

**Invitation for the Expression of Interest (EoI)
for
The Assessment of Engaged Human Resources under National Rural
Drinking Water Programme (NRDWP).**



**Water and Sanitation Support Organisation (WSSO),
State Water and Sanitation Mission (SWSM), Uttar Pradesh**

December 23, 2016

EoI Document No: 306/WSSO/M&E/DWSM/2016-17

Data Sheet

Date of Issue	December 23, 2016
Pre requisite for purchasing the application form	The Agency/Firm/Institute/University should be reputed, experienced, financially sound.
Last Date & time of submission of Proposal	January 23, 2017; Upto 5:00 PM
Place for Submission	Water and Sanitation Support Organisation (WSSO), 13/1, Moti Chamber, YMCA Compound, Rana Pratap Marg, Lucknow-226 001
Cost of application form to be submitted with proposal	Rs 500/- by way of a Demand Draft/Cash (nonrefundable) in favour of "Executive Director, State Water and Sanitation Mission, Lucknow".
Name of contact person	Sri B.B. Singh, Consultant M&E
Contact Detail	Tel: 0522- 3016584 Fax: 0522- 3016586

EoI Document No: 306/WSSO/M&E/DWSM/2015-16
Government of Uttar Pradesh
Department of Rural Development
Water and Sanitation Support Organisation (WSSO),
State Water and Sanitation Mission (SWSM), Uttar Pradesh

13/1, Moti Chamber,
YMCA Compound,
Rana Pratap Marg,
Lucknow-226 001
Dated: December 23, 2016

Notice

Subject : - Invitation for the Expression of Interest (EoI) for the Assessment of Engaged Human Resources under National Rural Drinking Water Programme (NRDWP)– reg..

Sealed Expression of Interest (EoI) are invited from interested, reputed, experienced and financially sound Agencies/Firm/Institutes/Universities for the Assessment of engaged Manpower (Consultants, Data Entry Operators & Block Coordinators) deployed in District Water and Sanitation Mission (DWSM) offices & Block Resource Centers (BRCs) on the basis of assigned task as per Term of References (ToR).

2. The Application Form, Background, Functions & Objectives etc of the EoI can be downloaded from the web-sites of the Mission i.e. www.swsrup.org & www.wssoup.org (It has to be submitted along with DD for Rs. 500/- payable to Executive Director, State Water and Sanitation Mission, Lucknow).

3. Disclaimer at Annexure – I
4. Background, Function, Objective etc of the EoI at Annexure – II
5. Instruction to the applicants are at Annexure – III

The closing date and time for receipt of application is January 23, 2017 at 5:00 PM

Executive Director
State Water and Sanitation Mission,
Lucknow

Disclaimer

This EoI Document is not an agreement and is not an offer or invitation by Water and Sanitation Support Organisation (WSSO), State Water and Sanitation Mission (SWSM), hereinafter referred to as the 'Mission', to any party other than the one that qualifies to submit the Bid. The purpose of this Document is to provide information to the potential bidders to assist them in responding to this Document. Though this Document prepared with sufficient care to provide all required information to the potential applicants, they may need more information than what has been provided. In such cases, the potential applicants are solely responsible to seek the information required from the Mission. The Mission reserves the right to provide such additional information at its sole discretion. In order to respond to the EoI, if required, and with the prior permission of the Mission, each bidder may conduct his own study and analysis, as may be necessary.

The Mission makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential bidder may make in case of failure to understand the requirement and respond to the document. The Mission may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Document by January 16, 2016.

Background, Function & Objective

[A] District Water and Sanitation Mission (DWSM)

A District Water and Sanitation Mission (DWSM) have been constituted at district level under the National Rural Drinking Water Programme (NRDWP) of Government of India, which functions under the guidance and support of the State Water & Sanitation Mission (SWSM) at the State level. DWSM at the district level, functions under the supervision, control and guidance of Zila Panchayat/ Parishad, through which the District Water Security Plan is prepared and implemented. The entire village water security plans are consolidated and analyzed at the district level by the DWSM. It has also to prepare a district based water security plan and ensure convergence of all the other related programmes and funding. Some of the major related programmes are, MNREGS, Integrated Watershed Management Programme projects of Department of Land & Water Resources, Ministry of Rural Development, Central and State Finance Commission funds, NRHM, various Watershed and Irrigation schemes of the Ministry of Agriculture, various schemes of the Ministry of Water Resources etc. The composition and functions of DWSM is as follows:

- I. DWSM is headed by Chairman of Zila Parishad. In Districts where Zila Parishads have not been constituted and there is no Chairman in place, the Chairman of the District Planning Committee or the District Collector/ Deputy Commissioner, as may be decided by the State Water and Sanitation Mission is the Chairperson of the DWSM.
- II. The members are– all MPs/ MLAs and MLCs of the District; Chairperson of the Standing Committees of the Zila Parishad; District Collector/ Deputy Commissioner, District level Officers of Education, Health, Panchayati Raj, Social Welfare, ICDS, U.P. Jal Nigam, Irrigation, Agriculture, Information and Public Relation;
- III. NGOs are also identified by the District Water and Sanitation Mission and co-opted into the Mission as members.
- IV. The District Development Officer of the District is the Member Secretary and the Drawing and Disbursing Officer. The Member Secretary ensures utilisation of the existing infrastructure with him for administrative support for day today functioning.
- V. The Mission meets at least quarterly to review the status of and progress in implementation of rural water supply and sanitation programmes. In case of MPs/ MLAs/ MLCs of the district who are also Ministers in Central/ State Governments, they are allowed to depute one representative each on their behalf to the District Water and Sanitation Mission.

The functions of the District Water & Sanitation Mission (DWSM) are as follows:

- I. Formulation, management and monitoring of projects and progress on drinking water security and total sanitation in rural areas;
- II. Scrutiny and approval of the schemes submitted by the Block Panchayat/ Gram Panchayat and forwarding them to State Level Scheme Sanctioning Committee (SLSSC) where necessary;
- III. Selection of agencies and/ NGOs and enter into agreements for social mobilisation, capacity development, communication, project management and supervision,
- IV. Sensitising the public representatives, officials and the general public;
- V. Engaging Institutions for imparting training for capacity development of all stakeholders, and undertaking communication campaign;
- VI. Coordination of matters relating to water and sanitation between district representatives of Health, Education, Forests, Agriculture, Rural Development, etc as well as National programmes such as SSA, NRHM, ICDS, etc; and
- VII. Interaction with SWSM, State Government and the Government of India.

VIII. Supervise and Monitor the works of Block resource Centres and provide necessary guidance to them.

To assist the DWSM in its day to day functioning, a District Water & Sanitation Committee (DWSC) under the Chairmanship of Chief Development Officer (CDO) has been created in the district. The Member Secretary of the DWSC is the District Development Officer (DDO) of the district. To assist the DWSM, three Consultants & one Data Entry operator of the following qualification and experience has been engaged :

Sl No	Field	Minimum Qualification	Minimum Experience
1	IEC/ HRD; 01 in each District	Graduate in Mass Communication or related field/ Management/ Social Science / Graduate in Engineering	5 years with NGO/ Govt. Department in relevant field
2	M&E & MIS; 01 in each District	Graduate in Statistics/ Science With Computer Knowledge	5 years with NGO/ Govt. Department in relevant field
3	Hydrogeology /Water Quality; 01 in each District	Graduate in Geology/ Chemistry/ Environmental Science	5 years with NGO/ Govt. Department in relevant field
4	Data Entry Operator; 01 in each District	Graduate with minimum 'O' level in computer education,	3 years in relevant field with typing speed 25 WPM in Hindi & 30 WPS in English

Block Resource Canters (BRCs):

The role of Block Panchayats in rural drinking water and sanitation sector needs to be strengthened to provide guidance, support and monitor water supply and sanitation status in villages. Block Panchayat is the ideal unit for providing support as it is nearer to the Gram Panchayats than the Zila Panchayat. To achieve this objective, Block Resource Centres (BRC) shall be the institutional set up at the block level to provide continuous support in terms of awareness generation, motivation, mobilisation, training and handholding to village communities, GPs and VWSCs. The BRC will serve as an extended delivery arm of the District Water & Sanitation Mission in terms of software support and act as a link between it and the GPs/ VWSCs/ village communities.

The BRCs will be under the administrative control and supervision of Block Panchayats. BRC shall be supervised by the DWSM at the district level. It shall function according to the Plan approved by the DWSM. The Block Panchayat will supervise the BRCs to ensure that the functionaries carry out their activities in accordance with the Plan formulated by the Block Panchayat and approved by the DWSM. Each BRC have one Block Coordinator of following educational qualifications, experience and age limit:

Name of Functionary	Minimum Educational Qualification Experience	Monthly Remuneration	Age limit
Block Coordinator	Graduate Degree, Preferably in Mass Communication/ Social Sciences/ Rural Studies. Preference will be given to the candidates having two years experience of working on VWSC/ WQM&S/ Sanitation, etc.	Rs. 5,000 /-	Between 25-35 years. Upper Age Limit relaxable in case of ex-servicemen to 45 years.

Number of days of village visit has to be between 10-15 days in a month. They will have to attend evening meetings in the villages, preferably with night stay.

The Consultants/DEO/Block Coordinator shall be responsible for the functions as per their ToR. Their ToR are given below :

IEC/ HRD Consultant

- Formation of VWSC and their performance
- IEC activities
- Capacity building and training activities at block and Gram Panchayat level
- Assist in selection of agencies and/NGOs for training, IEC and community mobilization
- Formulation of Annual IEC plans of DWSM and other departments in water and sanitation sector
- Formulation of Annual Training Calendar by DWSM and other related Departments for (i) PRI representatives, (ii) grass root level workers like pump mechanics & masons and (iii) engineers/ technical staff.
- Address Issues of Health - incidence of Diarrhoea, Cholera and other Water Borne Diseases
- Address Issues of Education - School Sanitation, Water Supply and Hygiene Education
- Address Issues of Women and Child development– Anganwadi Sanitation, Water Supply and Maintenance of Hygiene
- Monitor the activities carried out by Block Coordinators.

Monitoring & Evaluation/ MIS Consultant

- Compilation of physical and financial progress of water supply and sanitation programs
- Sending Monthly Progress Report to SWSM/ WSSO
- Data updation/ uploading on IMIS, website of Ministry of Drinking Water & Sanitation
- Documentation of Minutes of Meeting and Success Stories etc.

Hydro-geologist/ Water Quality Consultant

- Take up Sustainability measures
- Review sustainability works taken up under NRDWP, MNREGS, IWMP etc.
- Take up preparation of Village Water Security Plans
- Take up activities related to Water Quality Monitoring & Surveillance Programme
- Convergence with other programmes/ Departments

Data Entry Operator

- Assist the DWSM office for data entry and data management regarding works carried out NRDWP *i.e.* habitation data and WQ data etc.
- Entry of project and programme data on IMIS
- Data analysis and reporting.

The deputed consultants & DEOs will carry out any other work as and when directed by the SWSM/ WSSO/ DWSM.

Block Coordinator

- i. Helping the village community in formation of VWSCs in all villages;
- ii. Taking up awareness generation and development communication activities among GP and VWSC members and the village community;
- iii. Conducting training courses at block and village level for members of VWSCs and GPs and other grassroots level workers in the village (ASHA worker, Anganwadi worker, school teachers, self-help groups, Mahila and Yuvak mandals etc.) on various aspects of water and sanitation. This can be through classroom training, hands on support in villages and exposure visits;
- iv. Preparing an Annual Activities Calendar mainly focusing on IEC and training activities and will be responsible for its implementation;
- v. Helping the GPs/ VWSCs in baseline surveys, sanitary survey of drinking water sources and systems falling within their jurisdiction;

- VI. Helping the village community/ VWSCs/ GPs in preparation of their Village Action Plan and its approval by the Gram Sabha;
- VII. Guiding VWSCs in implementing and monitoring the works relating to water supply schemes and sanitation as envisaged in the Village Action Plan;
- VIII. Coordination and follow up with grassroots level workers trained in water quality monitoring and surveillance and ensuring that they take up water quality testing and surveillance activities;
- IX. Interacting regularly with Panchayats, ASHA Workers, Anganwadi workers, Self Help Groups, Mahila and Yuvak Mandals to ensure that issues relating to Water supply, quality and sanitation get regular attention;
- X. Visiting schools to deliver talks to sensitize teachers and students to adopt improved hygiene practices, improved sanitation and safe handling of water to keep it potable.
- XI. Helping in conducting social audits
- XII. Coordinating with water quality testing laboratories for water quality testing, reporting to villages, cautioning the GPs/ VWSCs/ PHEDs to take effective steps for maintaining potability and guiding on remedial steps.
- XIII. Assisting in gathering information for updating habitation status on the IMIS.

Reporting Mechanism

- The consultants & DEO will report to the District Development Officer of concern district.
- The consultants will submit a monthly progress report to the DWSM/ DWSC with a hard copy to The Director, Water and Sanitation Support Organization (WSSO) along with a soft copy to WSSO latest by 10th days of following month.
- Monthly review meetings will be held under chairmanship of DDO to review of work carried out by them.
- The DWSM shall monitor the overall functioning and activities of the BRCs & provide necessary guidance to them.

Objective of the Assignment

The Assessment of engaged Manpower (Consultants, Data Entry Operators & Block Coordinators) deployed in District Water and Sanitation Mission (DWSM) offices & Block Resource Centres (BRCs) on the basis of assigned task as per Term of References (ToR).

- Visit to all DWSM offices to interact the human resources and nodal officer to find the relevant documents for assessment.
- Assessment of 75 IEC/HRD Consultant as per their performance against the ToR mentioned above and Monthly Progress Reports submitted to the DWSM/WSSO office.
- Assessment of 75 M&E/MIS Consultant as per their performance against the ToR mentioned above and Monthly Progress Reports submitted to the DWSM/WSSO office.
- Assessment of 75 Hydro./WQ Consultant as per their performance against the ToR mentioned above and Monthly Progress Reports submitted to the DWSM/WSSO office.
- Assessment of 62 DEO as per their work performed against the ToR mentioned above and as per requirement of the DWSM office.
- Assessment of 500 Block Coordinators (approx.) as per their performance against the ToR mentioned above and as per work report submitted at DWSM office.
- Appraisal of Consultants, Data Entry Operators & Block Coordinators.

Duration of the assignment

- The maximum duration of this assessment study will be 45 days from the agreement as per following Table :-

Sl. No	Duration	No of Districts to be covered	Schedule of Payment
1:	15 days	25	
A Power Point Presentation (PPT) on findings from 25 districts will be shared with the committee			
Ist payment (25%)			
2:	In next15 days	25	
A PPT on findings from 25 districts will be shared with the committee			
IInd payment (25%)			
3:	In next15 days	25	
Details of findings on PPT of all districts will be shared with the committee			
Final payment (50%) will be made after submission of final report after 01 week of last PPT.			

Instruction to the applicants

1. The EoI are invited from reputed, experienced and financially sound Agencies /Firms/Institutes/Universities duly registered under The Indian Company Act, 1956/The Indian Partnership Act, 1932, or under any suitable act, and having with a minimum annual turnover of Rs 50 Lakh for the last three financial years.
2. The agency/Firm/Institute/University should be presently in the similar business and should have minimum three years' experience of providing similar services to various Government Departments, Public Sector Undertaking and Autonomous Bodies of Govt. of India.
3. An application fee of Rs. 500/- will be charged. The fee in the form of Cash/Bank Draft (Non Refundable) drawn in favour of Executive Director, State Water and Sanitation Mission, Lucknow.
4. Based on the Objective of the Assignment, two pages of Methodology of Work, Appraisal Formats, Assessment Sheets & Marking Process etc. must be enclosed with application.
5. The application should reach the office of Water & Sanitation Support Organization (WSSO), 13/1, Moti Chamber, YMCA Compound, Rana Pratap Marg, Lucknow-226 001, **on or before- 03.00 PM on January 23, 2017**. Proposals received after closing date and time shall not be considered.
6. The only applicants, whose proposal found suitable and hence accepted, will be informed separately for Request for Proposal (RFP).
7. The Agency/Firm/Institute/University will be selected in accordance with two bid (Technical & Financial) system.
8. The Executive Director, State Water & Sanitation Mission reserves the right to accept or reject any/all applications without assigning any reason; therefore further, no claims of applicants shall be considered in this regard.
9. Applicants should ensure that all the pages of document should be signed & properly numbered in continuous order and that an Index should be provided to the document.
10. An Undertaking on stamp paper of Rs.10/- duly notarized by the Notary that Agency is not blacklisted or deregistered by any Government agencies/organisations or Public sector undertaking or autonomous bodies should be enclosed with the application.