Rajasthan Grameen Aajeevika Vikas Parishad
(3rd Floor, B-Block, Udyog Bhawan, C-Scheme, Jaipur, Rajasthan Ph: 2227011, 4259914, Fax- 2227723)

F.N. – F.31(2)RD/RGAVP/SRC/MISC/2017 / 1650

Date: 23.05.2017

EXPRESSION OF INTEREST

RGAVP invites Expression of Interest (EOI) from eligible agencies for Capacity building and Training of District Resource Trainers (DRTs) and State Resource Trainers (SRTs). Further details about the assignment is available in the website: http://www.rgavp.org or SPPP portal http://sppp.rajasthan.gov.in

Expressions of Interest must be addressed and delivered not later than 15-06-2017 in sealed envelopes super-scribing “EOI for hiring Agency for Capacity building and Training of District Resource Trainers (DRTs) and State Resource Trainers (SRTs)” at office address (mentioned above) during office hours.

Project Director (ME & L)
RGAVP
Rajasthan Grameen Aajeevika Vikas Parishad
Rajasthan Rural Livelihood Project
(3rd Floor, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur)
Phone No.0141-2227011, 4259914 Fax-0141-2227723

F.N. – F.31(2)RD/RGAVP/SRC/MISC/2017 /1650

Date: 23/05/2017

Expression of interest for hiring Agency for Capacity building and Training of District Resource Trainers (DRTs) and State Resource Trainers (SRTs)

The Prime Minister’s Office reviewed the DAY-NRLM at national level and provided instructions to MoRD, GoI to train as well as deploy 15-20 master trainers in all Intensive/Resource blocks. In this regard, the DAY-NRLM intends to develop Women Block Resource Trainers in all blocks to strengthen the capacity building architecture of SRLMs.

RGAVP has decided to develop strong human resources/ Community Cadre from existing human resources to deliver quality trainings in future. All the trainings would now be delivered through the theme wise women master trainers positioned at different levels. Continuous technical and managerial inputs need to be provided to these women trainers.

RGAVP has till now developed a pool of 18 women State Resource Trainers and 150 women District Resource Trainers which has to be given Training and Capacity Building so that they can further be the incharge of all the trainings and become master trainers at the district and the block level.

The State Project Management Unit invites Expression of Interest of quality Technical Support Agency (TSA) for regularly training the SRTs and DRTs and build their capacities in each theme of IB-CB, FI, Gender FNHW and VLM-Convergence so that these women community trainers can become master trainers and be responsible for all the trainings at the state and the district and below level.

The Agency/ Institutes must provide information proving that they are qualified and competent to perform the services. Applying agencies should have the following minimum criteria to be selected for consideration:

1. All the women master trainers of the TSA who will train SRTs/DRTs should have at least 5 years of work experience in respective field.

2. The TSA will provide detailed CVs of staff/consultants, MOUs with relevant technical partner organizations, who will serve as technical leads on development of training curriculums and packages in each of the focus areas: IB-CB, FI, Gender, FNHW and VLM-Convergence.

3. The turnover of the agency should be at least Rs. 50 lakhs per annum over the last 2 years.

4. Atleast, Rs. 25 lakhs annual turnover should be from the training of community institutions (SHG/VO/CLF).

5. The experience of the agency should be of 2 years in similar capacity building work.
Submission from interested agencies must include details of financial turnover for the last 2 financial years and a declaration by the head of the institution stating that the agency has not been blacklisted by any government department/institution.

The Agencies/Institution will be selected in accordance with the procedures set out in the World Bank’s guidelines. The interested Agencies/ Institutes may obtain further information from our website www.rgavp.org or at the address mentioned below between 9.30 AM to 6.00 PM on any working date. Expression of Interest must be delivered to the address mentioned on or before (15th June 2017) till 5:00 PM.

Address:-
Rajasthan Grameen Aajeevika Vikas Parishad
3rd Floor, B-Block, Udyog Bhawan, Tilak Marg
C-Scheme, Jaipur (Rajasthan) - 302005

Project Director (ME&L)
RGAVP
EOI
Format

CONTENTS FOR SECTION-II

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<th>Description</th>
<th>Schedule No.</th>
</tr>
</thead>
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<td>Application</td>
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<td>Structured Questionnaire</td>
<td>Schedule-I</td>
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<tr>
<td>3.</td>
<td>Declaration</td>
<td>Schedule-II</td>
</tr>
</tbody>
</table>

(The Structured Questionnaire contained in Schedule-I are to be submitted by the interested Applicant duly filled in, signed and stamped on each page. This questionnaire is an integral part of EoI and will be used for evaluation.)
Application

Application Name and Address:

Application Reference:

Person to be contacted:

Designation:

Telephone No:

Fax:

To,

State Mission Director,
Rajasthan Rural Livelihood Project,
5th Floor, Udyog Bhawan,
Tilak Marg, C-Scheme, Jaipur(Raj)

Subject: Expression of Interest (EoI) for ____________________________ (name of assignment) for Rajasthan Rural Livelihood Project (World Bank funded).

Credit No 4859IN

Dear Sir,

1.0 We, the undersigned Applicant, have read and examined in detail your solicitation of EOI for the purpose of short-listing of our firm for Appointment of Agency for (name of assignment) for RRLP (World Bank funded project) being implemented by RGAVP.

2.0 Structured Questionnaire: We are submitting the Credential/Information as stipulated in your aforesaid solicitation of EOI in Schedule-I. In case you require any further information in this regard, we agree to furnish the same.

3.0 Supporting documents: We have enclosed document supporting compliance and in support of the information provided in the Structured Questionnaire.

4.0 Dated this............................................................day of.........................2017.

Thanking you, we remain

Yours faithfully

Date: ____________________________

(Signature)..............................

Place:
Rajasthan Rural Livelihood Project

Applicant's Name & Address:

To,

State Mission Director,
RGAVP, Jaipur.

Dear Sir,

In support of our Expression of interest, we furnish here with Structured Questionnaire, along with other information, as follows:

1. General Particulars of Agency

<table>
<thead>
<tr>
<th>Name of the firm</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Address</td>
<td></td>
</tr>
<tr>
<td>Phone no.</td>
<td></td>
</tr>
<tr>
<td>Email id:</td>
<td></td>
</tr>
<tr>
<td>Name of the contact person of this EoI</td>
<td></td>
</tr>
<tr>
<td>Phone No. of the contact person of this EoI</td>
<td></td>
</tr>
<tr>
<td>Email id of the contact person of this EoI</td>
<td></td>
</tr>
<tr>
<td>Office/Branch offices if any in Jaipur</td>
<td></td>
</tr>
<tr>
<td>Office/Branch in other districts in Rajasthan if any</td>
<td></td>
</tr>
</tbody>
</table>

2. Particulars of Agency*

<table>
<thead>
<tr>
<th>Date of Firm's establishment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration No.</td>
<td></td>
</tr>
<tr>
<td>Registration Authority/Act</td>
<td></td>
</tr>
<tr>
<td>Validity of Registration</td>
<td></td>
</tr>
<tr>
<td>Service Tax Registration No. &amp; Validity</td>
<td></td>
</tr>
<tr>
<td>Empanelment with other Govt./Govt. under taking</td>
<td></td>
</tr>
<tr>
<td>Type of Agency/Proprietary</td>
<td></td>
</tr>
<tr>
<td>Firm/Institute/Company/Partnership</td>
<td></td>
</tr>
<tr>
<td>Number of full time qualified staff</td>
<td></td>
</tr>
<tr>
<td>Number of other staff who are semi qualified/unqualified</td>
<td></td>
</tr>
<tr>
<td>Pan No.</td>
<td></td>
</tr>
<tr>
<td>Tan No.</td>
<td></td>
</tr>
</tbody>
</table>

[*Copies of registration documents to be attested]
3. Financial Particular of last two years of the Agency

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Financial Year</th>
<th>Total Turnover</th>
<th>Turn over from the similar assignments, applied for</th>
<th>Turn over from the similar assignment in Rajasthan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2015-16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>2016-17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4(A). Details of Professional Staff of Agency

<table>
<thead>
<tr>
<th>Name of the staff/M. No.</th>
<th>Age</th>
<th>Year of experience</th>
<th>Qualification</th>
<th>Number of year of association with the Agency</th>
<th>Brief nature of Work done (expertise)</th>
</tr>
</thead>
</table>

4(B). Details of Master trainer of Agency:

<table>
<thead>
<tr>
<th>Name of Staff</th>
<th>Age</th>
<th>Year of experience</th>
<th>Qualification</th>
<th>Number of years of association with the Agency</th>
<th>Brief nature of work done (expertise)</th>
</tr>
</thead>
</table>

(The TSA will provide detailed CVs of staff/consultants, MOUs with relevant technical partner organizations, who will serve as technical leads on development of training curriculums and packages in each of the focus areas: IB-CB, FI, Gender, FNHW and VLM-Convergence.)

5. Details of Administrative staff of Agency:

<table>
<thead>
<tr>
<th>Name of Staff</th>
<th>Age</th>
<th>Year of experience</th>
<th>Qualification</th>
<th>Number of years of association with the agency</th>
<th>Brief nature of work done (expertise)</th>
</tr>
</thead>
</table>
6. Experience of the agency/organization

6. (A) Sector specific (Training and Capacity Building) experience***

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding agency</th>
<th>Nature of Assignment</th>
<th>Year of Work Done</th>
<th>Value of Assignment</th>
<th>State and Locality where work was done</th>
<th>Number of Trainees Benefitted</th>
</tr>
</thead>
</table>

***Detail citation of work can be provided separately. Please also attach self-attested copies of the letter for the above assignment.

6. (B) Experience of working in Training and Capacity Building sector (in last two years)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding Agency</th>
<th>Nature and objective of The assignment</th>
<th>Years of Work done</th>
<th>Value of assignment</th>
<th>Name of district/locality where work undertaken</th>
<th>Number of Trainees Benefitted</th>
</tr>
</thead>
</table>

6. (C) Details of each program to develop Master Trainers by the agency

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding Agency</th>
<th>Nature and objective of the assignment (mention Training &amp; Capacity Building sector)</th>
<th>Years of Work done</th>
<th>Value of assignment</th>
<th>Name of district/locality where work undertaken</th>
<th>Number of Master Trainers Developed</th>
</tr>
</thead>
</table>

7. Area of operation-

Whether the organization is entitled to undertake activities as described in the scope above. [If yes, please refer to specific Provision in by-laws and attach highlighted copy.]

| Duration of presence in Area (Year) | Detail of agency officers in Jaipur, if Any (Address and year of opening) | Yes/No |

Please submit suitable address proof
8. Entitle for the present assignment

<table>
<thead>
<tr>
<th>Whether the organization has provisions to Yes/No undertake the present assignment in its By-laws or MoA.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If please refer provision in Bye-laws/MoA and describe</td>
</tr>
</tbody>
</table>

9. Has the organization been awarded at National/State/District level? (If yes, please attach certificate and describe)

10. Impact Studies or evaluation of the Agency’s work in the recent past by an external agency.
   (a) Has any evaluation/study conducted for agency’s work? Yes/No
   (b) If yes, then status/remarks (Good/Average/Unsatisfactory.)

11. Has the Agency been blacklisted by any government (Union and/or state) Ministry/Department/Organization/NABARD/CAPART/Multinational donor agency/etc. or any other donor/partner organization in the past? (Declaration on non-judicial stamp of Rs. 10/- as per enclosed Schedule-II)
Schedule-II

Declaration

Date..........................

To whom so ever it may concern

I/ We hereby solemnly take oath that I/ We am/ are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/Institute/ Company or partners. "Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes with effect of this declaration at a later date; we would inform the project accordingly.

Authorized
Signatory
(With seal)
Terms of Reference for hiring Agency for Capacity building and Training of District Resource Trainers (DRTs) and State Resource Trainers (SRTs)

BACKGROUND:

RGAVP is an autonomous society established in October 2010 by the Government of Rajasthan under the administrative control of Department of Rural Development and Panchayati Raj. Registered under the Society Registration Act, 1956 it is mandated to implement all rural livelihoods programs associated with SHG based institutional architecture in the state.

The Society aims at creating financially sustainable and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and selected public services and to build their capacities to deal with the rapidly changing external socio-economic and political world. Its approach is to support the development of livelihood opportunities for the rural poor, especially women and marginalized groups, through community institutions like SHGs, VOs and CLFs.

CONTEXT:

The Prime Minister’s Office reviewed the DAY-NRLM at national level and provided instructions to MoRD, GoI to train as well as deploy 15-20 master trainers in all Intensive/Resource blocks. In this regard, the DAY-NRLM intends to develop Women Block Resource Trainers in all blocks to strengthen the capacity building architecture of SRLMs.

RGAVP has decided to develop strong human resources/ Community Cadre from existing human resources to deliver quality trainings in future. These women master trainers will help RGAVP to strengthen the existing District Resource Cells (DRCs). There is one DRC each in the Resource Blocks districts which is responsible for the entire capacity building and strengthening of that district and other adjoining districts. All the trainings would now be delivered through the theme wise women master trainers positioned at different levels. Continuous technical and managerial inputs need to be provided to these women trainers.

RGAVP has till now developed a pool of 18 women State Resource Trainers and 150 women District Resource Trainers which has to be given Training and Capacity Building so that they can further be the incharge of all the trainings and become master trainers at the district and the block level.

ROLE OF SRTs & DRTs:

State Resource Cell (SRC) will provide regular and timely support to district and block teams directly and indirectly i.e. development of human resources as trainers, developing the modules, field training assessments and conducting studies on specific assignments etc.

SRC will have a Resource pool of 25-30 women members with thematic expertise. They will be called as State Resource Trainers and SRC may utilize their services as and when required as resource persons for any assignment.
Regional Resource Cell-Udaipur will work under the guidance of SRC-Jaipur and it will support SRC on above activities.

District Resource Cells (DRC) will work with the guidance of SRC as implementing agencies of Capacity building part of project. They will also support SRC with proper feedback from field.

Each DRC would have 16 District Resource women Trainers (DRTs), four for each theme namely (i) Institutional Building – Capacity Building (ICBC), (ii) Financial Inclusion (FI), (iii) Gender-Food, PwD, Nutrition, Health, and Wash (FNHW) and (iv) Visioning-Planning-Convergence. DRTs may be from Resource Blocks or Intensive Blocks.

Each intensive block will also have 16 Block Resource women Trainers (BRTs), four for each theme namely IB-CB, FI, Gender-FNHW and Visioning-Planning-convergence.

The responsibility of monitoring the training through DRTs/BRTs will be of concerned DRC. At present there are 15 DRCs but the number may increase based on the requirement. DRTs will be trained by State Resource Trainers (SRTs) and BRTs will be trained by DRTs.

**NEED OF TECHNICAL SUPPORT AGENCY:**

The project requires a quality Technical Support Agency (TSA) to regularly train SRTs and DRTs and build their capacities in each theme of IB-CB, FI, Gender FNHW and VLM-Convergence so that these women community trainers can become master trainers and be responsible for all the trainings at the state and the district and below level.

The TSA will be overall responsible and accountable for giving technical expertise to SRTs and DRTs, establish monitoring system and develop reporting mechanism within the timeline. The TSA will train the SRTs and DRTs on IB-CB related to PIP, Community Institutions formation as in relation to CRP concept and on SHG, VO and CLF formation and strengthening, followed by the dynamics of Community Institutions like Panchsutra, 20 rules of SHGs, and capacity building of institutions related to vision planning and leadership management in institutions, training of VO-OB, EC and Sub-Committees and Grading, training of CLF management and CLF-OBs, EC, Sub Committees and its visioning etc (all as per the capacity building life-cycle).

The training related to FI will be on Book-Keeping of SHG, VO and CLF, on Talpat and on Revolving Fund and CIF management, Fund management, Bank Account opening, Bank-Linkage, Insurance, Cashless transactions, and on VRF etc.

The Capacity-building of SRTs and DRTs related to Gender & FNHW will be on gender sensitivity, social inclusion of elderly, PWD etc., and on food, nutrition, health, hygiene and sanitation and also on menstruation etc.

The training related to VLM and Convergence will be on vision building of community institutions, and Convergence with various government departments and schemes in context of Rajasthan state. **Thus, TSA will be required to deliver complete package on all four themes to about 150 women SRTs and DRTs.**
QUALIFICATION and ELIGIBILITY OF TSA:

1. All the women master trainers of the TSA who will train SRTs/DRTs should have at least 5 years of work experience in respective field.

2. The turnover of the agency should be at least Rs. 50 lakhs per annum over the last 2 years.

3. At least, Rs. 25 lakhs annual turnover should be from the training of community institutions (SHG/VO/CLF).

4. The experience of the agency should be of 2 years in similar capacity building work.

Note :- (The TSA will provide detailed CVs of staff/consultants, MOUs with relevant technical partner organizations, who will serve as technical leads on development of training curriculums and packages in each of the focus areas: IB-CB, FI, Gender, FNHW and VLM-Convergence.)

TRAINING ARRANGEMENTS: The training arrangements like venue, feeding and lodging etc. will be made by RGAVP when the training will be held in Rajasthan; outside Rajasthan, it has to be done by the TSA. The number of participants for trainings will be strictly less than 30 in each classroom, with minimum 2 trainers per classroom. The travelling costs of the participant trainees will be reimbursed by RGAVP and those of the trainers by the TSA.

AREA and SCOPE OF WORK:

The SRTs and the DRTs will train the block-level trainers (BRTs) and the BRTs will further train the community and related cadres. The SRTs and the DRTs will be a complete knowledge hub of capacity building trainings for the BRTs and they will train the BRTs on all 4 themes as and when required on the basis of need assessment. The SRTs and DRTs shall be trained through a mix of classroom training as well as field immersion/exposure visits. More details can be seen in the SRT/DRT/BRT policy enclosed. This association with TSA will be for one year and can be extended for one more year as per performance, requirement and mutual agreement.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity</th>
<th>Expected Timeline</th>
<th>Amount to be given after completion of the activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preparation and Submission of Schedule and Modules of training according to Lifecycle of trainings (Annex-1). The same will be approved by a committee constituted by RGAVP.</td>
<td>1st month – 1st draft 2nd month – Final</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td>10 days basic training of SRTs and DRTs as per lifecycle.</td>
<td>3rd and 4th month</td>
<td>20%</td>
</tr>
<tr>
<td>3.</td>
<td>5 days exposure visit on each theme in consultation with RGAVP to any leading state.</td>
<td>5th and 6th month</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>1st Refresher training (5 days)</td>
<td>7th and 8th month</td>
<td>10%</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------</td>
<td>--------------------</td>
<td>-----</td>
</tr>
<tr>
<td>5</td>
<td>2nd Refresher training (5 days)</td>
<td>9th and 10th month</td>
<td>10%</td>
</tr>
<tr>
<td>6</td>
<td>3rd Refresher training (5 days)</td>
<td>11th and 12th month</td>
<td>20%</td>
</tr>
</tbody>
</table>

**COST:** The cost for this entire training and capacity building program will be approx Rs. 50 Lakhs (30 days x 150 SRTs and DRTs x Rs. 1000/- + other expenses).

**EXPECTED OUTCOMES:**

- Development of schedule, module, and training material for all kind of trainings as per capacity building life cycle designed;
- Training and capacity building of the SRTs and the DRTs (total 150 women) as per modules developed in S. No 1 in the table above.