

REQUEST FOR PROPOSAL FOR DATA COLLECTION & DATA PROCESSING

REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES, LUCKNOW
(Estd. by Ministry of Urban Development, Government of India)
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Request for Proposal (RFP) for Data Collection & Data Processing

Regional Centre for Urban and Environmental Studies, Lucknow proposes to undertake following Research Study in this financial year:

Assessment of Sustainability of Open Defecation Free Cities in Uttar Pradesh

I. SCOPE OF WORK:

Posing serious threat on sanitation health and dignity of human beings Open Defecation is a menace. It is a much intense problem in developing countries like India where 60 per cent of the world's population practicing open defecation resides. To accelerate the efforts to achieve universal sanitation coverage while addressing the behavioural, cultural and social aspects of sanitation and hygiene practices, the Prime Minister of India launched the Swachh Bharat Mission (SBM) on 2nd October, 2014. With two sub-missions SBM-Gramin and SBM-Urban, the mission aims to improve cleanliness through solid and liquid waste management and making India Open Defecation Free (ODF), clean and sanitized by 2019.

Open Defecation Free (ODF) cities or communities have been considered the most efficient model for scaling up sustainable sanitation. 'To make sustainable ODF cities' has been the key objective of Swachh Bharat Mission (Urban). It is more important and challenging to sustain cities as ODF than even making them ODF. After achieving the initial target of providing safe access to sanitation facilities through construction of individual and community toilets, thereby restricting people towards open defecation, the second and rather more challenging task is to motivate people to use them and prevent them from reverting to OD. The importance given to ODF sustainability by the State government is reflected in the validation process once the city is declared ODF. Constant and regular validations are conducted by State government officials to verify whether the city has been successful in sustaining the ODF status. These validations are also linked to the release of incentive funds which are given to the ULBs after they achieve the ODF status. Hence it is important that the city is always well prepared for such validations. Ensuring ODF sustainability would also help the city to process towards ODF+ and ODF++ status.

Therefore it is imperative to conduct Assessment of Sustainability of Open Defecation Free Cities in Uttar Pradesh

i. Objectives Of The Study:

Study will focus on following objectives:

- To examine the urban sanitation conditions in selected ODF towns of Uttar Pradesh;
- To examine the current status of Open Defecation free cities in selected towns of Uttar Pradesh;
- To assess the impact of toilet construction on Open Defecation Free status in ULBs in selected towns of U.P and also to identify the barriers coming on the way of ULBs in getting ODF ;
- To examine the sustainability of the uses of toilets constructed under SBM in ODF free ULBs in U.P;
- To suggest policy measures, action plan and strategies for sustainable urban sanitation and ODF city Status in Uttar Pradesh.

ii. Sample Size:

- Two Municipal Corporation (300 urban households from each Municipal Corporation), Two Nagar Palika Parishad (150 urban households from each NPP) and Two Nagar Panchayat (50 urban households from each NP) in Uttar Pradesh
- Total 1000 urban households (600 from MC, 300 from NPP and 100 from NP), further 5 municipal officials, 10 Elected Representatives and 5 Community Toilets in each Nagar Nigam, 3 municipal officials, 8 Elected Representatives and 4 Community Toilets in each Nagar Palika Parishad, and 2municipal officials, 5 Elected Representatives and 2 Community Toilets in each Nagar Panchayats.
- City level data collection.
- To conduct household survey, the cities will be divided into various zones and wards. Moreover, the households will be divided on the basis of their dependence on sewerage system such as sewer system, septic tanks, and other system including households connecting their toilets directly to drains or using community toilets.
- The selection of households will be based on stratified random sampling procedure, representing the major zones / wards of the towns. In-depth interview will be conducted with the key stakeholders, including people's representatives of ULBs, (Councilors), municipal officials, and representatives of Resident Welfare Associations, NGOs, and community based organizations.
- The survey, interaction and interview will be conducted with the help of structured interview schedules.

II. OTHER TERMS & CONDITIONS:

- a) Selected agency will be responsible for identifying and liaising with municipal body/LMRC for required information. Coordination support will be provided by the Centre.
- b) The agency should propose a team of well-qualified personnel that possess relevant experience in data collection management, data sheet management, data quality oversight, enumeration, facilitation, and note-taking skills as appropriate to quantitative or qualitative data collection or oversight roles.
- c) The agency is responsible for ensuring that interview participants' selection is being done in accordance with the specified sampling procedure and, where applicable, correctly and consistently applying rules of replacement.
- d) Agency will have to follow standard confidentiality protocols in addition to any additionally specified confidentiality measures, including: Document procedure for ensuring the privacy of participants during each interview and ensuring the confidentiality of all collected data. Identifiable data should be accessed by the fewest possible parties, and only those with a need to access such information; Ensure informed consent is documented by each respondent prior to start of the interview, including a record of refusals (and reasons, where possible to collect); o Ensure a unique respondent ID number is attached to identifying information and survey responses; Ensure no identifying information (beyond sex, age and province) is collected with the data.
- e) The agency will be required to submit verified **data in SPSS 22.0 Data Base**
- f) Data Quality Assurance processes are expected to occur in the field, in real-time, during data collection and during data entry and in delivery of data sheets. The agency is expected to provide significant oversight of facilitators in the field. Specifically, the agency must provide on-site management of facilitators that is sufficient to observe the activities of the interviews, identify problems in their facilitation, and correct those problems.
- g) The agency will be responsible for implementing quality monitoring processes.
- h) The back check surveys of 10% of all surveys will be done by the centre and after verification payment will be released.
- i) Qualitative data should be provided with all relevant accompanying documents, household level photographers with filled questionnaires and verified documents from city officials
- j) Detailed notes in English/Hindi, and reports should be provided in a clean format with clear notes or comments where appropriate, and documentation of any deviation from the original protocol.
- k) Only sample formats will be provided by the Centre, printing of questionnaires for data collection has to be done by the selected agency.

III. STRUCTURE OF PROPOSAL:

1. Technical Proposal

The technical proposal should include Past performance and CVs of research staff

S. No.	Information Sought	Details to be furnished	
1	Full Name of Agency		
	Registered Address of Agency		
	Corporate Office Address of Agency if any		
	Telephone, Mobile No		
	Email		
	Website		
	Name of Single Point of Contact (SPoC)		
	Phone No. of SPoC		
	E-Mail id of SPoC		
2	Organization Background /Business Information about the Agency's Operations		
2.1	Incorporation/registration Information of Agency		
	Incorporation status of the firm (Partnership Firm/ Society/Trust/public limited / private limited, etc.)		
	Details of Agency registration	Date of Registration	
		Registration Reference No.	
	PAN		
	TAN		
GST			
2.2	Turnover of the Agency during last three financial years :		

(As revealed in Audited Annual Financial Statements)	
Financial Year	(Amount in Rupees Lakhs)
FY: 2019-20	
FY: 2018-19	
FY: 2017-18	
Average (Rupees Crores) for the last 3 FY	
2.3	Attach Certificate from the statutory auditors/ Chartered Accountant certifying the turnover/ profits/ revenue for last three (3) financial years, as above.
2.4	Details of five (5) major and similar assignments undertaken to support the short-listing criteria accompanied by copies of contracts and completion or acceptance certificate(s) issued by client as specified in eligibility criteria/Scoring Criteria, as per format given in Annexure-1 .
2.5	Brief profile of in-house Core Technical Experts having similar experience to establish capability of executing the project as specified at eligibility criteria/Scoring Criteria, as per format given in Annexure -2
2.6	Working Experience with RCUES if any , Please provide Details along with completion certificate

2. **Financial Proposal:** Total Cost of the Project in INR on letter head of agency.

IV. TIMELINE:

The Data Collection and data Processing work has to be completed by agency within three Months from the date of signing agreement with RCUES

V. Eligibility Criteria: (Consortium/Subletting of Work not allowed)

1. The Agency should be a legal Indian Entity (Partnership, LLP, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with RCUES to undertake the work. (Enclose copy of Registration Certificate)
2. The Agency must be registered in India with appropriate tax and other administrative authorities. (Enclose Copy of PAN/TAN/GST)
3. The said legal entity/ Agency should have been in existence for a period of at **least 5 years as on 31st March, 2021**.

4. The Agency should have a minimum average **Annual Turnover of Rupees Fifty lakhs** during last three financial years (2019-20, 2018-19,2017-18)-Enclose Audited Balance Sheets and Profit-Loss/Income Expenditure Statements for last 3 Years
5. The Agency should have undertaken and successfully completed **at-least five (5) similar** Baseline Survey Studies/ /Impact Evaluation or Assessment Design and Implementation Projects/ Gender Study/Social Research/Physical Verification Studies with Central Govt. / State Govt./PSUs/multilateral agencies **during last 5 years. The consulting fees in each of the projects has to be at-least INR 5.00 lakhs.** (Enclose Copy of Sanction Order/Work Order/Completion Certificate).
6. **Preference will be given to those agencies who have successfully executed/completed at least three Research/Survey/data collection assignments of RCUES in Last three Years.**

VI. SCORING CRITERIA:

<p>Past Performance – 25 marks</p>	<p>Submit document detailing similar work completed in the recent past</p> <ul style="list-style-type: none"> - 1 relevant study (5 marks) - 2 relevant studies-10 Marks - 3 relevant studies -15 marks - 4 relevant studies -20 Marks - 5 or more than 5 relevant Studies-25 marks <p><i>(RCUES may contact the previous client of the agency to ascertain the quality of work done under the previous assignment)</i></p>
<p>Strategy Statement -15 Marks</p>	<p>Proposed Methodology/ Research Design, Sample Design, Sampling Procedures and tools for Data Collection and Data Processing</p> <p>Adequacy and quality of the proposed methodology, and work plan in responding to the RFP</p> <p><i>Notes to Applicants: the Client will assess whether the proposed methodology is clear, preparation suggested are realistic, methodologies are responding to the provisions made under RFP, work plan is realistic and implementable and overall team composition is balanced.</i></p> <ul style="list-style-type: none"> ▶ Project Understanding – 2 marks ▶ Responsiveness to RFP – 2 marks

	<ul style="list-style-type: none"> ▶ Feasibility of Approach & Methodology – 9 marks ▶ Work plan and scheduling – 2 marks
Personnel –10 marks	<p>The agency will be scored on the technical and managerial expertise of the Research staff. The agency will submit the CVs of its proposed research staff. Desirable qualification criteria:</p> <ul style="list-style-type: none"> - Graduates with 1- 3 years’ experience in data collection-3 Marks (minimum 2 persons) - Graduates with 3-5 years’ experience in data collection-5 Marks (Minimum 3 persons) - PG with 5 years’ experience in data collection-10 Marks (minimum 5 persons)
Cost/Estimated Budget-	<p>The agency will submit Financial bid for data collection & Data Processing including that of Tabulation Work.</p> <p>Lowest bidder will get the highest marks</p>
	<p>Qualifying marks will be 35 marks (70%)</p> <p>Financial bids of Only Technical qualifying bidders will be considered</p> <p>L1 will be successful bidder</p>

VII. Payment terms:

- 50% of the sanctioned amount will be released on signing of contract/agreement with RCUES and executing a Bond on Rs. 100/- Stamp Paper for entire sanction amount in favour of Director RCUES
- Balance 50% Payment will be released within 30 days of completion of Data Collection Work and submission of Data in SPSS Format along with Tabulation

VIII. Proposal Submission:

- No tender fee is required.
- Technical and financial proposals will be submitted in separated envelopes
- Technical proposal can be submitted online through mail on tender.rcueslko@gmail.com but Financial proposal will be submitted in hard copy in following address:

**“The Administrative officer,
Regional Centre for Urban & Environmental Studies, Lucknow
Adjacent Registrar’s Office Lucknow University Campus, Lucknow, Pin-226007,
Uttar Pradesh”**

- RCUES Lucknow reserves the right to accept or reject any or all the proposal at any time without any prior intimation.
- Last date of submission of proposal has been extended till 30/06/2021, 3:00 pm.
- Only Shortlisted agencies will be intimated about financial bid opening through mail

Annexure-1

Details of Similar Assignments Undertaken

Duration of Project	Assignment name/ & brief description of main deliverables/ outputs	Name of Client	Total Contract / project value (in INR equivalent)	Supporting documents (Contract and completion certificate) attached (Yes/No)

Annexure-2

Brief profile of In-house Core Technical Experts having similar experience

Name of In house Key Experts	Designation/ Position	Highest Qualification	Total Years of Relevant Experience in similar assignments	Details of relevant Experience in similar Assignments (Name of Project handled, client, time period and role in the assignment)