

**Request for Proposal (RFP) for  
Appointment of Project Evaluation Firm for  
Capacity Building for Smart Data and Inclusive Cities  
(SDIC) Project**

**Project Name:** Capacity Building for Smart Data and Inclusive Cities (SDIC)

**Implementing Agency:** National Institute of Urban Affairs (NIUA)

**Funding Agency:** European Commission

**Job Title:** Project Evaluation Firm for SDIC project

**Location:** National Institute of Urban Affairs (NIUA), New Delhi.

**Authorized point of contact:** Dr. Debjani Ghosh, Associate Professor, NIUA

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## 1. Background

Capacity Building for Smart Data and Inclusive Cities” (SDIC) project built around a three-year collaboration between National Institute of Urban Affairs (India), Institute of Development Studies, Sussex (UK) and the Indian cities of Bhopal, Jabalpur, Faridabad and Kochi. The project is funded by the European Commission.

The project aimed to strengthen the technical and institutional capacities of urban authorities and civil society, through an iterative methodology, to ensure that smart cities are also inclusive and resilient cities. The project approach, which is referred to as “smart data for inclusive cities” turns the focus away from simply trying to use ‘smart’ technologies, and places the focus on being ‘smart’ about how we use technologies. The project started in January 2018 and will end on November 2021. As a result of COVID-19 related nationwide lockdown measures and other restrictions imposed by national and local governments, the timeline of the project is extended by 7 months<sup>1</sup> in January 2021.

## 2. Purpose of the evaluation

The objective of the evaluation is to provide a qualitative and quantitative assessment of the project activities to capture lessons learnt as well as to provide information on the impact and sustainability of the project. End of the year evaluation of the project will assess the effectiveness of the implementation strategy and results. This will include the assumptions, coordination, partnership arrangements, beneficiary participation. It will assess the performance of the project against planned activities. Its emphasis will be on to collate and analyze lessons learnt, challenges faced and best practices obtained during the implementation.

The current evaluation will also build on the recommendations and feedback of the two important evaluation documents i.e. mid-term evaluation submitted in September 2020 and Result Oriented Monitoring submitted in October 2020.

## 3. Duration of the Evaluation

The expected duration of the evaluation is from 16<sup>th</sup> August 2021 to 29<sup>th</sup> October 2021. This will include desk reviews, field work / interviews (following all the COVID protocol), and report writing.

## 4. Scope of Work

The scope of the evaluation includes following:

- The Firm shall review all the project documents developed during January 2018-October 2021 and, where feasible, participate in relevant project activities.
- Collection of data from project cities i.e. Kochi, Faridabad, Bhopal and Jabalpur (travelling is subjected to COVID protocols and restrictions). It could include the online interviews/discussions with relevant stakeholders, beneficiaries, relevant departments of all the project cities, experts involved as per project’s requirement, project partners associated with the project at various points, SDIC team etc.

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<sup>1</sup> Initially, the project was extended till July 2021 by the funder. Further, one more extension is applied till November 2021, in which implementing agency is awaiting for approval.

- Assessment of the effectiveness of the project’s strategy and approaches for the achievement of the project objectives.
- Review of documentation of project activities completed till final year of reporting.
- Review of project outputs against objectives to be achieved project end.
- Provide documentation of the challenges, outcomes and best practices for each city
- Attend and participate in relevant project activities during the current reporting year
- Provide a written assessment of the quality of the projects’ activities and outputs
- Provide a written assessment of the impact of the project on its stated performance indicators
- Present the assessments and feedback to the project team to allow maximum clarity and learning from the review exercise.
- Provide a brief review of ongoing capacity strengthening of urban local authorities on directly relevant themes, and compare to SDIC iterative methodology

## 5. Key Deliverables

The deliverables\* are as follows:

- 5.1. Inception Report:** The Firm is expected to prepare and submit an inception report within 15 days from the start of the contract. The report should detail out the evaluator’s understanding of an evaluation along with methodology (evaluation tools, questionnaire, etc.), evaluation matrix (evaluation criteria, key questions, information source, indicators etc.), draft report structure and checklist of the information required.
- 5.2. Draft Report:** A draft evaluation report will be prepared in the mutually agreed format and submitted. It will include all the initial findings and recommendations from the review of existing documents, site visits and interviews.
- 5.3. Final Report:** The final report to be submitted after incorporated all the comments and suggestions received from the SDIC team. It will include the assessment of the project on the finalised format. The report should include the following:
  - Executive Summary
  - Introduction
  - Description of the evaluation methodology
  - Analysis in respect to outcomes, outputs and partnership strategy
  - Key Findings, including best practices and lessons learned
  - Conclusions & recommendations
  - Annexures: Charts, details of field visit, data/information collected, details of stakeholder consulted, other technical annexes

\*All the reports will be produced in English.

### 5.4. Proposed Milestone

Timeline (Dates)	Deliverable/Activity
16 August 2021	The Firm will be given project documents and get acquainted with the project.

Timeline (Dates)	Deliverable/Activity
30 August 2021	An inception report including methodology, work programme, report framework.
30 August 2021 to 20 October 2021	The Firm will be in contact with the project team as appropriate to monitor and participate in project activities for the purpose of assessment.
25 October 2021	Draft evaluation report including assessment to be submitted
29 October 2021	Written assessments and in-person presentation finalised and delivered to Project team.

## 6. Budget

The tentative amount allocated to the activities under scope of work (Section 4) is around Eight Lakhs (INR).

## 7. Qualifications of the Agency

### 7.1. Technical Qualification:

The Evaluator shall have the following expertise and qualification:

- i. The Firm must have at least Five (5) years' work experience in the fields of in policy research/design/implementation, and capacity building (Attach relevant project details as per Section 10).
- ii. Similar working experience with international organisation specifically with European Union/European Commission funded project would be an added advantage.
- iii. Expertise in relation of multi-stakeholder partnerships.
- iv. The firm must function in an individual capacity and not as a group of legal entities or as a Joint Venture (JV), Consortium or Association for the Proposal.
- v. The firm should have never been black-listed ever by any department of the Government of India or any State Government.
- vi. Relevant certificates/documents in support of fulfilment of eligibility criteria must be submitted, otherwise, financial bids will not be opened.
- vii. The firm shall ensure that the team members proposed to be assigned for the campaign are available on during the office hours to provide support and inputs.
- viii. Excellent verbal and writing skills.
- ix. Demonstrated skills in project planning, work plan development and management and organising time effectively within a range of often conflicting deadlines.

### 7.2. Preparation of Proposals- Agencies are required to submit the following eligibility proposals

- Cover Letter
- Technical Proposal

## 8. Bid Submission

### 8.1. Date of Submission/ Bid Due Date

The last date of bid submission is 9th August 2021, by 17:00 Hrs.

### 8.2. Submission Guidelines:

The bids shall be submitted Online (email address) as well as offline. Email submission including Proposal and previous work sample links at Email id: [director@niua.org](mailto:director@niua.org)

**Offline submission:** The bids shall be submitted in Hard copy by courier or in person in one envelope to below address. The envelope must be submitted sealed and the envelope SHALL clearly indicate the name of the Bidder. The envelopes shall clearly mention the following:

**Bid Submission: Response of RFP for Appointment of Project Evaluation Firm for Capacity Building of Smart Data & Inclusive Cities (SDIC)**

Bear the name and address of the bidder;

Addressed to NIUA as below:

**Project Head**  
Capacity Building of Smart Data & Inclusive Cities (SDIC)  
National Institute of Urban Affairs  
Core 4B, 2<sup>nd</sup> Floor  
India Habitat Center  
Lodhi Road  
New Delhi – 110003  
Contact no: (91-11)24617543/24643284

If the envelope and package with the Proposal are not sealed and marked as required, NIUA shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

Complete Proposals must be received by NIUA in the manner, and no later than the date and time, specified in the RFP document. NIUA shall only recognize the date and time that the bid was received by NIUA. NIUA shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline.

## 9. Proposal Evaluation

### 9.1. Evaluation with proposed methodology and steps

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the RFP documents, applying the evaluation criteria, sub-criteria, and point system specified. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score of 60 out of 100 marks. NIUA may invite technically responsive bidders for a presentation related to their technical proposals.

The bids will be evaluated based on Technical Evaluation (Quality Based Selection Method).

The Technical Evaluation Matrix is given below.

### Evaluation Criteria

S. No	Evaluation Criteria	Weightage Marks
1.	Understanding of Scope of Work	10
2.	Proposed Methodology, Approach and Implementation Plan	25
3.	Bidder's qualification, capacity and experience with Samples of relevant projects	25
4.	Management Structure and Key Personnel (3 Nos)	40
<b>Total</b>		<b>100</b>

## 10. Previous Relevant Experience

Please list relevant assignments successfully completed/ongoing in the last 3 years.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top Three Clients or more.

**Important** - List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company in an individual capacity. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by NIUA.

## 11. Team Composition

The Evaluation Team is expected to:

### A. Key Personnel (Team Leader)

- Be composed of a team leader with minimum extensive experience of 7 years on policy research/evaluations of projects.
- At least Master's degree in public policy, international development, Economics, International Relations, Planning , Development Studies, or related university degree
- Have extensive experience in evaluating policies/programs in the context of cooperation for development.
- Have process management skills, such as facilitation skills.

**B. Key Personnel (Evaluation Expert)**

- Demonstrated at least 5 years of relevant work experience in policy research/evaluations of projects
- At least Master’s degree in public policy, international development, Economics, International Relations, Planning , Development Studies, or related university degree
- Have process management skills, such as facilitation skills.

**C. Key Personnel (Evaluation Assistant)**

- Demonstrated at least 1 year of relevant work experience in policy research/evaluations of projects
- At least Bachelor’s degree in public policy, international development, Economics, International Relations, Planning , Development Studies, or related university degree
- Have process management skills, such as facilitation skills.

The bidder has to submit the CVs of proposed team as per annexure III.

**12. Payment Schedule**

All the payments shall be made against the receipt of valid invoice, upon approval of the Deliverables/Reports/Milestones by Project Lead.

The payment shall be done based on completion of deliverables as per below details.

Sl. No.	Payment	Time frame
1	30% after submission of inception report	30 August2021
2	30% after submission of draft evaluation report	15 October 2021
3	40% after submission of final report and presentation	29 October2021



## ANNEXURE - I

### LETTER COMPRISING THE BID

[On Letter head of the Bidder]

To,

**Project Head,**

Capacity Building for Smart Data and Inclusive Cities (SDIC)  
National Institute of Urban Affairs,  
Core 4B, 2<sup>nd</sup> Floor,  
India Habitat Centre  
Lodhi Road  
New Delhi – 110003

Dear Sir/ Madam,

**Sub:** RFP Reference No. XYZ dated \_\_\_\_\_ for Appointment of Project Evaluation Firm for SDIC

With reference to your RFP document dated \_\_\_\_\_ I have examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project and state as under:

1. The Bid is unconditional.
2. All information provided in the Bid and in the Appendices is true and correct, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.
3. I shall make available to the Authority for any additional information it may find necessary or require to supplement or authenticate the Bid.
4. I acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. The Financial Bid has been quoted by me after taking into consideration all the terms and conditions stated in the RFP.
6. Notwithstanding any qualification or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the Authorized signatory)

Name and seal of Bidder/Lead Firm

## ANNEXURE – II

### LIST OF SUBMISSIONS

Company Name	
Registered Address	
Year Of Registration	
Website	
Authorized Representative's Information	
Contact Details	
Countries Of Operation	
No. OF FULL TIME EMPLOYEES	
Documents to be attached with the Proposal	<ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Certificate of Incorporation/ Business Registration.</li> <li>3. Certification of Statutory Auditor giving financial details as per annexure IV along with balance sheets</li> <li>4. Samples of work (details of similar project executed)</li> <li>5. Supporting Documents (Experience Certificates/Work Orders/Letter of Intents/Contracts)</li> <li>6. Any Accreditation or Quality Assurance Certification (<i>if yes, provide a copy of the valid certificate</i>)</li> <li>7. CVs of proposed team members as per the annexure III</li> </ol>

**ANNEXURE - III**

**Format for CV**

NAME	
POSITION FOR THIS PROJECT	
NATIONALITY	
LANGUAGE PROFICIENCY	
EDUCATIONAL QUALIFICATIONS	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
PROFESSIONAL CERTIFICATIONS	<i>[Provide details of professional certifications relevant to the scope of services]</i> Name of institute: [Insert] Date of certification: [Insert]
EXPERIENCE	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_

Signature of Personnel

\_\_\_\_\_

Date

(Day/Month/Year)