

Jharkhand State Livelihood Promotion Society

(Under Rural Development Department, Govt. of Jharkhand)

3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001

Phone No. 0651-2360053,2360142

Email – jslps.ranchi@gmail.com, Website – www.jslps.org

Letter No: 2229/Ranchi

Dated: 09/12/2017

LETTER OF INVITATION

To

Interested Individuals

Sub: - Hiring of Individual Consultant for “Design and development of training modules under Social Management Framework and its implementation in time bound manner under JOHAR project of JSLPS”

Dear Sir:

1. You are hereby invited to submit technical and financial proposals for consultancy services required for **“Design and development of training modules under Social Management Framework and its implementation in time bound manner under JOHAR project of JSLPS in Jharkhand.** This could form the basis for future negotiations and ultimately a contract will be entered between you and JSLPS.
2. **The purpose of this assignment is to:**
 - a) Design and development of Modules under Social Management Framework
 - b) Development of Training calendar and implementation
 - c) Orientation of District and block level cadres and Institutions (PG/POs)
 - d) Mapping of SMF specific actions, orientation and training support on these actions in its implementation at the district/block level
 - e) Preparation of Training reports and consolidation/timely updating of data base of person/days/Male/female/ST/SC for all trainings as per theme.
 - f) Ensuring appropriate modes and mechanism for tracking the qualitative aspect of the trainings given and incorporating the necessary changes as required.
3. **The following documents are enclosed to enable you to submit your proposal:**
 - (a) Terms of reference (TOR) (Annexure-I for the assignment.
 - (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure- II); and
 - (c) A sample format of the contract for consultant’s services under which the service will be performed (Annexure-III).

4. The JSLPS has provision of fund under JOHAR Project under the Safeguards budget towards undertaking the assignment and intends to apply a portion of this fund to eligible payments under this Contract.
5. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the "Supplementary Information for Consultants." The proposals shall be submitted either for any study or for both the study.

The proposals will be received in the office of the JSLPS up to **12.00 hours on 30th December, 2017.**

6. **Deciding Award of Contract**

Quality and competence of the consulting service shall be considered as the paramount requirement.

Negotiations will be held only if the technical proposal is acceptable. The consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted to JSLPS, as may be required to adjudge the reasonableness of your price proposals. If the negotiation is successful, the contract will be awarded. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded, the process of selection of Consultant, issue of letter of invitation etc. will be repeated till an agreed contract is concluded.

7. Please note that the JSLPS is not bound to select any of the Consultants submitting proposals.
8. It is estimated that about **124 man-days (approximately 6 months)** of services will be required for the assignment and generally you should base your financial proposal on this figure. However, you should feel free to submit your proposal on the basis on man-months considered necessary by you to undertake the assignment.
9. You are requested to hold your proposal valid for 60 days from the date of submission during which period you will maintain without change, your proposed price. The JSLPS will make its best efforts to finalize the agreement within this period.
10. Please note that the cost of preparing a proposal and of negotiating a contract including visits to JSLPS, if any; is not reimbursable as a direct cost of the assignment.
11. Assuming that the contract can be satisfactorily concluded in last week of January, **2018**, you will be expected to take-up/commence with the assignment with immediate effects.
12. We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any

goods or works resulting from or associated with the project of which this consulting assignment forms a part.

13. **Tax Liability**

Please note that the remuneration, which you receive from this contract, will be subject to the normal tax liability as per the prevailing Income Tax Act. Kindly contact the concerned tax authorities for further information in this regard, if required.

14. We would appreciate if you inform us by Telex/Facsimile within three days from the receipt of the letter:

- (a) Your acknowledgment of the receipt of this letter of invitation; and
- (b) Whether or not you will be submitting the proposal.

Yours faithfully,

Chief Executive Officer

Enclosures:

Annexure-I: Terms of Reference.

Annexure-II: Supplementary Information to Consultants.

Annexure-III: Draft contract under which service will be performed.

Annexure - II

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

(a) **Technical Proposals**

- (i) Curriculum Vitae of Consultant (F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last three years in the format given in Form F-3.
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which Consultant would plan to execute the work. Work plan time schedule in Form F-4 and approach or methodology proposed for carrying out the required work.
- (v) The Consultant's comments, if any, on the data, services and facilities to be provided by JSLPS indicated in the Terms of Reference (TOR).

(b) **Financial Proposals**

The financial proposals should include the Schedule of Price Bid in Form F - 5.

2. Two copies of the proposals should be submitted addressing to the Chief Executive Officer, Jharkhand State Livelihood Promotion Society, 3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001, Jharkhand. .

3. **Contract Negotiations**

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, if required, which will indicate periods in months and reporting schedule. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed monthly rates.

4. **Terms of Payment**

The mode of payments to be made in consideration of the work to be performed by the Consultant shall be as follows:

- (i) 20% of contact value : Upon submission of inception report.
- (ii) 70% of Contract value : Upon receipt of draft report along with documentary.
- (iii) 30% of Contract value : Upon submission and acceptance of Finance Report.

Note: All payments shall be made on submission of pre-receipted bills by the Consultant in duplicate for respective stages. If the consultant required advance, an amount equivalent 20% of the contract value shall be paid subject to submission of bank guarantee of the equivalent amount and the BG should be valid for a period.

5. Review of Reports

A review committee (to be restricted to three members) consisting of following officers of JSLPS will review all reports of Consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 7 days of receipt.

- A) Chief Executive Officer/Chief Operating Officer.
- B) Project Director, JOHAR
- C) State Program Manager, SMIB
- D) Project Coordinator, SD.

FORM NO.F-1

From:

To

The Chief Executive Officer,
3rd Floor, Shantideep Tower,
Radium Road, Ranchi-8374001,
Jharkhand

Sir,

Sub:- Hiring of Individual Consultant for “Design and development of training modules under Social Management Framework and its implementation in time bound manner under JOHAR project of JSLPS”

I _____ Consultant herewith enclose Technical and Financial Proposal for selection as Consultant for JSLPS.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Signature: _____
Full name _____
and address: _____

FORM F-2

**FORMAT OF CURRICULUM VITAE (CV) FOR
CONSULTANT**

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date: _____

[Signature of Consultant]

Day/Month/Year

Full name of Consultant: _____

FORM F-3

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 3 YEARS (FY)**

Outline of recent experience on assignments of similar nature:

Sl. No	Name of the Assignment	Name of the Project	Owner or Sponsoring Authority	Cost of Assignment	Date of Commencement	Date of Completion	Was the Assignment Completed Satisfactorily
1	2	3	4	5	6	7	8
1							
2							
3							
4							

Note: Please attach certificates from the employer by way of documentary proof, if any:

FORM F-4

WORK PLAN TIME SCHEDULE

A. Field Investigation

Sl. No.	Activities to be undertaken	Week wise Programme							
		1 st week	2 nd week	3 rd week	4 th week	5 th week	6 th week	7 th week	8 th week
1									
2									
3									
4									
5									

B. Compilation and submission of reports

1. Draft Final Report
2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment.

D. Comments or suggestions on "Terms of Reference."

FORM F-5

SCHEDULE OF PRICE BID:

Activities/Particulars	Amount (In figure)	Amount in Words
Consulting services for study including field visit, design the format, travel & accommodation, Reporting and any ancillary activities according to the ToR.	Rs.	Rupeesonly
Consultancy Service Taxes @ _____% if any		

Signature of Consultant

FORM F-6

Break-up of Cost Estimates

Remuneration

Consultant Name	Daily (Monthly) Rate	Working	
Days	Total Cost	(Months)	(in Rs.)
	(in Rs.)		
-----	-----	-----	-----
-			

Sub-Total (Remuneration)

Out-of-Pocket Expenses:

a) Per Diem: Room Subsistence Total Days
Cost _____

b) Taxi Cost: _____

c) Lump Sum Miscellaneous Expenses : _____

Sub-Total (Out-of-Pocket)

Contingency Charges:

Total

Consultancy Service Tax

@%

Draft Letter of Contract

Subject: (Name of Assignment)

(Name of Consultant)

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes (Name of responsible staff of Borrower) has been assigned to administer the assignment and to provide the Consultant with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about _____ days/months, during the period from _____ to _____. These dates are estimates and (Name of Borrower) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide the (Name of Borrower) with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.

This Contract, its meaning and interpretation and the laws of the Union of India shall govern the relations between the parties.

Set out below is the terms and conditions under which you have agreed to carry out the assignment. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Contract will become effective upon confirmation of this letter by you and will terminate on _____, or such other date as mutually agreed.

Payments for the services will not exceed an amount of _____.

You will be paid as follows, within 30 days of receipt of invoice a fee of:

Amount	Currency	
.....	upon receipt of a confirmed copy of this letter and submission of inception report.
.....	upon receipt of the draft report.
.....	upon receipt of the final report

acceptable to (Name of Client)

The above fee includes all the costs related to carrying out the services, including overhead and any taxes.

You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the (Name of Client) against any and all claims, demands, and/or judgements of any nature brought against the (Name of Client) arising out of the services under this Contract. The obligation under this paragraph shall survive the termination of this Contract.

All materials produced or acquired under the terms of this Contract written, graphic, film, magnetic tape or otherwise shall remain the property of the (Name of Client). The (Name of Client) retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Contract or the execution of it's other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You shall pay the taxes, duties fees, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed :

Place:

(Signature & Name of Consultant)

Date:

(Signature & Name of Client's Representative)

Attachment: (i) Terms of Reference and Scope of Services; and (ii) Consultant's Reporting Obligations.

Annexure:-I

Terms of Reference (TOR) for Hiring of Individual Consultant for providing specialised services for implementation of the Social Management strategies under JOHAR project of JSLPS.

1) Background:

The JSLPS of the Government of Jharkhand is implementing Jharkhand Opportunities for Harnessing Rural Growth (JOHAR) with financing by the World Bank. The objective of JOHAR is increased diversification in production and improved access to market and jobs in selected farm and non-farm value chains for targeted beneficiaries of Jharkhand across selected regions of Jharkhand. Recognizing the need to enhance and multiply the positive impacts and social and environmental benefits of JOHAR, as well as anticipate, avoid and minimize and/or mitigate the potential adverse impacts, a social assessment study was done by the GOJ & JSLPS with the objective of identifying, assessing and mainstreaming the environmental and social dimensions of JOHAR in project planning detailed design and implementation. This would act as a decision making tool to ensure that the project design and implementation are socially responsive and inclusive.

2) Objective of Social management Framework: To guide the detailed social assessment, screening and preparation of plans and strategies as appropriate for the project interventions to be taken up under the project.

Framework	Principles
<ul style="list-style-type: none">• Screening for social impacts of infrastructure for selection of sites identified and to be selected in the future.• Beneficiary Targeting and Social Inclusion Strategy• Consultation and participation Strategy.• Gender and Women's Empowerment Strategy• Strategies for working in LWE areas• Citizen's Engagement• Grievance Redress Mechanism• Monitoring, Evaluation and Reporting• Capacity building	<ul style="list-style-type: none">• Share information, consult and involve project beneficiaries in identifying social issues likely to arise during project implementation.• Ascertain broad community support based on free, prior and informed consultation with all the communities and in particular while preparing Tribal Development Plans.• Pay special attention to small and marginal farmers, women and tribals and landless and secure their participation in all the project planning and implementation, institutional processes as well as the project benefits.• Establishment of Transparency and accountability mechanisms in community institutions.• Adoption of socially and culturally compatible approaches in tribal areas• No compulsory acquisition of private lands• Take all required for land for the project activities or interventions on a voluntary basis i.e either through (i) lease (ii) voluntary donation stated in agreements (WUG/POs), and (iii) gift deed• Take due precautions to minimize disturbance to sensitive locations or location having cultural significance

- | | |
|--|---|
| | <ul style="list-style-type: none"> • Ensure that project does not involve any kind of activities involving child labour • Ensure equal opportunities and wage to women/female workers as applicable acts. |
|--|---|

3) Objectives: The overall objective of the Social Management framework (SMF) is to ensure implementation of a socially inclusive, gender sensitive and culturally compatible and inclusive project and the specific objectives are:

1. To understand Key social issues, key social impacts, key social constraints and opportunities for enhancing social benefits
2. To formulate practical mitigation strategies
3. To formulate strategies on targeting, social inclusion, gender, grievance redressal, and citizen's engagement.

4) Specific purpose of the SMF is:

1. Develop a framework in line with provisions of relevant national and state Acts and Rules, operational policies of the World Bank.
2. Enhance Institutional capacity at the state, district and block levels for implementation of the Social Management Plans.
3. Establish mechanisms and processes for grievance redress and monitoring and evaluation etc.

5) Key Deliverables:

1. Design and development of modules under Social Management Framework
2. Development of Training calendar and implementation
3. Orientation of District and block level cadres
4. Mapping of SMF specific actions and its implementation
5. Training reports and data base of person/days/Male/Female/Schedule Tribes/Schedule Castes trained.

6) Scope of the assignment:

1. Development of training modules on the Social Management Framework as envisaged in the Project Implementation Plan (PIP) & Project Appraisal Document (PAD) of JOHAR.
2. Provide support in detail design of gender and other strategies/information material for timely delivery of quality capacity building training to social management teams
3. Develop training calendar in alignment with the JOHAR training calendar for efficient and effective flow and delivery of the SMF based training modules and its timely incorporation at the implementation level.
4. Develop training need assessment and establish the need and timeframe for refreshers trainings as per need.
5. Coordinate and support & conduct training for all the relevant JOHAR project stakeholders as per SMF modules
6. Provide training on Tribal Development Framework/Tribal Development Plans to project stakeholders as per modules developed
7. Provide support in ensuring, implementing and closely monitor social safeguard compliance as per the project design in all the project components and project clusters/villages.
8. Support preparation of action plan for implementation of key SMF activities

9. Support regular monitoring of implementation of the SMF activities
10. Provide assistance to the district social focal person
11. Support the process for review of implementation of social management strategies
12. Orient & supervise implementation of Manuals for the operationalization of SMF
13. Support DPMU /BPMU/PGs/CSP for the execution of Tribal Implementation Plan in the Project districts/Project blocks; Facilitate implementation of the TDP
14. Identify options for inclusion of PVTG in the project population for accessing project benefit, wherever it is applicable.
15. Monthly field visit for at least 10 days to assess the performance of implementation of TDP.

7) Schedule for completion of Tasks and Final Outputs (Key Deliverables):

	Outputs	Indicative Timeframe
1	Design and Development of Specific modules on Social Inclusion	Feb15
2	Design and Development of Specific Modules on Consultation and participation	Feb15
3	Design & Development of Specific Modules on Gender and women's economic empowerment	Feb 20
4	Design & Development of Specific Modules on Citizen's Engagement and Grievance Redress Mechanism	Feb20
5	Design & Development of Specific Modules on Tribal development Framework	Feb25
6	Design & Development of Specific Modules on Sensitization on Left wing Extremism Context	Feb 25
7	Develop a training calendar for the capacity building trainings at state, district and block levels and for the CSPs, PGs and the POs.	Mar 10
8	Submission of Various specific Modules	Mar15
9	Finalization of Key Modules post feedback	– Mar 20
10	Delivery of training modules through training activities at district/block (Implementation of the Training Calendar on SMF) 1st Year JOHAR Implementation - 11 districts, 25 blocks	1st Apr – May –June – July15
11	Designing of Training Reports template and reporting on the same	Ongoing
12	Maintain data base of Female/Male/ST/SC per training theme wise and its regular updation & tracking	Ongoing
13	Monthly work report (Output based)	Monthly
14	Design and development of Feedback template (inbuilt in the training modules)	Ongoing
15	Final consolidated Report	July,2017

8) Qualification and experience:

Master Degree in the field of Social Sciences/ Rural Development /Management/Social Work/Gender Studies/Development studies from a recognized

University/Institute or preferably hold a PhD in Social Sciences or related disciplines with at least 10 years of relevant professional experience. S/he should have proven track record of working at least 10 years or more with large scale poverty reduction/livelihoods or similar project/programmes or CSR/other development initiatives focussing in Gender & Social Safeguard related development areas. Prior expertise and experience for conducting and overseeing similar nature of task will be preferable. Experience in Jharkhand would be an advantage. S/he must possess excellent communication skill in both English and Hindi and should have good understanding of domain specific project management.

9) Duration of the Assignment:

He/she is expected to engage by end of January, 2018 or before the sub-components implementation starts and the PG/PO formation drive is initiated. The consultant shall be engaged for a period of 6 whole months and will work closely with the Project Coordinator- Gender and Social Inclusion of JOHAR Project under the overall guidance of the State Programme Manager – SMIB. The initial consultancy is for the period of 6 months which may be extended based on the performance and requirement of the project

10) Reporting requirement:

The consultant will report to Project Coordinator – Gender & Social Inclusion. A monthly report is expected as per assignment deliverables which will be jointly reviewed by the State Program Manager- Social Mobilization and Institution Building and by Project Coordinator – gender & Social Inclusion.

11) Copy write of the document developed during the consultancy-

All documents, manuals, IEC materials and any other relevant documents including data and information (soft and hard copies) developed during the course of the assignment will be the property of the JSLPS. Any other usage or dissemination in the public domain without the prior permission and consent of the society is prohibited.

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