

Request for Proposals (RFP)

For

Selecting Institute of Social Work /Voluntary Organisations/NGO/ Technical Resource Agencies (TRA)/ Academic Institutions (AI) with experience of programme implementation and research on issues of child rights and child protection

FOR

DISTRICT NEED ASSESSMENT STUDY IN HARYANA

Women and Child Development Department
Bays no. 15-20, Sector 4, Panchkula
www.wcdhry.nic.in
Email: dqwcd.hry@gmail.com, spsu.icps@gmail.com

Advertisement

HARYANA STATE CHILD PROTECTION SOCIETY

Tel.: 0172-2560348 Fax: 0172-2571141 E-mail: spsu.icps@gmail.com
Website: www.wcdhry.gov.in

Request for Proposals (RFP) from Institutes of Social Work or Voluntary Organisations /NGO/ Technical Resource Agencies (TRA)/ Academic Institutions (AI).

The Government of India has enacted the Integrated Child Protection Scheme with an objective to implement Juvenile Justice (Care and Protection Act) 2000 amended in 2006. On behalf of the Department, the Haryana State Child Protection Society invites Request for Proposals(RFP) for **carrying out District Need Assessment for Child Protection (DNACP).**

Eligibility Condition

1. The institutes/voluntary organizations should have experience of programme implementation and research on issues of child rights and child protection.
2. The institute should have enough infrastructure, manpower and research orientation to carry out District Need Assessment in all the Districts of Haryana.

Terms :

1. The institutes of social work and voluntary organizations may apply with detailed proposal along with available human resource in the prescribed format (available on website) in two separate sealed envelope clearly marked “**Technical proposal for District Need Assessment of Child Protection**” and “**Financial Proposal for District Need Assessment of Child Protection**”.
2. Any institutes/voluntary organizations can bid for one or more Districts or for the whole State.
3. RFP received after the last date or by email etc shall be summarily rejected.
4. Director General, WCD will have the right to reject any or all bids, and the decision in this regard shall be final and binding.
5. Bidder will have to deposit 10 percent of total bid amount as earnest money deposit with the department as bank draft or as bank guarantee in favor of Haryana State Child Protection Society payable at State Bank of Patiala Sector 8 C Chandigarh. Proposals received without earnest money deposit shall be out rightly rejected.

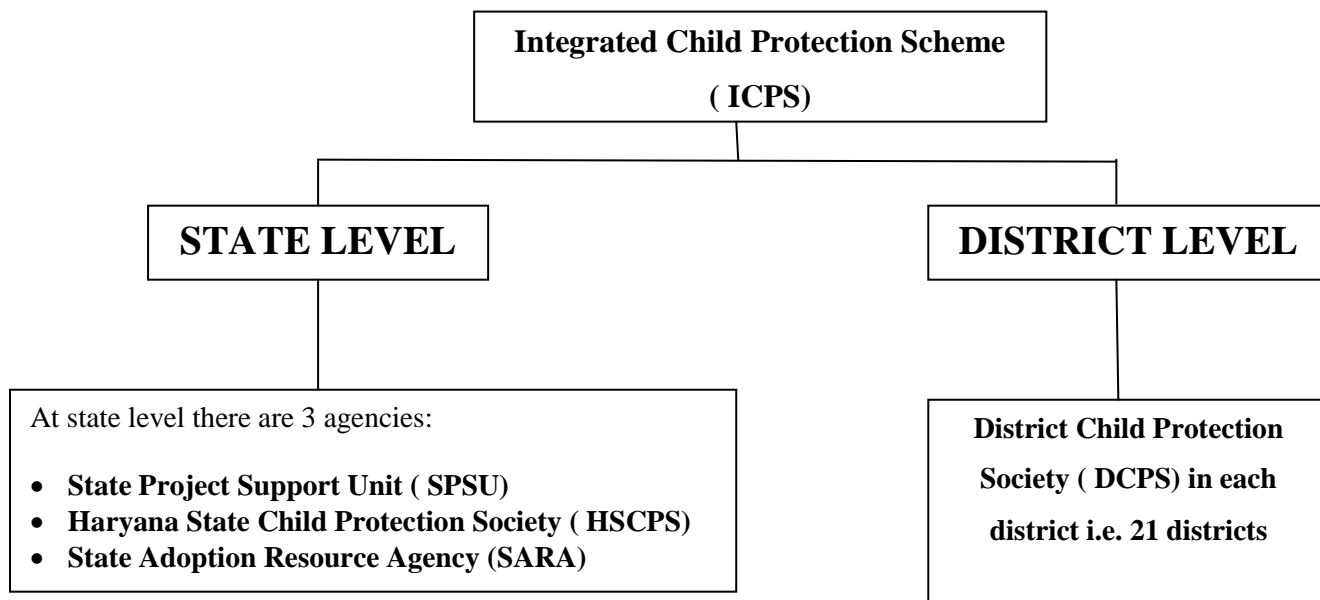
Interested institutes/voluntary organizations may download the DNA format document containing detailed annexure and information to be filled, from Women and Child Development Department Website www.wcd.gov.in or obtain the same from the office of the Directorate, Women and Child Development Department, Haryana, Bays No. 49-52, Sector 2 Panchkula. Last date of submission of application is 25th Jan, 2013 till 3:00 PM.

Email: spsu.icps@gmail.com
Phone: 0172-2560349

Sumita Misra, IAS
Director General,
Women and Child Development Department.

2. About Integrated Child Protection Scheme

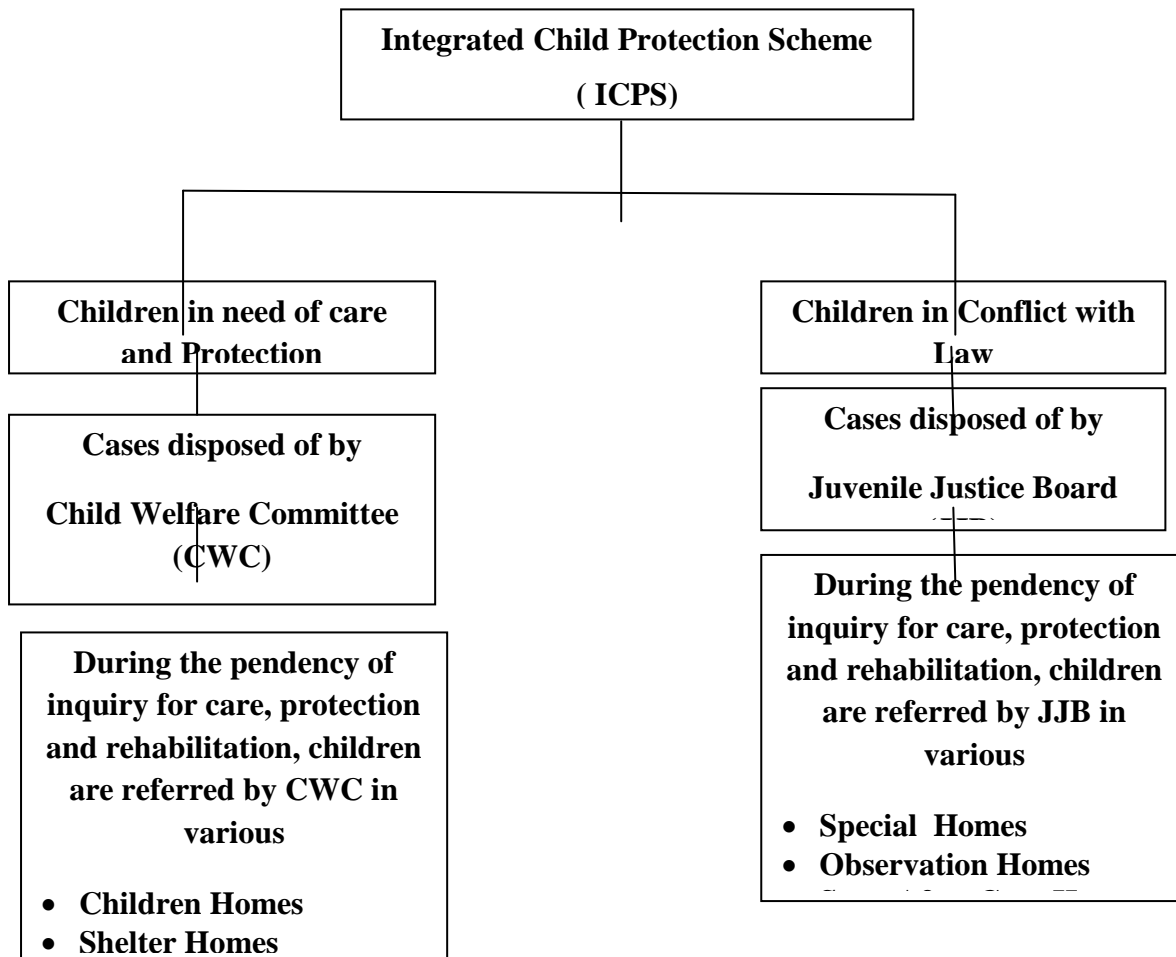
The Ministry of Women and Child Development introduced the Integrated Child Protection Scheme in financial year 2009-2010. The State Government has started implementing the centrally sponsored Integrated Child Protection Scheme (ICPS) w.e.f. **1st April, 2010**. Earlier this subject was being handled by Social Justice & Empowerment Department. Consequent to the introduction of Integrated Child Protection Scheme (ICPS) by GOI, the infrastructure and staff was transferred to this Department in Sept. 2009, which is an umbrella scheme under which various schemes for children in need of care and protection, and children in conflict with law are covered. The programme is being implementing through Haryana State Child Protection Society (HSCPS) was registered under the Societies Registration Act, 1860 on 10.09.2010. There are also State Project Support Unit (SPSU) and State Adoption Resource Agency (SARA) at State Level. At the district level the District Child Protection Society (DCPS) and District Child Protection Committee under the chairmanship of Deputy Commissioner has been constituted. The children in need of care and protection are being provided institutional as well as non institutional care under the scheme. For providing non institutional care State Adoption Resource Agency (SARA) has been set up under which the Specialized Adoption Agencies in each district will be set up.



The ICPS is mainly an instrument to implement the provisions of J. J ACT 2000. The State has created a Juvenile Justice Fund for providing facilities to the juveniles. The State has also notified a State Advisory Board under Juvenile Justice Act for implementing the provisions of the Act. The Juvenile Justice Boards have been constituted in all the districts.

A sum of Rs 148.10 has been spent during the year 2011-12. A sum of Rs. 1367.23 lac is provided in the budget for the year 2012-13.

ICPS deals with two broad categories of children namely children in need of care and protection, and children in Conflict with law.



Children in Conflict with Law means a child who is alleged to have committed an offence. **Juvenile Justice Board (JJB)** is the concerned authority to deal with such children. JJB comprises three members namely (One Principal Magistrate (Judicial Officers) and Two Social workers (out of two social worker **one should be female social worker**). For making the appointments of members of the JJBoard or CWC Committee, a Selection Committee has been constituted under Rule 89 of Haryana Juvenile Justice (care and protection of children) Rules 2009. The Selection Committee comprises one Chairperson and six members. Retd. Justice I.P. Vashisht is the Chairman of the selection committee. Children in conflict with law who enter the juvenile justice system through JJB, require residential care and protection during pendency of any inquiry are facilitated in Observation Homes. And the children in conflict with law committed by JJBs who requires long term rehabilitation and protection are

sent to Special Homes. To take care and to protect these children, state govt. is running four Observation Homes and one Special Home as under: -

Sr. No	Name of the Home	Capacity	No. of inmates
1	Observation Home, Ambala (Boys)	44	69
2	Observation Home, Faridabad (Boys)	25	13
3	Observation Home, Hisar (Boys)	44	81
4	Observation Home for girls, Karnal (in Nari Niketan campus)	25	1
	Total	138	164
5	Special Home, Ambala (designated in Observation Home, Ambala)	-	33

In the state, there are 17 convicted children, who are to be housed in Special Home, but since the state govt does not have a separate Special Home, these children are presently lodged in Observation Home, Ambala. For overall control and supervision of the homes, the whole time managerial staff has been appointed by Women and Child Development Department, and a few part time staff have been appointed as per ICPS norms on contractual basis. For **security of the home**, one head warder and warders have been deputed by Prison department and their salaries are being paid by WCD department.

ICPS also focuses its activities for **children in need of care and protection**. A large number of Children in need of care and Protection, are taken care of by Child Welfare Committees (CWC). Child Welfare Committees comprises a chairperson and four other members namely doctor, teacher, child expert and two social workers. As per JJ Act, Chairperson of CWC shall be a non official person. However in Haryana, Deputy Commissioner is notified as Chairperson of CWC. For appointing non official Chairman advertisement in leading newspapers has been given twice and consequently in two districts Jind and Fatehabad non official Chairpersons have been appointed and it has been re-advertised on 7-08-2012 for remaining districts.

For care, protection, treatment, development and rehabilitation of the children in need of care and protection, the state has following semi govt. children/shelter Homes:

Children Homes (2) run by Haryana Rajya Bal Bhawan, Madhuban

- 1 Haryana Rajya Bal Bhawan, Madhuban (Karnal)
- 2 Bal Gram Rai, Sonapat (Adoption Agency)

Children Homes (6) run by Haryana State Council for Child Welfare

- 1 Shishu Ghar, Sector-15, Panchkula (Adoption Agency)
- 2 Shelter Home, Rewari,
- 3 Children Home, Rewari,
- 4 Bal Kunj, Chhachhrauli
- 5 Children Home, Chhachhrauli
- 6 Shelter Home, Chhachhrauli

Children Homes (2) run by District Red Cross Society

- 1 Home for special children, Hissar (58 inmates are residing)
- 2 Child Labour Rehabilitation Centre, Yamunanagar (26 inmates are residing)

Children Homes run by Private Persons / Organisation: 95

Of the 95 CCIs functional in the State of Haryana, 90 have applied for registration till now, the rest are being counseled and facilitated by WCD officials. These Homes are spread across the state in all the 21 Distts. and in 47 .Blocks. The position is summarized below: -

Child Care Institutions (CCIs) in Haryana

Sr. No.	Child Care Institutions	Number	Applied for Registration / Registered
1.	Govt. run (Observation Homes)	3	3
2.	Semi Govt.	10	10
3.	Private	95	90
	Total:	108	103

3. SCOPE OF WORK FOR IMPACT ASSESSMENT STUDY:

The institute of Social Work /voluntary organisations is expected to, but not limited to, do the following:

- a. Carry out a comprehensive District Need Assessment of Child Protection (DNACP) taking into account –
 - (i) Population, demography, socio-economic and migration profile of the district
 - (ii) District level Mapping of Child Interventions both government and non-governmental
 - (iii) Detailed Profiles of the Government and Non Governmental Organizations/ institutions working on child care issues to assess their capacities, resources, performance and gaps
 - (iv) Situational analysis of child issues in the district with special emphasis on magnitude of the issue, stakeholders involved in service provision, services available and gaps in services.
 - (v) Conduct at least one stakeholder consultation for validation of findings and obtain additional information/ insight into child protection situation in the district and the dynamics involved (if any)

4. OBJECTIVE:

1. A consolidated report should give a clear view on need of each district so that state shall make an action plan according to specific need of each district regarding Child Protection and child rights/law.

5. PRE-QUALIFICATIONS CRITERIA FOR TECHNICAL BID INVITED FROM INSTITUTES/VOLUNTARY ORGANIZATIONS:-

1. Should be an **institutes/voluntary organisations** registered/incorporated in India
2. The institutes/voluntary organizations should have experience of programme implementation and research on issues of child rights and child protection
3. The institute/organization should have enough infrastructure, manpower and research orientation to carry out District need assessment in all the Districts of Haryana.
4. Should have a successful track record of completing similar assignments in allowed time or energy in related fields (documentary proof required).
5. Should have adequate capability to deploy adequate personnel to complete the assignment in the stipulated time frame.

6. MILESTONES AND PAYMENT SCHEDULE:

- a. 25 percentage of bid amount shall be given as mobilization advance to the selected bidder on submission of undertaking by way of an affidavit for the completion of work in the stipulated time frame.
- b. Bidder will have to deposit 10 percent of total bid amount as earnest money deposit with the department as bank draft or as bank guarantee in favor of Haryana State Child Protection Society payable at State Bank of Patiala Sector 8 C Chandigarh.

Key Deliverables and time line:-

Sl. No.	Deliverable	Format and Number of copies	Timeline
1.	Situational Analysis Framework with timeline	Both hard and soft (2)	Within 10 days of signing of contract
2.	Stakeholder Consultation Report	Both hard and soft (2)	Within 50 days of signing of contract
3.	Draft Situational Analysis Report	Both hard and soft (2)	Within 50 days of signing of contract
4.	Final Situational Analysis Report	Both hard and soft (5)	Within 50 days of signing of contract

Payment Schedule :-

Milestones	Percentage	Cumulative
On submission of draft report to the WCD	25%	50%
On approval of final report by Women and Child Development Department after incorporating the suggestions	40%	90%
On receipt of 5 copies of the approved Report with soft copy	10%	100%

7. SUPERVISION AND QUALITY CONTROL:

Department of WCD, Government of Haryana, would have the overall supervision and quality control responsibility of this exercise. The performance of work will be appreciated based on the following indicators:

- Quality and quantity of effort in terms of number of interviews/ documents consulted or any other innovative approach utilized
- Compliance with the established deadlines for submission of deliverables
- Demonstration of good cooperation with DWCD/ HSCPS and counterparts from governmental and nongovernmental institutions.

8. REQUIRED COMPETENCY OF THE AGENCY:

The NGO/ Technical Resource Agencies (TRA)/ Academic Institutions (AI) must have work experience of program implementation and research on issues of child rights/ child protection. In addition the agency must have the expertise of conducting research utilizing quantitative research methodologies as well as participatory/ consultative approaches for data collection/ analysis.

The study team should include (a) a skilled and trained researcher with expertise in the areas of research design and qualitative and research (b) a child rights specialist with research background, (c) skilled and trained social mobilize.

9. GUIDELINES FOR AGENCIES FOR SENDING RFPs:

1. Agency must enclose a covering letter on Agency's Letter Head while sending the RFP with technical and financial proposal.
2. The RFP must be sent in sealed cover within the stipulated time in two separate envelope i.e. 1- Technical proposal for Child Protection, 2- Financial proposal for Child Protection. The RFPs will be evaluated strictly as per laid down criteria. Therefore, before sending the RFPs, the bidder agency must satisfy that fulfill all the eligibility criteria. The related proof of experience, details of office set-up etc., as asked for, must be enclosed/ detailed out for evaluating the RFPs.
3. The details must be furnished as per formats enclosed in this document and strictly as per serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/ requirement of RFP under various heads and is self-explanatory.
4. The turnover shown in Part- C should be in Indian Rupees and should exactly match with the figures reflected in the Balance Sheet/ P&L Account/ Receipt & Payment A/C. The relevant portion of the document reflecting the turnover must be highlighted.
5. In case desired documents/ proofs are not enclosed, the RFP shall be rejected and no clarification/ enquiry will be sought/ made.
6. The last date of receiving the RFPs shall be adhered strictly. RFPs received after the last date will not be opened and no further action will be taken on such RFPs. However, if the last date is declared as holiday, the next working day on which office is opened will be treated as the last date of receiving the RFPs. The RFPs should be physically received in this office. No plea made over phone/fax/E-mail that RFP is in transit and be accepted due to postal delay etc. shall be entertained. In the interest of agency, it is advised that the RFPs should be sent well before the closing date of receiving RFP. HSCPS shall not be responsible for any postal/ courier delay.
7. Any institutes/voluntary organizations can also bid for one or more Districts or for the whole State.
8. Director General, WCD will have the right to reject any or all RFPs and to issue any clarification regarding the proposal/document, and the decision in this regard shall be final and binding
9. Interested institutes/voluntary organizations may download the DNA format document containing detailed annexure and information to be filled, from Women and Child Development Department Website www.wcd.gov.in or obtain the same from the office of the Directorate, Women and Child Development Department, Haryana, Bays No. 49-52, Sector 2 Panchkula.
10. After the compilation of survey, a Utilization certificate would be required. The proposal duly adhering to all the requirements should reach latest by Women and Child Development Department by 25th Jan 2013 till 3:00 PM.

10. EVALUATION CRITERIA FOR PROPOSALS RECEIVED FOR RFP:

1. The proposals would be evaluated on the basis of the pre-qualification criteria and Institution's prior experience in the areas mentioned above. The specific experience of the institution would be evaluated on the basis of the following information provided along with the prescribed documents:

- Fulfillment of eligibility conditions
- Evidence of having successfully carried out similar assignments.
- Evidence of having successfully carried out assignments with Government.
- Sufficient size, organization, and management to carry out the entire project.
- Specialized skills and creativity related to the assignment.
- Proper research oriented infrastructure.

However, Women and Child Development Department in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the RFP submitted by the respondents. The Director General, Women and Child Development Department reserves the right to reject any or all proposals without assigning any reason thereof, or issue any clarification regarding any aspect of the RFP.

2. Following closure of the RFP, proposals will be evaluated by an evaluation committee of the WCD; Government of Haryana to assess its merits. The evaluation will be restricted to the contents of the proposals, bidder profile, relevant experience, client list, financial status and price proposal.
3. A 2 stage procedure will be followed in evaluating proposals, with evaluation of the technical proposal being completed prior to any evaluation of the financial proposal. Evaluators of the technical proposals shall have no access to the financial Proposals until the technical evaluation is completed.
4. Technical proposals will be evaluated on the basis of their responsiveness to the terms of reference, applying the evaluation criteria and the point system specified below. Each Technical Proposal will be given a technical score. Technical Proposals receiving the minimum qualifying points or higher, will be considered technically responsive. After the completion of the technical evaluation, the financial proposal will be opened. Proposals which are considered non-technically compliant and non responsive, will not be given further consideration.
5. The financial scores will be arrived at based on the formula, whereby the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores of the other proposals will be in inverse proportion to the lowest price.
6. Proposals will be ranked according to their combined technical and financial scores using the weights given to technical and financial proposals. The bidder achieving the highest combined technical and financial scores may be invited for negotiations.
7. From the time the proposals are opened to the time the contract is awarded, bidders shall not contact any official of the W and CD Deptt. on any matter and any attempt to influence any official of women and child dev deptt in its evaluation of the proposals and award recommendation, may result in rejection of the proposal.

EVALUATION CRITERIA

CATEGORY	MAX. POINTS	MIN. POINTS
1. OVERALL RESPONSE * Understanding of , and responsiveness to, Integrated Child Protection Scheme (ICPS) of WCD Department of Govt. of Haryana * Understanding of scope, objectives an completeness of response; * Overall concord between ICPS requirements and the proposal.	(5)	(3)
2. METHODOLOGY * Quality of the proposed approach and methodology; * Quality of proposed implementation plan, i.e. how the bidder will undertake each task, and time-schedules;	(40)	(28)
3. PROPOSED TEAM AND ORGANISATIONAL CAPACITY * Team leader : Relevant experience, qualifications, and position with NGO; * Team members – Relevant experience, skills & competencies; * Organization of the team and roles & responsibilities; * Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments; * Financial status	(25)	(18)
TOTAL MARKS FOR TECHNICAL COMPONENT	70	(49)
4. FINANCIAL PROPOSAL – PRICE 100 marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.	100	N/A
TOTAL MARKS	170	

**TECHNICAL PROPOSAL – CONTENT AND FORMAT FOR CARRYING OUT DISTRICT NEEDS ASSESSMENT
OF CHILD PROTECTION (DNACP)**

PART A: ORGANIZATION PROFILE

(1) Short notes/tables on:

- (i) About organization (name; contact details)
- (ii) Organizational structure
- (iii) Total years of Experience
- (iv) List of projects and clients (list up to a maximum of 10 in last 3 years)
- (vi) Details of projects done on issues related to Child rights/child protection

(2) Divisions for various activities (If exists).

(3) Constitution of Team for execution of the process work.

(4) List and brief details of Professionals, Reputed Volunteers in rolls or associated with experience in similar activities.

(5) List of offices / Centers / Field Units etc. to be shown preferably on All Orissa basis.

Sl. No	Name of District/City	Name of contact Person	Address/ e-mail/ telephone/ fax	No of staff available	Infrastructural facilities available
1					
2					
3					

(6) Experience of the agency - The bidding agency must show the **Relevant Experience** of three years with supporting documents viz. copies of letters of Award and completion from the clients as per following format:

Sl. No	Name of project	Name of funding agency	Value of work (Rs)	Date of commencement	Date of completion	Whether proof enclosed? (YES/NO)
1						
2						
3						

(i) If related proof of experience is not enclosed, it will be presumed that organization has no experience in undertaking the work as per details given above.

PART B. DESCRIPTION OF THE APPROACH, METHODOLOGY AND WORK PLAN

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present this section of the technical proposal into 4 chapters:-

- a) Name of the District applying for:
- b) Past/current activities of the organization in the district:
- c) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

- d) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final technical documents, including reports, drawings, and tables to be delivered as final output, should be included here.

- e) Organization and staffing of the team for this assignment. In this chapter you should propose the structure and composition of your team which will be deployed for this assignment. You should list the main disciplines of the assignment, the key expert responsible and proposed technical and support staff along with their curriculum vitae (CVs).
- f) Team composition and tasks assigned. Please provide the details as per the following:

Name of staff	Area of expertise	Position assigned	Firm	Task Assigned

[Agency Evincing Interest in the RFP should also enclose a certificate On Letter Head of Organization as per format given below:]

EXPRESSION OF INTEREST FOR "DOING DISTRICT NEED ASSESSMENT OF CHILD PROTECTION" CERTIFICATE

I, _____, working as _____ in this organization and authorized to issue this certificate certify that:

- (a) We have gone through the contents of advertisement and related documents for this EOI and fulfill all the eligibility criteria as per RFP
- (b) All relevant documents are enclosed with our RFP
- (c) The details and contents of our RFP are authenticated and based on actual work carried out by our agency, as per record.
- (d) We have understood that in case it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our RFP will be evaluated based on available documents in RFP

Signature of Authorized Signatory

Name:

Dated: Designation:

[Please affix Rubber Stamp]

FINANCIAL PROPOSAL - SUMMARY AND BREAKDOWN OF PROFESSIONAL FEES & EXPENSES

Summary of Costs

SI No	Item	Cost
1		
2		
3		
	Total cost of Financial Proposal	

Breakdown of Costs by Activity

	Group of Activities	Description
Cost component		
Remuneration		
Reimbursable Expenses		
Subtotals		

Breakdown of Reimbursable Expenses, if any

SI No	Description	Unit	Unit cost	Quantity	Cost