of overall progress, time to time.

Selection Criteria of Agency/NGO under JTDS under RFP

Sl.No.	Parameter	Range	Mark	Weight
1	Registered body	Y	2	2
		N	0	
2	Experience and proven track record of working with rural communities in Jharkhand.	Less than 3yrs	1	5
		3-5yrs	3	
		More than 5yrs	5	
3	Should have successfully implemented Income Generation Activity with Tribal People regarding Apiculture in Jharkhand.	Less than 3yrs	1	5
		3-5yrs	3	
		More than 5yrs	5	
5	Is the Organization still implementing Income Generation Activity in Apiculture with Tribal community?	Y	2	2
		N	0	
6	Transparency in financial Accounting (Audited report of Last 3 yrs)	Y	2	2
		N	0	
7	Infrastructure (Office premises) at District Level in JTDS area.	Y	3	3
		N	0	
	Infrastructure (Office premises) at Block Level in JTDS area.	Y	3	3
		N	0	
8	Experienced field staff	1 Social Dev. Staff	2	10
	Social development: PG Diploma in RD or equivalent with 3 Yrs Exp.			
	Thematic Expert: PG Diploma in RD or equivalent with 3 Yrs Exp in livelihood promotion.	2 Social Dev. Staff	4	
		1 thematic Expert	2	
	Documentation staff: Graduation with 2 yrs experience in documentation related job.	2 thematic Expert	4	
		Documentation staff	2	
9	Should have ability to manage funds from Govt. sources & Expenditure for works in last 3 Yrs.	1.5-1.74 Cr	1	5
		1.75-2.0 Cr.	3	
		More than 2.0 Cr	5	
10	Experience of working in Tribal areas (PVTGs preferably)	5yrs	1	5
		5-7 yrs	3	

		More than 7 yrs	5	
11	Certified by National Bee Board	Y	5	5
		N	0	
12	Work experience with no of Tribal Beneficiaries in apiculture intervention	Less than/equal to 200	3	5
		More than 200	5	
13	Experience on training for Income generation activity with Tribals in Jharkhand.	Less than 1 Year	1	5
		1-3 Years	2	
		3-5 Years	3	
		More than 5 Years	5	
14	Experience of working with Government of Jharkhand/ India	Up to 3 Projects	3	5
		More than 3 Projects	5	
15	Should have implemented, over the last 5 years, at least 3 Rural/Tribal development Programs of at least Rs 50 lakh budget each in Jharkhand	50 lakhs	5	8
		More than 50 lakhs	8	
16	Presentation			30
	Total			100

*N.B.: The minimum qualifying marks for an agency/NGO/organization is 50 out of 70 Marks.

Key Personnel Information

Staffing

Agency/NGO should employ qualified experienced professional/technical personnel (As indicated in RFP) and personnel from Social Science background preferably Diploma in Rural Development/Management/PG Degree in Social Science/Zoology (with apiculture as specialization)/Apiculture etc streams to carry out the work regarding Awareness Generation/Motivation, Implementation, Technical Support and Training part on behalf of JTDS.

Annexure 1

Form TECH-1. Technical Proposal Submission Form*[Location, date]*

To:

State Project Director,
Jharkhand Tribal Development Society (JTDS),
1st Floor, Kalyan Complex (Training Centre),
Balihar Road, Morabadi, Ranchi-834008

Dear Sir,

Re: RFP for selection of Agencies/NGOs for Implementation of Apiculture Activity for PVTG Beneficiaries under CCD Scheme

1. We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your Request for Proposal (RFP) dated [insert date], any addenda issued thereto and our proposal.
2. We are hereby submitting our proposal, which includes this technical proposal, sealed in and clearly marked envelope/parcel.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, has not been declared ineligible by any govt. agency and has not been subject to sanctions or debarments under the laws or official regulations of the client's country.
4. We are attaching herewith information to support our eligibility in accordance with the RFP.
5. If negotiations are held during the initial period of validity of the proposal, we undertake to negotiate on the basis of the nominated key professional personnel.
6. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations, and we undertake, if our proposal is accepted, to initiate the services related to the assignment not later than the date indicated in this RFP.
7. Process or the contract execution. As part of this, we certify that:

(a) The price of our proposal has been arrived at independently, without any consultation,

communication, or agreement with any other party, including another consultant or competitor, or for the purpose of restricting competition, relating to:

- (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or fact or used to calculate the prices offered.
- (b) The prices in our proposal have not been and will not be knowingly disclosed by us, directly or indirectly, to any other consultant or competitor before the opening of the financial proposals unless otherwise explicitly required by law; and
- (c) No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.

8. We acknowledge and accept the Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse.
9. We declare that neither our firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest regarding this selection process or the execution of the contract. *Insert if needed: "other than the following:"and provide a detailed account of the actual, potential or perceived conflict+. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the selection process or contract execution.
10. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

11. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this form.
12. We further understand that the failure to properly disclose any of information in connection with this proposal submission form may lead to appropriate actions, including our disqualification, the termination of the contract and any other sanction as applicable on Preventing Fraud and Corruption in its Projects and Operations.
13. We understand that this proposal, together with your written preliminary acceptance thereof included in your Notification of Intent to Award, shall only constitute a binding contract between the firm and the client subject to successful negotiations and the preparation and execution of the appropriate contract.
14. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
15. We understand you are not bound to accept any proposal that you may receive.

Yours sincerely, [authorized signatory]

[name and title of signatory]

[name of consultant]

[address of consultant]

Annexes:

1. Power of attorney (if required) demonstrating that the person signing has been duly authorized to sign the proposal on behalf of the consultant and its associates;
2. Letter(s) of incorporation (or other documents indicating legal status);and
3. Joint venture or association agreements or the letter of intent to enter into such a JV signed by the authorized representatives of all the members of the JV (if applicable, but without showing any financial proposal information).
4. *[Other documents required in proposal submission]*

Form Tech-2A. Financial Capacity of the Agencies/NGOs

The client reserves the right to request additional information about the financial capacity of the agency/NGO. An agency/NGO that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified.

The agency/NGO's financial capacity to mobilize and sustain the services may be important for specific types of services in which the agency/NGO is required to pre-finance significant expenses in advance of receiving payment from the client. Under these circumstances, an evaluation of financial capacity will be included in the request for proposals in addition to the qualitative assessment conducted through form Tech-4. Form Tech-2A will include requirements on the documentation required to assess financial capacity.

- Audited financial statements for the last three (3) years, supported by audit letters.
- Certified financial statements for the last three (3) years, supported by tax returns.
- Evidence of financing dedicated for the implementation of the services as attested by an authorized representative of the agency/NGO.

Failure to submit either of the documents as evidence of financial capacity will result in the rejection of the proposal.

If the proposal is submitted by a joint venture, all parties of the joint venture are required to submit the financial capacity information requested. The reports should be submitted in the order of the associate's significance in the joint venture, greatest to least.

The client reserves the right to request additional information about the financial capacity of the agency/NGO. An agency/NGO that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified.

Form TECH-2B. Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes of the Agency/NGO

[Provide information on current or past proceedings, litigation, arbitration, action claims, investigations or disputes over the last five (5) years as shown in the form below. Each member of the JV shall fill a separate form]

The consultant, or a related company or entity or affiliate, has been involved in any proceeding, litigation, arbitration, action, claim, investigation or dispute within the past five (5) years: No: _____ Yes: _____ (See below)

Litigation, Arbitration, Actions, Claims, Investigations, Disputes During Last Five (5) Years

Year	Matter in Dispute	Value of Award Against Consultant in INR
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Form TECH-3. Organization of the Agency/NGO

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The proposal must demonstrate that the consultant has the organizational capability and experience to provide home office project management of the contract as well as the necessary administrative and technical support to the consultant's project team in country. The proposal shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice.]

[Maximum 5 pages per each JV member]

Form TECH-4. Experience of the Agency/NGO

Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies with in an association, for carrying out services similar to the ones requested under the terms of reference included in this RFP. The proposal must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

[Each JV member shall fill a separate form]

[Maximum 5 related/similar assignments]

Assignment name:	Approx. value of the contract (in INR):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Email and phone of references of the client:	Provide contact information for at least three (3) references that can provide substantial input about (1) the type of work performed by you and (2) the quality of the work. For each reference, list a contact individual, their title, address, phone and e-mail address:
Client address:	Approx. value of the services provided by your firm under the contract (in INR):
Start date (month/year): Completion date(month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name and profile of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/ coordinator, team leader):
Narrative description of project:	
Narrative description of the project's mobilization demands and how your firm managed that mobilization's administrative, logistical and financial requirements:	
Description of actual services provided by your staff within the assignment:	

Name of firm: _____

Form TECH-5. Description of Approach, Methodology and Work Plan for Performing the Assignment

[Note to client: this is a model for illustrative purposes only. The instructions and the content required of the consultant must be adapted by the client based on the objectives of the procurement and the evaluation criteria.]

In this section, the consultant should provide a comprehensive description of how it will provide the required services in accordance with the terms of reference (TOR) included in this RFP. Information provided must be sufficient to convey to the technical evaluation committee that the consultant has an understanding of the challenges in performing the required services and that it has an approach, methodology and work plan suitable to overcome those challenges.

Your technical proposal should be divided into the following three (3) chapters:

- (a) Technical Approach and Methodology,
- (b) Work Plan, and
- (c) Organization and Staffing

(a) **Technical approach and methodology.** In this chapter, you should 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. You should 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. Also comment here on any specialized equipment and/or software of which may be necessary to perform the scope indicated in the terms of reference.

(b) **Work plan.** In this chapter, you should 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. The work plan should be consistent with the work and deliverables schedule of form TECH-9.

(c) **Organization and Staffing.** In this chapter, you should 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.

Note: Where the terms of reference includes tasks relevant to gender and social inclusion, the proposal should explicitly address how the consultant will perform these tasks in the technical approach, and methodology, work plan, organization and staffing. We recognize that this type of expertise and experience may be outside of the normal work of some Consultants offering proposals, and thus call special attention to the importance of an adequately inter-disciplinary proposal and staffing plan.

[Maximum 25 pages, including charts and diagrams]

Form TECH-6. Comments and Suggestions on the Terms of Reference & Assignment

The client welcomes comments and suggestions to improve the assignment to provide a better value for money. These comments and suggestions shall not be used for evaluation purposes, but may be discussed during negotiations. The client is not bound to accept anything proposed. If the proposed modifications/suggestions would require changes in the offered price, it shall be noted as such, without giving the price of the change.

[Maximum 5 pages]

A: On the terms of reference

[Present and justify here any modifications or improvements to the terms of reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities).]

B: On the staff and facilities

[Comment here on the staff and facilities to be provided by the client.]

Form TECH-7. Team Composition and Task Assignments

Key Professional Personnel				
Name of Staff	Organization	Area of Expertise	Position Assigned	Task Assigned

Form TECH-8. Staffing Schedule (Key Professional Personnel and Support Staff)

	Staff input (in the form of a bar chart) ¹											Total staff-month input			
	1 ²	2	3	4	5	6	7	8	9	10	11	N	Home	Field ³	Total
Foreign															
1															
2															
3															
n															
Local															
1															
2															

Subtotal

Form TECH-9. Work Schedule and Deliverables Schedule

	Task	Months													
		1	2	3	4	5	6	7	8	9	10	11	12		
1															
2															
3															
4															
5															
N	And soon														
	Deliverable														
1															
2															
3															
N	And soon														

[Indicate all main activities of the assignment, including deliverables and other milestones, such as the client approvals. For phased assignments, indicate activities, deliverables and milestones separately for each phase. Duration of activities shall be indicated in the form of a bar chart. See TOR for the full list of deliverables. Above is a sample format (to be further completed by the consultant based on the TOR requirements) that shall be used by the consultant as an indicator of the proposed workload. The submission shall be evaluated as part of the approach and methodology.]

[Note to client: list activities in column before releasing RFP]

Form TECH-10. Curriculum Vitae (CV) for Proposed Key Professional Personnel

- 1. Proposed Position *[only one candidate shall be nominated for each position]*
- 2. Name of Firm *[Insert name of firm proposing the staff]*
- 3. Name of Personnel *[Insert full name]*
- 4. Date of Birth *[Insert birth date]*
- 5. Nationality *[Insert nationality]*
- 6. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*
- 7. Membership in Professional Associations
- 8. Other Training *[Indicate appropriate post graduate and other training]*
- 9. Countries of Work Experience *[List countries where staff has worked in the last ten years]*
- 10. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*

Language	Speaking	Reading	Writing
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11. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From *[month, year]*: To *[month, year]*:

Client:

Position(s) held:

12. Detailed Tasks Assigned *[List all tasks to be performed under this assignment]*

13. Work under taken That best illustrates capability to handle the tasks assigned: *[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.]*

Name of assignment or project:

Month, Year:

Location:

Client:

Main project features:

Position held:

Activities performed:

14. References

[List at least three individual references with substantial knowledge of the person's work. Include each reference's name, title, phone and e-mail contact information.][The client reserves the right to contact other sources as well as to check references]

15. Certifications

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the *[consultant]* in the above-mentioned request for proposal. I further declare that I am able and willing to work:

1. For the period(s) foreseen in the specific terms of reference attached to the above referenced request for proposal for the position for which my CV has been included in the offer of the consultant and
2. Within the implementation period of the specific contract.

Signature of Key Professional
Personnel

If this form has not been signed by the key professional personnel, then in signing below, the authorized representative of the consultant is making the following declaration:

"In due consideration of my signing herewith below, if the key professional personnel has not signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement and that I confirm that I have approached the said key professional personnel and obtained his assurance that he will maintain his availability for this assignment if the contract is agreed within the proposal validity period provided for in the RFP."

Signature of Authorized Representative of the Agency/NGO