



Survey No. 4272, Near Tongaonkar Hospital, Vivek Nagar, Akurdi, Pune – 411 035, TEL – 020-27242404 / 05 FAX– 020-27242406

Jankidevi Bajaj Gram Vikas Sanstha
(JBGVS)

Invitation for Expression Of Interest (EOI) to carry out District Need Assessment

JBGVS, a Bajaj group NGO, intends to conduct District Need Assessment work in 4 core districts (Pune, Aurangabad in Maharashtra, UdhamSinghNagar in Uttarakhand and Sikar in Rajasthan). Expressions of Interest (EOI) are invited from Consultancy firms, NGOs or Academic Institutions (AI) to take up the assignment. Preference would be given to agency which has at least 5 years experience of carrying out similar work, adequate and competent Human Resources. The NGO/AI may apply as per the references given in Annexure-I and Annexure-II and send to **Secretary-Proposal Review Committee (PRC)** in a sealed envelope clearly marked “EOI for District Need Assessment”. EOI received by email will not be considered. The short-listed agency will be asked to present their plan in due course. PCR, JBGVS will have the right to reject any or all EOIs received in response to this invitation, and its decision in this regard shall be final and binding.

Proposed Timelines

Sr. No	Activity	Deadlines
1	Release for EOI for District Need Assessment	28/02/2019
2	EOI Submission date	09/03/2019
3	Short listing of agencies	13/03/2019
4	Contact to shortlisted agencies	14/03/2019
5	Presentation by shortlisted agencies	20/03/2019
6	Finalising agencies	21/03/2019
7	Contract Award	25/03/2019
8	Work Commencement	15/04/2019
9	Submission of Draft Report	01/07/2019
10	Submission of Final Report	15/07/2019



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ANNEXURE-I

TERMS OF REFERENCE (TOR)

For Appointment of NGO/AI for doing District Need Assessment

A: Objective of work

Jankidevi Bajaj Gram Vikas Sanstha (JBGVS), a Bajaj Group NGO, has been involved in implementation of integrated rural and urban development programs in selected clusters of 5 districts, i.e. Pune, Aurangabad & Wardha in Maharashtra, Udham Singh Nagar in Uttarakhand and Sikar in Rajasthan. JBGVS has decided to expand its activities in 4 districts (Excluding Wardha). To have proper understanding about the requirements of all the above geographies, it intends to engage professionally qualified consultancy firms/NGOs/Academic Institutes (AIs) who could do proper assessment of the need of the areas. The actual implementation model is also flexible and will involve direct implementation by JBGVS existing teams, partnerships and contracts with other agencies, other standalone projects in the key geographies. The report should have proper action plan and fix time-frame to solve the key problems identified during the need assessment study.

The selected agency will be expected to

- Prepare a detailed action plan
- do a desktop analysis of the areas
- field study (involving the local JBGVS team- appx 2 persons available per location, can be more in some districts).

B. Scope of Work

The Key activities to be done are:-

i. Conduct a review of past work of JBGVS in 4 core districts –specially focus on

- Key activities undertaken in past.
- Potential for scale up/need for modification/exit strategies

ii. **Need assessment at larger district level:** This will require conduct of both primary and secondary research; gap analysis; other key ongoing interventions in district; engagement with key stakeholders and beneficiaries using a variety of tools- including PRA (Participatory Rural Appraisals).

iii. **Identify strategic opportunities** – specifically in alignment with Bajaj group CSR focus areas

iv. **Build a Long Term Strategic Plan** for the 4 districts.



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v. The new Plan shall contain:

- a. Mission, values, and objectives
- b. Strategic priorities
- c. Present action plans in LFA (Detailing the Objectives/ Activities/ Outputs/Outcomes, along with verifiable indicators and MOV)
- d. Implementation model (including for JBGVS direct implementation- Broad staffing plan)
- e. Budget (At least next 5 years)

About JBGVS

- The current work of JBGVS is available at <http://www.jbgvs.org.in/about.html>
- The proposed budget for JBGVS's activities is appx Rs 50 – 60 Cr/annum (excluding special projects and admin/HO costs)

C: PERIOD OF ENGAGEMENT

The selected Agency will be required to complete the work and submit the report within 90 days from the date of signing the assignment.



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ANNEXURE-II

EOI Proposal Template

Part A: Organisation Profile

1. Details on:
 - i. Legal Name of Organisation
 - ii. Type
 - iii. Date of Registration
 - iv. PAN
 - v. 80G if available
 - vi. Address & contact details (HO)
2. List of offices/ centres/ field units etc (if any).

Sr. No	Name of District/ City	Name of contact person	Address, Telephone, Fax, Email	No. of Staff available for the purpose	Other Infrastructure

Note: copies of supporting documents for iii, iv and v are required.

Part B: - Experience details of the agency

1. The agency must show the relevant experience of minimum three years with supporting documents, copies of letters of Award and completion from the clients as per following format:

Table 1

Sr. No	Name of clients	Area of work (geography, sector)	Value of works (Rs. Lakhs)	Work commencement date	Work completion date	Whether proof enclosed (Yes/No)

Note: 1. i. Please add additional rows

ii. Proof of experience is must.



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Table 2:

Sr. No	Financial Year	Total Income/Turnover (Rs in Lakhs)
1	2018-2019	
2	2017-2018	
3	2016-2017	

Note: The above turnover statement must be supported with balance sheet.

Table 3

Sr. No	Name of Key Professionals	Educational Qualification	No. of Projectsundertaken	Nature of engagement (on Rolls, contracts)
1				
2				
3				

Add cv of at least 2 key professionals, including the proposed team leader.

Part C: A detailed write-up on the methodology to be adopted by agency for execution of the work. Max 5 pages.

Part D: Proposed Financials

Heading	Amount (Rs. Lakhs)
A. Professional Fees	
B. Incidentals including survey team manpower, data entry, travel and B&L and any other (ceiling)	
C. GST (If applicable)	
D. Total	

Note:

- TDS will be deducted as per norms
- While item B will be reimbursed as per actuals, please provide ceiling of costs.

The information provided above is true to the best of my knowledge and understanding.

Signature of Authorized Signatory.....

Name:

Designation:

Dated:

[Please affix Rubber Stamp]



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List of Required Documents

For Organisation Profile

- i. Copy of Registration
- ii. PAN details
- iii. 80G certificate

For Experience Details

- i. Copies of letter of Award- From previous clients
- ii. Work completion certificate- From previous clients
- iii. Turnover statement with balance sheet for last 3 years
- iv. CV of at least 2 key professionals, including proposed team leader
- v. A detailed write-up on the methodology to be adopted by the agency.