

Government of West Bengal
Panchayats & Rural Development Department
Joint Administrative Building, Floor-9A, Block-HC-7
Sector- III, Salt Lake City, Kolkata- 106

Memo No-5068 -RD/PH&S/S/1E-8/2015

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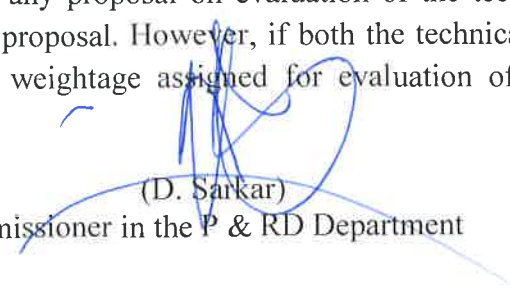
Notice inviting Expression of Interest (EOI) for ODF Facilitation, Verification and Certification of the Six Districts of West Bengal

Expression of Interest is hereby invited from reputed and bonafide Organizations /Agencies/Academic Institutions having experience in executing baseline survey/evaluation studies/ verification exercises etc. for Government programmes, either at the Central or State level, for conducting State level Facilitation, Verification and Certification of ODF status through carrying out of extensive house-to-house and village-level survey in the following 6 (six) Districts of West Bengal namely, Howrah, Maldah, Dakshin Dinajpur, Murshidabad, Paschim Medinipur, and Birbhum Districts. Organization /Agency/Academic Institution, wishing to undertake the work in the above 6 (six) districts are required to submit Technical and Financial bids in separate sealed envelopes.

The Technical and Financial bids should be in separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" to be submitted in a common sealed envelope clearly super scribed "Bid for Engaging Organization /Agency/Academic Institution for "Field Assessment in ascertaining ODF (Open Defecation Free) status in identified Districts" and bearing the name and address of the bidder Organization/Agency/Farm/Academic Institution. The work may be awarded to one or more bidders. The amount quoted in the financial bid should be inclusive of all taxes and charges and for the contract period. Interested agencies may apply for participation along with concept note and mentioned necessary documents in technical bids and rate should be quoted on the basis of rate per Gram Panchayat in financial bids. Clearly mentioning the name of the district for which the rate is being offered.

The EOI is to be submitted in the office of the Commissioner, Panchayats and Rural Development Department, 9th Floor, Joint Administrative Building, Block-HC-7, Sector- III, Salt Lake City, Kolkata- 700106, **up to 1.00 P.M on 24.10.2017** and the same will be opened on the same day at 2.00 P.M in presence of authorized representative of the bidding Agency.

The Mission Authority reserves the right to reject any proposal on evaluation of the technical proposal itself, without even opening the financial proposal. However, if both the technical and financial proposals are considered, there will be weightage assigned for evaluation of both components.


(D. Sarkar)
Commissioner in the P & RD Department

Terms of Reference for the work “Conducting State Level Facilitation, Verification and Certification of ODF Status in 6(six) Districts of West Bengal”

Introduction:

On 2nd October 2014, the Government of India renamed the Nirmal Bharat Abhiyan (NBA) programme as Swachha Bharat Mission (Gramin) [SBM (G)] with the mandate of making the entire country Open Defecation Free (ODF) by 2nd October 2019. The objective of achieving the ODF status was to be realized in a mission mode approach for which a state level Mission has been constituted under the aegis of the Panchayats & Rural Development Department, Government of West Bengal. Under Mission initiatives, creation of sanitation facilities has been interspersed with a rigorous and sustained behaviour change communication at the individual as well as community level so as to ensure that using toilets for defecation becomes the universal norm in the entire state. At the same time, in order to ensure quality outcomes, two things have been emphasized. One, focus on sustainable behaviour change, and two, focus on making villages completely open defecation free (ODF) thereby improving the overall cleanliness of the Gram Panchayats/villages.

Basic tenets of ODF at the present stage have been identified as the following:

- ❖ All the households have access to safe and sanitary toilet facilities and no one is defecating in the open.
- ❖ All the Schools and Anganwadi Centres have toilet facilities and the students and teachers / staff members in schools and children and workers in the Anganwadi centres are using toilets facilities when in the institutions and
- ❖ There is no visible sign (sight or smell) of open defecation in the villages.
- ❖ Overall cleanliness is maintained in the villages.

As the campaign geared up in all the districts after launch of the Mission, many Gram Sansads and Gram Panchayats have declared themselves ODF after conducting internal verification following the published State ODF verification and certification protocol (available at <http://www.missionnirmalbangla.in/publications>.) As indicated in the said Protocol, the State Government too is to initiate a verification process from the state level to substantiate the claims of the GPs/ Blocks and Districts after those administrative units self-declare themselves as ODF. Howrah, Maldah, Dakshin Dinajpur, Murshidabad, Paschim Medinipur, and Birbhum districts which were targeted to become ODF within 2017-18 have supposedly completed or to be completed their respective targets and are waiting to be declared as ODF by the State Government within 31st March, 2018.

Now, the Mission authority in the Panchayats and Rural Development Department, Government of West Bengal has decided to ascertain the actual status of the ODF and State level Facilitation,

Verification and Certification of ODF status in selected districts, viz., Howrah, Maldah, Dakshin Dinajpur, Murshidabad, Paschim Medinipur, and Birbhum through conduct of field verification to assess the present situation for final declaration by the State Government. The State Government intends to engage independent agencies for conducting the above verification studies to ascertain the claim of achievements (ODF status) made by the PRIs. The intending bidders are requested to go through State ODF Protocol for detailed understanding of the objectives, procedure and other details of ODF verification.

Requirements:

- a) Agency should have the capability to provide services for the work as specified above.
- b) Should have adequate manpower and infrastructure (including computer hardware and software) required for the job and must have physical presence with Office Address at Greater Kolkata at least for last 2 (two) years.
- c) Since the job is time bound, the Agency would be required to work within the deadlines and in close coordination with the Mission Office in the Panchayats & Rural Development Department, Government of West Bengal.
- d) Each agency shall have a senior functionary of their organization as Coordinator who would be continuously in touch with the verification teams of the agency and districts as well as the State Mission Office. The name and contact details of the Coordinator should be given to P&RD Department, Govt. of West Bengal before the actual field work is started.
- e) Since the exercise will cover the selected districts in their entirety, sufficient manpower in the form of Field Investigators and Supervisors will have to be placed into operation.
- f) Minimum qualification of the Supervisor should be at least graduate and that of the Field Investigators should be 10+2 passed and all of them should be able to communicate effectively in the local language.
- g) Interested agencies may apply for participation before the undersigned along with necessary documents in respect of following eligibilities-
 1. Copy of registration Certificate
 2. Office address proof
 3. Experience in similar works since last five years
 4. Service Tax , CGST & SGST Registration, as applicable
 5. PAN
 6. Last three years audit and accounts
 7. Others

Essential Credentials

- a) The Agency should be a reputed organization having a minimum of 5 years' experience in monitoring and evaluation of a central or state sponsored Scheme.
- b) Should have experience in analyzing and monitoring reports.
- c) The Agency should have experts /manpower proficient in all regional language(s)/local language(s).
- d) Should have demonstrated capacity to carry out structured evaluations of large scale projects using both quantitative and qualitative approaches.
- e) Should have the capacity to collect and analyze data from variety of sources at National, State and local level.
- f) Should have the capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework in consultation with the State Mission Office.
- g) Should have the capacity to structure data, create electronic databases, and develop output results in appropriate formats.
- h) Should have the Capacity to ensure logistic arrangement for site visits and data collection from the field.
- i) To have willingness to undertake the assignment in the given timeframe.
- j) The agency must have physical presence with Office Address at Greater Kolkata.

Roles and Functions of the Agency

- To develop and prepare all the data collection instruments including questionnaires, checklist for beneficiaries, structured focussed group discussion format, and tabulation plan and finalize it in consultation with Department.
- Undertake survey work in the selected district/s, as per requirement. The district allocation to an agency will be decided by the P&RD Department, Govt. of West Bengal.
- To interact with the District, Block and Gram Panchayat authorities in the selected district and chalk out a detailed field visit plan for verification.
- To conduct field visit in each of the villages to ascertain ODF status (early morning visit and evening visit may be required to get firsthand knowledge of the practice of open defecation or absence of it).

- To identify, in discussion with the villagers and local functionaries, traditional Open Defecation sites of the villages and inspect those sites to ascertain whether the sites are still visited by the open defecators or not.
- To interact with randomly selected villagers, visit their houses, inspect toilet facilities at the household level or the toilet where the members of such households have access and ascertain through canvassing of questionnaire or group meeting with villagers regarding use of such facilities by all members of the households at all times of requirement.
- On the basis of observation during field visit, consultation of data obtained from the IMIS and the local authorities mark the villages as Green, Yellow and Red based on the ODF status of the concerned village.
- Provide feedback to the local administration (both block and district) and the State Mission about the deficiencies noticed in the villages, if any and suggest specific rectification measures.
- Once the rectifications is reported by the district/ block authority, within three weeks from the date of receipt of the first report, make a second visit to the identified villages and ascertain if the ODF status has finally been achieved.
- Finally, once the agency is satisfied that all the villages of the district have achieved ODF status, submit a detailed report to the State Mission on the ODF status of the district in 2 hard copies and 3 compact discs.
- The agency will keep the Mission updated of developments through periodic reports.
- The Agency will ensure that their contact details (email, postal, Telefax, mobile) of contact person and field supervisor may be kept updated at all times and apprised to the Department.
- For monitoring and understanding the progress of work, an App namely <http://www.wbprdgpmis.in> has been developed, hosted and maintained by this Department. The App is meant for entering the day to day progress of the work by the Verification Agency.

Methodology for ODF Facilitation, Verification and Certification:

Condition for ODF GP

- All the households having access to sanitation facilities at the household/ community level
- All the members of all the households are using the toilets, every time all the days
- There are no visible sign of open defecation in the villages

Process:

The Agencies will –

- ❖ Visit each and every village / Sansad in the identified District
- ❖ interact with the villagers / households
- ❖ Schools/ICDS/SSK/MSK/HS/Madrasha etc. to be visited

- ❖ Community Sanitary Complex to be visited at the public congregation place/dhaba/brick field etc.
- ❖ Household without latrine or person practicing OD to be visited (Snowball Method)
- ❖ Identify the villages in relation to their status of access to and usage of toilets
- ❖ Mark the villages as Red, Yellow and Green
- ❖ provide feedback to the local administration including the district and state on the status and measures required to transform all the red and yellow villages into green
- ❖ provide facilitative support to the local functionaries in spearheading intensive behaviour change communication to ensure access to and usage of toilets by all the households and members
- ❖ After first level verification the agency should facilitate the district level consultation meet among Red, and yellow GPs& PS
- ❖ Finally, after taking repeated rounds of field visit and follow up, certify individual villages and Gram Panchayats as ODF
- ❖ Develop and prepare all the data collection instruments, checklists, format, and tabulation plan and finalize it in consultation with Department.
- ❖ Undertake the activities taking into consideration the process followed/adopted in the district.
- ❖ Cross/back check data.
- ❖ Prepare all reports time to time and share with the local administration including the District and State
- ❖ Verification of ODF process documentation at each level
- ❖ Case studies and Photograph

Methods:

Use of Structured / Semi structured questionnaires.

- ❖ Transact walk in the GP along with group of villagers for assessment and identify the OD areas prevailing, if any.
- ❖ Focused Group discussion / Rapid Participatory ODF Appraisal.
- ❖ ODF /OD sites to be visited. (Snowball Method)
- ❖ Morning visit to be done to see the functionality of the Najardari Committee or Open Defecation habits of the people.
- ❖ GP to be considered as unit

Sub-Contracting of work:

Sub-contracting of the work or part thereof awarded under these terms of contract shall not be permitted in any form. Sub-contracting will lead to termination of contract and forfeiture of Performance Guarantee in addition to any other actions for violation of ToR.

Time and Duration of Contract:

Duration of the study will be for a period of **45(forty five)** days from the date of award of the contract. The work is to be initiated within 3 days from the date of award of the contract. The initial field verification, interaction with villagers, initial colour coding, feedback to administration, second verification after any required rectification and submission of interim report is to be completed within **45(forty five)** days from the date of award of the contract positively. The final qualitative report may, however, be submitted within 15 days from the draft report.

Service to be provided by the client

- The Department would advise/write to the District authority for rendering necessary assistance for undertaking the work.
- The Department would provide a password protected data entry portal to the agency for updating the daily field work report. (<http://www.wbprdgpmis.in>)
- The Department would advise/write to the District authority for rendering necessary assistance for undertaking the work.

Quoting of rates for the exercise

The rates should be quoted on the basis of **rate per Gram Panchayat for each of the 6 (Six) Districts.**

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Performance Security

- ❖ The bidder shall provide to the employer, a Performance Security amounting 10% (Ten percent) of the total contract price for a period of 50 days or final bill payment in the form of a Bank Guarantee or fixed Deposit Receipts in the name of Additional Chief Executive Officer, WBSRDA (Total Sanitation campaign) from a scheduled commercial bank within 7days from the receipt of work order.
- ❖ On satisfactory completion of the entire work and after the final payment the amount retained as security deposit (without interest) only will be released by this office.

Payment:

Payment of the Study Fees will be made in three installments.

- First installment 10% of the total fee will be paid on Submission of the Inception Report as mobilization advance.
- Second installment 60% of the total fee will be paid on completion of work in all and on submission of interim draft report.
- Third and final installment (30% of the total fee) to be paid on submission of final report with evidence-based documentation and acceptance of the report by the Mission authority.

Deliverables

- ✓ **1st Deliverable – Inception Report**, after seven (7) days of signing of agreement: Inception Report detailing (i) survey designs (ii) format of the questionnaires (iii) specific work plan with timeline and milestone and (iv) structure of the final report is to be presented to Department and will be finalized by the department within a week after submission.
- ✓ **2nd Deliverable – Draft Report**: After completion of the first round of field visit to every village of the district/s and analyzing primary and secondary data, the agency should submit a draft report of the entire study and the draft report is to be presented to departments for discussion and finalization of the same.
- ✓ **3rd Deliverable - Presentation of Final Report**, within 40 days of submission of the first report and after making a second visit to identified villages. Once the final report is received, the Mission will seek a presentation on the study highlighting key findings and recommendations from the analysis. Raw data are to be also submitted in CD.

The final report should be substantiated by photographs of the processes, facilities and initiatives in the villages and Gram Panchayats verified as well as documentation of some of the best practices and deviations, if any.

Dispute

The decision of the Panchayats & Rural Development Department, Government of West Bengal shall be final and binding in all matters.


(D. Sarkar)
Commissioner in the P & RD Department