

**RFP for Selection of Consultant Institution for Developing & Conducting Academic Certification Programme under Infant, Toddler, Caregiver-Friendly Neighbourhoods Training & Capacity Building Programme**

**Clarification Document: Response to Queries in respect of the REQUEST FOR PROPOSAL (RFP) for Academic Certification Programme Document floated on 12 May 2021.**

**Date: 24<sup>th</sup> May 2021**

<b>QUERY NO.</b>	<b>BIDDER NO.</b>	<b>PAGE NO. &amp; CLAUSE NO.</b>	<b>QUERY</b>	<b>CLARIFICATION</b>
1	BIDDER A	Pg. 7, Clause 2.4	Date of Submission It is requested that the date of submission may please be extended till 2nd June 2021	The revised timeline for bid submission is 5 PM on 02.06.2021. Please check the NIUA website
2	BIDDER A	Page. 8 Clause 3.3. (Table of Deliverables) - Item 3	Development of Various Training Modules Is it expected that the selected agency will be using the materials developed under the Training of Trainers program? In short, will certain modules be common between this ACP (RFP) and the ToT (RFP)?	Since the target audience is different for these 2 RFPs we may expect the changes in the content but there is possibility of overlaps in some contents
3	BIDDER A	Page. 8 Clause 3.3. (Table of Deliverables)	Question with reference to the training and deliverables Kindly indicate which are the key meetings for which physical presence of the key personnel shall be required in offices of NIUA - or should we assume that all training and meetings shall be done using online platforms like Zoom, Google Meet or MS Teams	All trainings will be delivered online and we will also try to conduct all the meetings using online platform but in case of exceptions, physical presence may be required
4	BIDDER A	Page. 8 Clause 3.3. (Table of Deliverables) - Item	Training of 15 to 20 trainers under 5-6 Academic Training Institutions inducted through Training of Trainers programme Is it 15-20 trainers per academic institution or a total of 15-20 trainers in total across the 5-6 academic institutions	15-20 trainers in total across the 5-6 academic institutions
5	BIDDER A	Page. 9 Clause 3.3. (Table of Deliverables) - Item 9	Online certified training programmes and courses for young professionals, academia - 250-265 professionals Are these expected to be taught live or is there an expectation that a proportion of these will be self-paced learning with necessary certification at the end of the course	This will be delivered online using the platform of NULP

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6	BIDDER A	Page 11 Clause 3.4.1. (2)- Technical Competency	Professional Composition of the Firm It is requested to kindly provide details of how many minimum Key persons are needed for this assignment. OR at least specify the total anticipated input in the number of days from Key Personnel or Experts or support staff	The team composition and their time inputs have financial implications and is thus left to the judgement of the bidder. The bid evaluation committee will assess this to gauge the bidder's understanding of the scope and quantum of work
7	BIDDER A	Page 12, Clause 3.5.(4)(a)	In case the selected agency is not performing as per the requirement of the NIUA, the selected agency will be imposed a penalty up to the 50% amount of payable for the Milestone/Deliverable Penalties are suitable for commercial contracts where firms with extensive appetite for risk are competing. These RFPs are aimed at academic / research institutions. Further, given the unpredictable circumstances where delivery is always at risk due to prevailing pandemic, inclusion of a penalty clause is onerous. The delivery is also subject to several external factors that continue to remain out of control of the institutions and therefore, the penalty clause is also discouraging. We request the removal of the penalty clause in view of the above observations	There will be no change in this clause, however we would be fully supportive with you in achieving the milestone and deliverables
8	BIDDER A	Page 13 Clause 3.7(6)	Signing of Contract NIUA shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between NIUA and the successful bidder Requesting that a draft copy of the Standard Terms and Conditions of contract be kindly made available for comments and suggestions prior to submission of the bid	The contract will be shared with the selected agency subsequent to selection of agency

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9	BIDDER A	Page 13 Clause 3.8	Insurance Requirements are suitable for commercial contracts where firms with extensive appetite for risk are competing. These RFPs are aimed at academic / research institutions. Further, given the unpredictable circumstances where delivery is always at risk due to prevailing pandemic, inclusion of an insurance clause is onerous. We request the removal of the insurance requirement clause in view of the above observations.	These are the standard practices by NIUA, however we would be fully supportive with you in achieving the milestone and deliverables.
10	BIDDER A	Page 14 Clause 3.12	Force Majeure Given the situation, health pandemic be specifically added /mentioned to the list of Force Majeure events. It is requested that suitable clause be added to reflect the resumption of work following cessation of Force Majeure to allow the consultants to complete the work with a modified work plan in consultation with the client	Already addressed in this clause, therefore there will be no change. However we would be fully supportive with you in achieving the milestone and deliverables.
11	BIDDER A	Page 16 Clause 4 (Scope of Work) No. 3	What is the estimated duration of the Certified Blended Training programme?  Which are the identified 4 training modules?	<ul style="list-style-type: none"> <li>• The estimated duration for developing modules and certified blended training program is up to 24 weeks from the effective date of contract. The same is also given in deliverables table</li> <li>• The 4 training modules will be developed by the selected consultant academic institution in collaboration with 5-6 academic institutions to be on boarded.</li> </ul>
12	BIDDER A	Page 16 Clause 4 (Scope of Work) No. 2	Kindly specify whether NIUA will be entering into separate consultancy contracts with 5- 6 academic institutions for training 250-265 participants? Or the consultant academic institute will have sub-contracts with 5-6 academic institutions to roll out training programmes for students and young professionals? Need clarity to budget mode of engagement with 5-6 academic institutes	<ul style="list-style-type: none"> <li>• The selected consultant academic institution (1 number) will on board 5-6 academic institutions for training delivery.</li> <li>• The form of collaboration between the on boarded consultant academic institution and the 5-6 academic institutions is to be decided by the consultant academic institution.</li> </ul>

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13	BIDDER A	Page 16 Clause 4 (Scope of Work) No. 8	It is requested that the format for NULP may please be specified	The specifications are PDF, HTML, Videos, e-Pub, audio file with specific size limit
14	BIDDER A	Page 17 Clause 5 (Methodology)	Kindly indicate where this "Trainer's training Guide" fits in within the Deliverables schedule.	Please Refer Pg. 8, Clause 3.3 (3) of the RFP
15	BIDDER A	Page 21, Clause 7.4 - Form 4	It is requested that the requirement for client certificate is removed. Often, Training and Capacity Building is a part of larger projects and obtaining a client certificate for only the capacity building component is difficult. It is suggested that W/O and signed Contract along with Client references be considered adequate for this purpose. Further, Partial completion of above 50% scope completed may kindly also be considered as valid experience	There will be no change in this clause. The internal evaluation committee will take final decision after reviewing all submitted documents.
16	BIDDER A	Others	May we suggest that a limitation of liability clause be made a part of the contract. The agency or institution cannot have unlimited liability and indemnification for liabilities can only be equivalent to the 20% of the total fees payable under the contract	Not accepted
17	BIDDER B	Pg. 10, Clause 3.4.1 (2)	Accreditation should be held by the applying agency or any of the tied up Academic Institution.	Accreditation should be held by applying institution as well as tied up academic institutions.
18	BIDDER B	Pg. 10, Clause 3.4.1 (2.4)	Ability to collaborate with academic institutions. this has to done prior to submission of RFP or can be done after award of work	Kindly do it after awarding of work
19	BIDDER B	Pg. 16, Clause 4 (2)	On boarding of up to 5-6 Academic Institutions as training institutions for conducting the Academic Certification of Programme: This has to done prior to submission of RFP or can be done after award of work?	Kindly do it after awarding of work. Pg. 8, Clause 3.3 (2)
20	BIDDER B	Pg. 10, Clause 3.4.1 (2.1)	Whether dedicated personnel have to deployed for the assignment under this RFP or it can be changed later on	Dedicated personnel should be engaged for this assignment by the academic institute

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21	BIDDER B	Pg. 24, Clause 7.7	Financial bid format is not clear under this RFP	Refer NIUA website for the changes made to this clause.
22	BIDDER C	Pg. 7, Clause 2.3	Is it mandatory for an organization to be empaneled with MoHUA on Capacity building programs? (we are empaneled with Ministry in other for providing TSU support, will that suffice?)	Yes. It is mandatory for the institution to be empaneled with MoHUA.
23	BIDDER C	Pg. 8, Clause 3.2(2)	Requesting more clarification on the selection and modality of engaging with institutions under this activity.	<ul style="list-style-type: none"> <li>The selected consultant academic institution (1 number) will on board 5-6 academic institutions for training delivery.</li> <li>The form of collaboration between the on boarded consultant academic institution and the 5-6 academic institutions is to be decided by the consultant academic institutions.</li> </ul>
24	BIDDER C	Pg. 7, Clause 3.4.1 (1)	<p>The following documents are to be provided mandatorily for consideration of the technical bid by the firm. (MOU between state and institution as training entities empaneled by the MOHUA)</p> <p>Requesting more clarification on this for the applying organization other than institutional organizations.</p>	The RFP is floated for the empaneled agencies only. No changes in the clause.
25	BIDDER C	Pg. 12, Clause 3.4.1(1.2) Technical Competency	Certified copy of the Accreditation under the University Grants Commission Act (1956) provided [Y/N] If N, can other organizations apply?	UGC Accreditation is mandatory.
26	BIDDER C	Pg. 12, Clause 3.4.1(2) Technical Competency	Professionals composition of the firm (team composition): Request clarification on the team structure and number of resources required for the RFP so that bidders can make planning and budgeting accordingly	The team composition and their time inputs has financial implications and is thus left to the judgement of the bidder. The bid evaluation committee will assess this to gauge the bidder's understanding of the scope and quantum of work.
27	BIDDER C	Pg. 12, Clause 3.5	<b>PENALTIES</b> Other penalties should also be clarified in bid	No Changes in this clause.

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28	BIDDER C	Pg. 8, Clause 3.3 , Clause 4	Are ULB officials not part of training and capacity building? Can Govt. officials be not part of that. Preparation of training modules is not for govt.?	This RFP specifically calls for Academic Certification Programme. There are two separate RFPs for the purpose of ULB officials. Kindly refer the NIUA website
29	BIDDER C	Pg. 18, Clause 7.1	If Audited Balance sheet and P & L statements provided, do we need to provide Net worth certificate separately? Also there is no mention about the turnover capacity. Any organization with any turnover can apply?	It is mandatory for the institution to be empaneled with MoHUA. The Net worth certificate needs to be provided separately. There are no changes in this clause.
30	BIDDER C	Pg. 18, Clause 7.1	Deliverable 4 mentions: "Training of 15 to 20 trainers under 5-6 Academic Training Institutions inducted through Training of Trainers programme". This activity is overlapping between 2 RFPs floated by NIUA under the same program; Selection of Consultant Agency/Firm/Institution for Conducting Training of Trainers under Infant, Toddler, Caregiver-Friendly Neighbourhoods Training & Capacity Building Programme & Selection of Consultant Institution for Developing & Conducting Academic Certification Programme under Infant, Toddler, Caregiver-Friendly Neighbourhoods Training & Capacity Building Programme. Please clarify if there is any overlap of activities in both the RFPs. If Yes, please clarify the roles of organizations who will be working in collaboration for the same activity.	These are two separate RFPs. The former RFP is aimed at Urban Local Bodies and training of government officials, and hence the set of trainers to be engaged are different from the trainers in this RFP. The latter RFP is aimed at students and young professionals. Kindly refer the documents at NIUA website.

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31	BIDDER C	Pg. 8,9 Clause 3.3	<p>On Pg-8, Deliverable 3: Development of training modules on ITCN framework and CFSC work and National Urban Learning Platform for training academic institutions</p> <p>On Pg-9, Deliverable 6(a): a. Development of 4 academic modules and other knowledge materials on ITCN Framework to embed within the existing academic curriculum.</p> <p>Need clarification on the above 2 deliverables, is the latter only for students/young professionals or for city government officials as well?</p>	The latter is only for students and young professionals only.