

Rehabilitation Council of India
F.No. 7-14/Sensitization/2015/RCI dt. 04.07.2017

**Research Proposal for Impact Assessment to ascertain the Effectiveness of Implementation of
In-Service Training and Sensitization Programme of DEPwD for the F.Y. 2015-16 & 2016-17**

I. Background:

The XIIth Plan of Govt. of India has recognized inadequate awareness and sensitivity amongst various stakeholders as a major challenge. It was felt that there is urgent need for in-service training amongst the various stake holders to create awareness about the rights and entitlements of PwDs, provisions in various schemes, developmental programmes, ways and means to access their specific entitlements and those that they are entitled to as equal citizens.

This scheme is envisaged to be achieved by organizing Short term training programmes through workshops at State/District/Block level on regular basis. The main objective of this Scheme is to train & sensitize key functionaries of the Central/State Govt., Local Bodies and other service providers on a regular basis on disability related matters through State/District/Block level workshops towards creating awareness among employees and peer groups about capabilities of Persons with Disabilities and to create an inclusive environment, etc., at workplace.

Accordingly, Department of Empowerment of Persons with Disabilities (DEPwD) has developed a new Central Sector Plan Scheme i.e. "In-Service Training and Sensitization Key Functionaries of Central and State Governments, Local Bodies and Other Service Providers" w.e.f. 29th December, 2014. This scheme has been implemented for the remaining part of 12th Five Year Plan for the financial year 2015-16 & 2016-17.

DEPwD has assigned the responsibility to Rehabilitation Council of India (RCI) as a Nodal Agency of the said scheme for implementation of In-Service Training and Sensitization programmes from the F.Y. 2015-16 at national level. Accordingly, RCI has invited the proposals from the various implementing agencies all over the country. During the F.Y. 2015-16 and 2016-17, the DEPwD has approved 52 implementing agencies (Govt. Deptt., National Institutes, CRCs, Office of the District Magistrates) to conduct 191 batches of training programmes at State Level, District Level and Block Level covering 26 States. During the F.Y. 2015-16 and 2016-17, total of 6526 Govt. Key functionaries have been trained under various target groups.

II. Rationale for Evaluation, Impact Assessment and Research Studies

During the F.Y. 2015-16 and 2016-17, the DEPwD, M/o SJ&E has released 400 Lakhs (including 5% of the total sanctioned budget as administrative expenditure) to RCI for further release to the shortlisted 52 implementing agencies approved by the FSA of DEPwD to conduct 191 batches in 26 States. As on date, the total no. of 6526 Govt. Key functionaries under 5 target groups have been trained under this scheme. As per the scheme, all the implementing agencies have submitted the feedback forms in respect of completion of all 191 batches of training programmes organized by them. The duration of the training programme was of 02 days and 03 days for various target groups as prescribed in the scheme.

The above said matter was also discussed during the 4th meeting of FSA of DEPwD to study the impact assessment and to assess the outcomes of this huge expenditure and to improve the efficiency and effectiveness of the programme. Considering the size and scope of programme implementation, it is necessary for the DEPwD and RCI, a Nodal Agency to know the benefits and impact of such in-service training programme. Further, issues and challenges limiting the effective

implementation of the programmes for each level of target group can be assessed through a detailed data analysis and accordingly, corrective measures can be outlined.

III. Objectives of the Study:

- (i) To assess the impact of in-service training programme of DEPwD based on the feedback received after its completion for all the target groups separately.
- (ii) To assess the utility of the programme in creating awareness on disability related issues.
- (iii) To assess the level, quality and quantity of this training programme and its effectiveness in terms of enhancement of knowledge of the beneficiaries.
- (iv) To assess the overall functioning of this scheme in terms of any administrative and policy level changes.
- (v) To assess issues and challenges limiting the effective implementation of the programmes for each level of target group and corrective measures, if any.

IV. Physical Data in respect of implementing agencies and beneficiaries under various target groups:

Sl. No.	Name of the State	Total no. of Beneficiaries	
		2015-16	2016-17
1.	Andhra Pradesh	759	80
2.	Assam	204	80
3.	Chhattisgarh	80	---
4.	Delhi	100	40
5.	Gujarat	339	--
6.	Haryana	30	--
7.	Himachal Pradesh	193	328
8.	Jharkhand	40	---
9.	Jammu & Kashmir	51	---
10.	Kerala	79	---
11.	Karnataka	52	--
12.	Madhya Pradesh	80	81
13.	Maharashtra	110	---
14.	Odisha	65	---
15.	Punjab	40	---
16.	Rajasthan	93	---
17.	Tamil Nadu	93	280
18.	Tripura	126	---
19.	Telangana	283	---
20.	Uttar Pradesh	218	244
21.	Uttarakhand	204	---
22.	West Bengal	40	421
23.	Meghalaya	---	424
24.	Mizoram	---	253
25.	Manipur	---	85
26.	Puducherry	---	120
	Total	3279	2436

V. Scope and Coverage:

The DEPwD, M/o SJ&E would treat evaluation of this Central Sector Scheme as an instrument of accountability. The proposed evaluation work may be entrusted to the reputed research agencies with proven track of research. The focus of the evaluation approach would be practical and the findings should be usable to large extent. To ensure usage ability of the findings, the main users should be involved in specifying the objectives and selecting the most appropriate model and methods. The findings of the evaluation studies will be shared with all concerned as per the disclosure policy of the deptt. In general, the evaluation and impact assessment studies would capture the ground realities regarding the execution/implementation processes and the impact of the projects.

VI. Mode of receiving Study Proposals:

The DEPwD, M/o SJ&E will consider proposals received from UGC recognized universities, colleges and reputed research institutions/agencies with proven track record of 10 years of experience in research. However, while awarding the research study to the selected agencies, it shall be ensured that the agreement conforms to the Rule 163-177 of the GFR. Selection of proposals would be made through a competitive bidding process to be determined on the basis of financial and technical bids. Focus would be lead on the technical soundness of the proposal including research credential of the proposed research team.

VII. Appraisal of proposals:

Selection of agencies will be done through a bidding process comprising of technical and financial bids. The technical and financial bids shall be evaluated by a committee constituted for the purpose by adopting Combined Quality-cum-Cost Based System (CQCCBS). Depending upon the size and complexity of the project, expression of interest may be called before sending request of proposal to the shortlisted agencies.

VIII. Submission of detailed Proposals in support of Research:

The proposal should clearly elaborate the research questions and specify study methodologies which include research and study design, data source, data collection methods, sampling plan and techniques, etc. It should also list out complete team of investigators/project coordinators and provide their detailed resume highlighting their academic background and publication records. Additional personnel support required for implementing the research project should be outlined with proper justification. It should also provide a detailed break-up of the costs consistent with the funding norms. Proposal should provide the project timelines and milestones and indication of the output of the projects. Proposal should be made in the prescribed format (Annexure-A).

Proposal prepared by the Principal Investigator/Project Coordinator should be forwarded by the Head of the Institutions accompanied by relevant documents. In case a research proposal involves a network of research institutions, the Principal Investigator would identify the Lead Investigator from each of the participating institutions.

IX. Scrutiny of Proposals:

The proposals received by the DEPwD will be evaluated by technical committee consisting of Director, DEPwD, Member Secretary, RCI and Under Secretary of DEPwD. While examining the proposals, the DEPwD will determine the order of priority in terms of proposed research methodology and relevance of conducting research.

X. Terms and Conditions for sanctioning Research Projects:

- (i) A project will normally be sanctioned for a period ranging between 9-12 months. The Grant-in-Aid will be payable in 3 instalments. While 25% of the approved cost would be released at the time of approval of the project, 50% will be released after receiving interim report of the study and utilization certificate for 60% of the amount already released. The remaining 25% would be released only after acceptance of final reports and examination of financial statement like UC and Audit Report.
- (ii) Performance Security is to be made available for an amount of 10% of the value of the project contract which will remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
- (iii) During the course of implementation of the project, the DEPwD/RCI may depute its staff or experts to visit the research agencies to review progress.
- (iv) The project will become operative with effect from the date of receipt of 1st Sanction Order by the granting organization.
- (v) Extension of the project beyond the approved period may be granted in exceptional cases. The DEPwD may grant extension of project for a maximum period of 3 months without any additional cost for justified reasons. If there is undue delay in completion of the project, the agency will be liable to pay interest at Govt. Rate on the amount released for the period of such delay. The research agency will furnish 20 copies of the final reports including Executive Summary, along with a soft copy to the deptt.
- (vi) The research agencies will sign an agreement with the deptt. on Non-Judicial stamp paper of Rs. 100/-.
- (vii) The DEPwD reserves the right to terminate the agencies' contract at any point of time with assigning justifications/reasons.

XI. Disseminations of Research Findings:

Final Technical Reports of the completed project and Research Findings may be disseminated through the website of the Ministry/RCI and copy of the same may also be sent to the implementing agencies for information and references to all concerned.

Fact Sheet

Item	Description
Method of Selection	Combined Quality-and Cost Based Selection (QCBS). weightage given to the Technical and Commercial Bids are Technical = 70% Commercial = 30%
Availability of RFP Documents	Download from www.rehabcouncil.nic.in & www.eprocure.gov.in
Date and time of uploading of RFP	12/09/2017 15:00 Hrs
Last date and time for submission of Bid/Proposal (on or before)	11/10/2017 15:00Hrs
Date and time for Opening of Bids/ Proposals.	12/10/2017 15:00 Hrs
Language	English only
Bid Validity	up to 90 calendar days from the date of opening of the Bid.
Address for Communication, submission of Bid/Proposal	Shri S.K.Srivastava Member Secretary, Rehabilitation Council of India, DEPWD (Divyangjan) Ministry of Social Justice & Empowerment, Govt. of India B-22, Qutab Institutional Area, New Delhi - 110 016 Email ID: rehabstd@nde.vsnl.net.in ; rehcouncil_delhi@bol.net.in Phone number: 011-26532387
Contact Person for Seeking clarifications	Dr. Subodh Kumar Deputy Director (T) Rehabilitation Council of India, DEPWD, (Divyangjan) Ministry of Social Justice & Empowerment, Government of India B-22, Qutab Institutional Area, New Delhi - 110 016 Email ID: rehabstd@nde.vsnl.net.in ; rehcouncil_delhi@bol.net.in Tel : 91-11-26532378, 26534287,26532408 Fax : 91-11-26534291

Contents of Bid

The bidder shall submit the following envelopes.

Envelope No.	Marked as	Content of envelope
1	RFP Document	RFP Document duly signed on each page
2	Technical bid/proposal	One Original Hard Copy and softcopy of: a) Technical Bid/ Proposal in the prescribed format. b) No Deviation Certificate in prescribed format c) Total Responsibility Declaration Certificate in prescribed format.
Financial bid/ proposal		Only softcopy on e-Portal

Checklist

SL. No.	Checklist of Items (to be attached)	Bidder's Response (Yes/ No)
1.	Proof of UGC recognition	
2.	Certification by NAAC	
3.	Duly signed RFP Document	
4.	Synopsis of the research proposal with information like Research Design, Methodology, Tools etc.	
5.	Proof of Research ongoing/ Completed I. Short Term- minimum 6 months II. Long Term- minimum 12 months	
6.	Proof of Project ongoing/ Completed III. Short Term- minimum 6 months IV. Long Term- minimum 12 months	
7.	Declaration certificate	
8.	Total Responsibility Certificate	
9.	Copy of PAN Card	
10.	Technical Bid – 1 hardcopy in original and softcopy to be uploaded on e-portal	
11.	Financial Bid – To be submitted on e-Portal only	

Format for Submission of Technical Bid

SL.No.	Contents of Technical Bid
1.	Technical Bid Covering Letter
2.	Checklist
3.	RFP Document duly signed
4.	Profile <ul style="list-style-type: none">• Profile/Standing of the University/ Colleges/Research Institutions• Experience in Research (short term and long term)• Experience in Projects (short term and long term)
5.	Approach and Methodology <ul style="list-style-type: none">• Understanding of RFP• Technical Proposal with Live Demonstration• Duration of project• Research Project Plan• Research Study Design• Data Source• Data Collection Method• Methodology , Tool• Sampling Plan and Techniques• Project Implementation• Submission of the Synopsis• Profile of the proposed research Team including Investigator / Project Coordinator
6.	No Deviation Certificate
7.	Total Responsibility Certificate

Bidder's Experience - Client Citations

Details of the Research / Similar Assignments

Sl.No	Name of the project	Name of the awarding agency	Date of Work Order	Duration of the project	Period of completion of project	Value of Project (INR)	Completion Certificate issued by the awarding agency
1	2	3	4	5	6	7	8

Note:- For column no 4 & 8, relevant documents to be attached

Details of the Projects / Similar Assignments

Sl.No	Name of the Research Study	Name of the awarding agency	Work order Date copy	Duration of the Research Study	Period of completion of Research Study	Value of Research Study (INR)	Completion Certificate issued
1	2	3	4	5	6	7	8

Note:- For column no 4 & 8, relevant documents to be attached

No Deviation Certificate Format

This is to certify that our offer is exactly in line with your tender enquiry/RFP (including amendments) no. _____ dated _____. This is to expressly certify that our offer contains no deviation either Technical or Financial in either direct or indirect form.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Total Responsibility Format

This is to certify that I/We undertake the total responsibility to carry out the research study within the stipulated time frame as per the provisions of RFP & will submit the final Research report as mentioned under the head of deliverable items to the awarding agency.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Financial Bid Format

Section Heading	Details
Total Cost	Total Cost as per format provided in Ann.- A

Financial Bid

The Bidder must submit the Financial Bid in the formats specified in Ann.-A

Financial Bids that are less than **30%** of the average bid price (excluding all applicable taxes) will be disqualified (the average bid price is computed by adding all Financial Bid values of ALL the qualified bidders and dividing the same by the number of bidders).

Covering letter format Financial Bid Format

Dear Madam/ Sir,

We, the undersigned hereby offer to undertake the proposed research study namely "Impact Assessment to ascertain the Effectiveness of Implementation of In-Service Training and Sensitization Programme for the financial year 2015-16 and 2016-17" vide F.No. 7-14/Sensitization/ 2015-RCI and accordingly Technical and Financial Bids have been submitted online at CPP Portal. Financial Proposal is also submitted on the CPP Portal. This amount is inclusive of the taxes.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date

Format for financial bid

Duration of the project: _____

S.No.	Description	Number	Remuneration per Month (INR)	Total Cost
1	Principal Investigation/ project coordinator			
2	Research Officer			
3	Field Support Staff			
4	Secretarial Staff			
5 A	Travel for Key Persons (Principal Investigator/ RO)			
5 B	Contingent Expenses			
6	Office Expenses (Include expenses for 20 hardcopies of the final report and 5 compact disks)			
	Service Tax if any to be charged			
Total cost				
Total cost in figure				

Note:- Justification to be given for numbers of human resources and duration for which they would work and similarly for the other item for costing.

Authorized Signatory

(Seal & Signature)

Technical Evaluation Framework

The Bidder's technical solution proposed in the Technical Evaluation bid document will be evaluated as per the evaluation criteria mentioned in the following table:

S.No.	Evaluation Criteria	Maximum Marks
1.	Profile/Standing of the University/ College/ Institutions	50
2.	Understanding of the RFP	50
3.	Experience in projects (short term –upto 12 months)	50
4.	Experience in projects (short term –more than 12 months)	50
5.	Experience in Research study (short term –upto 6 months)	100
6.	Experience in Research study (short term –more than 6 months)	100
7.	Technical Proposal with Live Demonstration	50
8.	Duration of project	50
9.	Research Project Plan	50
10.	- Research and Study Design	50
11.	- Data Source	50
12.	- Data Collection Method	50
13.	- Methodology , Tool	50
14.	- Sampling Plan and Techniques	50
15.	- Project Implementation	50
16.	-Submission of the Synopsis	50
17.	Profile of the proposed research Team including Investigator / Project Coordinator	100
	Total	1000

Deliverables

- a) Deliverables in soft and hard copies
 - Report of the research project (20 hardcopies of the final report and 5 compact disks)
 - Photographs
 - Format used
 - Complete Data
 - Analysis and Findings
 - Conclusion and Summary

Payment Terms and Schedule

As per Terms and conditions at X (i) of the Tender Document.

Financial Bid Format

Section Heading	Details
Total Cost	Total Cost as per format provided in Ann. _____

Financial Bid

The Bidder must submit the Financial Bid in the formats specified in Ann. _____

Financial Bids that are less than **30%** of the average bid price (excluding all applicable taxes) will be disqualified (the average bid price is computed by adding all Financial Bid values of ALL the qualified