

**REQUEST FOR PROPOSAL
FOR**

**EMPANELMENT OF IMPLEMENTATION SUPPORT AGENCIES (ISAs)
FOR SUCCESSFUL IMPLEMENTATION OF JAL JEEVAN MISSION IN THE DISTRICTS OF
ASSAM**

RFP No. 35 of 2020-21

**ISSUED BY: -
GOVERNMENT OF ASSAM
OFFICE OF THE CHIEF ENGINEER PHE (WATER) ASSAM PUBLIC HEALTH ENGINEERING DEPARTMENT
HENGRABARI: GUWAHATI-36**

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**GOVERNMENT OF ASSAM
OFFICE OF THE CHIEF ENGINEER PHE (WATER) ASSAM PUBLIC
HEALTH ENGINEERING DEPARTMENT
HENGRABARI: GUWAHATI-36**

No.JJMA-16/SA/2021/3144

Date: 22.02.2021

Notice Inviting Request for Proposal

RFP No. 35 of 2020-21

On behalf of the Governor of Assam, the Chief Engineer, PHE (Water), Public Health Engineering Department cum Additional Mission Director, Jal Jeevan Mission, Assam invites technical proposals from eligible national and international NGOs / Self Help Groups (SHGs)/ CBOs/ VOs/ similar Social Development Oriented Organizations/Foundations/Trusts for empanelment as Implementation Support Agencies (ISA) under Jal Jeevan Mission, being implemented by Public Health Engineering Department, Government of Assam.

The detailed RFP document is available in the website www.jimassam.in from **22.02.2021**. Bids are to be submitted in hard copy alongwith a soft copy in DVD/CD/Pendrive which should be put in a separate envelope to the office of the Chief Engineer, PHE (Water) Assam, Public Health Engineering Department, Assam, Hengrabari-36 from 22.02.2021.

Sd/-
**Chief Engineer (PHE), Water, Assam
Cum
Additional Mission Director, JJM, Assam
Hengrabari, Guwahati – 36**

Memo No. JJMA-16/SA/2021/3145-49

Date: 22.02.2021

Copy for information to:

1. The Commissioner & Secretary to Govt. of Assam, PHED, Assam Sachivalaya, Block– B Guwahati-6 for favour of kind information.
2. The Director, Directorate of Information & Public Relation, Last Gate, Dispur with request to publish the above Request for Proposal (RFP) in at least three widely circulated Newspapers in English, Assamese & Bengali language.
3. The Addl. Chief Engineer (PHE), All Zones for information and necessary action. He is requested to display the Short Notice in their office notice board for wide circulation.
4. The Superintending Engineer (PHE), All Circles for information and necessary action. He is requested to display the Short Notice in their office notice board for

wide circulation.

5. The Executive Engineer (PHE), All Divisions for information and necessary action. He is requested to display the Short Notice in their office notice board for wide circulation.

Sd/-
Chief Engineer (PHE), Water, Assam
Cum
Additional Mission Director, JJM, Assam
Hengrabari, Guwahati – 3

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Schedule of Event

Sl no	Event	Date
1.	Issuance Of RFP	22.02.2021
2.	START DATE FOR SUBMISSION OF THE RFP	22.02.2021
3.	START DATE OF SUBMISSION OF BID QUERY (through e-mail only to mdjjmassam@gmail.com , gssharma.acs@assam.gov.in , sarma.nripendra@gmail.com , Anupam.jjm@gmail.com)	23.02.2021
4.	RESPONSE OF QUERIES	To be done on continual basis
5.	LAST DATE FOR SUBMISSION OF RFP	To be notified later
6.	OPENING OF RFP	To be done on continual basis

1) If any date specified falls on a holiday, then the next working day or any other day as fixed by The Chief Engineer (PHE), Water, Assam cum Additional Mission Director, Jal Jeevan Mission will be considered for the submission and opening the E.O.I. and the time will remain the same.

2) The Schedule indicated above is tentative and the The Chief Engineer (PHE), Water, Assam, Assam cum Additional Mission Director, Jal Jeevan Mission may change any or the entire schedule under intimation to the interested parties.

SECTION - 01

DETAILS OF ASSIGNMENT

1. BACKGROUND
2. OBJECTIVE OF THE CALL
3. CURRENT SCENARIO OF THE STATE
4. SCOPE OF WORK
5. PAYMENT NORMS

SECTION- 01

1. Background

Water is one of the most essential requirements of life. Assured availability of potable water is vital for human development and growth. With the growing population needs and expanding economic activities, there is an increase in demand for water in various sectors, viz. agriculture, industry, domestic, recreation, infrastructure development, etc., whereas the source of water is finite. Thus, finite availability and competing demands make drinking water management a complex issue. The widening demand-supply gap is further compounded by other challenges, viz. depletion of groundwater caused by over-extraction, poor recharge, low storage capacity, erratic rainfall due to climate change, presence of contaminants, poor Operation and Maintenance (O&M) of community in water supply systems, etc. Piped water supply for drinking and domestic purposes to rural areas is a very critical and challenging task.

The Central Government assistance to States for rural water supply began in 1972 with the launch of Accelerated Rural Water Supply Programme. It was renamed as National Rural Drinking Water Programme (NRDWP) in 2009, which is a centrally sponsored scheme with fund sharing between the Centre and the States. Under NRDWP, one of the objectives was to “enable all households to have access to and use safe & adequate drinking water within premises to the extent possible”. It was proposed to achieve the goal by 2030, coinciding with the United Nation’s Sustainable Development Goals. But now, it has been planned to achieve the goal by 2024 through Jal Jeevan Mission (JJM). At present, only 18.33% of rural households i.e., 3.27 Crore out of the total 17.87 Crore rural households in the country, have piped water connection.

Government of India has restructured and subsumed the ongoing National Rural Drinking Water Programme (NRDWP) into Jal Jeevan Mission (JJM) to provide Functional Household Tap Connection (FHTC) to every rural household i.e., Har Ghar Jal by 2024.

In this backdrop, Jal Jeevan Mission (JJM) has been launched which aims at providing Functional Household Tap Connection (FHTC) to every rural household by 2024. The programme focuses on service delivery at household level, i.e. water supply on regular basis in adequate quantity and of prescribed quality. This necessitates use of modern technology in planning and implementation of water supply schemes, development of water sources, treatment and supply of water, empowerment of Gram Panchayat/ local community, focus on service delivery, partner with other stakeholders, convergence with other programmes, methodical monitoring of the programme and to capture service delivery data automatically for ensuring the quality of services. This will help in achieving the goal of Jal Jeevan Mission in its true letter and spirit.

The 73rd Amendment to the Constitution of India has placed the subject of drinking water in the Eleventh Schedule and has assigned its management to Gram Panchayats. Keeping this in view, under JJM, Gram Panchayats and local community will play the pivotal role in planning, implementation, management,

operation and maintenance of in-village water supply systems including drinking water sources. Decentralized, demand-driven, community-managed implementation of the programme will instill 'sense of ownership' among the local community, create an environment of trust and bring in transparency leading to better implementation and long-term O&M of water supply systems. It will also ensure equity in accessing supply for every household and regular supply, thus willingness to pay for services. The incidents of diversion of water supply for other purposes will also get controlled.

ABOUT JAL JEEVAN MISSION

Jal Jeevan Mission aims to provide Functional House Connection to every rural household with a minimum water supply service standard of 55 LPCD. The broad objectives of the Mission are

- i. to provide FHTC to every rural household
- ii. to prioritize provision of FHTCs in quality affected areas, villages in drought prone and desert areas, Sansad Adarsh Gram Yojana (SAGY) villages, etc.
- iii. to provide functional tap connection to Schools, Anganwadi centres, GP buildings, Health centres, wellness centres and community buildings
- iv. to monitor functionality of tap connections
- v. to promote and ensure voluntary ownership among local community by way of contribution in cash, kind and/ or labour and voluntary labour (shramdaan)
- vi. to assist in ensuring sustainability of water supply system, i.e. water source, water supply infrastructure, and funds for regular O&M;
- vii. to empower and develop human resource in the sector such that the demands of construction, plumbing, electrical, water quality management, water treatment, catchment protection, O&M, etc. are taken care of in short and long term, and
- viii. to bring awareness on various aspects and significance of safe drinking water and involvement of stakeholders in manner that make water everyone's business.

The following kinds of works/ schemes are proposed to be taken up under JJM:

- i. Development of in-village piped water supply infrastructure to provide tap water connection to every rural household;
- ii. Development of reliable drinking water sources and/ or augmentation of existing
- iii. sources to provide long-term sustainability of water supply system;
- iv. Wherever necessary, bulk water transfer, treatment plants and distribution network to cater to every rural household;
- v. technological interventions for removal of contaminants where water quality is an issue;
- vi. retrofitting of completed and ongoing schemes to provide FHTCs at minimum service level of 55 LPCD;
- vii. grey water management;

2. Objective of the Call

Jal Jeevan Mission (JJM) has been launched to enable every household in villages to have Functional Household Tap Connection (FHTC) until 2024. It is envisaged that with FHTC, each household will have potable water supply in adequate quantity of prescribed quality on regular and long-term basis. ISAs have to help Gram Panchayat / village committee to plan, implement, manage, operate and maintain its in-village water supply systems. A sense of ownership has to be instilled in the village community as they are at the center of this mission.

In villages, local communities especially women, must be encouraged to participate and take ownership of water resource management, water supply, and greywater treatment and its reuse. To achieve this, wherever required, in addition to Gram Panchayats are to be assisted by SHGs/ VOs/ CBOs/ NGOs, youth groups, etc. To make water everyone's business, the mission will strive to build partnerships and linkages through various community-based activities, capacity building and IEC to achieve long- term drinking water security.

DWSM will engage ISAs from the empaneled ISAs enlisted by Mission Directorate. Based on the District Action Plan of five years, the number of villages to be covered every year will be identified. These identified villages fall under different categories, viz. villages requiring only last-mile connectivity in terms of distribution network and FHTCs, only IEC campaigns on judicious water use, O&M support, requiring new schemes, etc. and will be grouped for engaging an ISA for handholding support. Accordingly, number of ISAs required every year is identified for each of these categories along with timeline. Each ISA would be responsible for the entire project cycle of maximum 18months in 40-60 villages at a time for both new and refitting schemes.

3. Current Scenario of the State

The PHED in Assam has been implementing National Rural Drinking Water Programme since 2009 with major emphasis on ensuring sustainability of water availability in terms of potability, adequacy, convenience, affordability and equity, on a sustainable basis, while also adopting decentralized approach involving PRIs and community organizations. Assam PHED has also been implementing World Bank funded Rural Water Supply & Sanitation Project (RWSSP) which is planned to cover around 123000 rural household in the state through metered household connection and water will be supplied 24X7 @70 LPCD.

No. of Dist.	No. of Blocks	No. of GP/ MAC/VC DC	No. of Villages	No. of Habs	No. of rural Pop.	No. of rural Household
33	244	2693	25503	88076	296.25	57.92 Lac

Out of 88,076 no of habitations in the state 63% of the habitations are fully covered with water supply service with minimum 40 LPCD and above. 19% habitations are Fully Covered by 55 LPCD and above. 53% of the rural population are covered by spot sources followed by 32% of the population are fully covered by piped water schemes and around 14% partially covered by piped water supply scheme. At present there are 5951 no of functional piped water schemes in the state followed by around 1, 99,000 number of spot sources. In Assam only 2% of the rural households are connected with taped water connection which is one of the lowest compared to all India scenarios.

Public Health and Engineering Department (PHED) is the agency responsible for water supply service delivery in the rural areas of the state. PHED has the required technical skills and working as an implementer of multi village schemes as well as single village schemes. PHED presently running on User committee model for the O&M part of the SVS as well as MVS. The user committees are formed with representation from the PRI members and community. The function of the user committee is mainly day to day operation & maintenance of the water supply schemes. The user committee is empowered to collect user fee from the consumers having house service connection. PHED acts as technical back stopping agency involved in major maintenance, asset replacement etc.

4. Scope of work

To deal with above Jal Jeevan Mission (JJM) has been launched which aims at providing Functional Household Tap Connection (FHTC) to every rural household by 2024. The programme focuses on service delivery at household level, i.e. water supply on regular basis in adequate quantity and prescribed quality. This necessitates planning and implementation of water supply schemes, empowerment of Gram Panchayat/ local community, focus on service delivery, partner with other stakeholders and convergence with other programmes to ensuring the quality of services.

ISAs will play critical role as partners in mobilizing and engaging the communities to plan, design, implement, manage, operate & maintain in-village water supply infrastructure. In each phase of the Scheme cycle the role of ISA is important to mobilize the community and the Panchayati Raj Institutions.

The selected ISAs will be empaneled for the duration of Jal Jeevan Mission till March 2024 based on performance review by The Chief Engineer, PHE (Water) Assam cum Additional Mission Director, JJM, Assam Public Health Engineering Department PHE Campus, Hengrabari Guwahati-781036, e-mail Id.: asphe@rediffmail.com.

ISAs can be de-empaneled at any time, if their performance is not satisfactory.

NGOs/ VOs/ women SHGs/ CBOs/ Trusts/ Foundations will be engaged as ISAs to play critical role as partners in mobilizing and engaging the communities in the entire process of implementation including planning, designing, work execution, managing, operation & maintenance of in-village water supply infrastructure. DWSM will engage ISAs from the empanelled ISAs enlisted by SWSM.

Based on the District Action Plan of five years, the number of villages to be covered every year will be identified. These identified villages fall under different categories, viz. villages requiring only last-mile connectivity in terms of distribution network and FHTCs, only IEC campaigns on judicious water use, O&M support, requiring new schemes, etc. and will be grouped for engaging an ISA for handholding support. Accordingly, number of ISAs required every year is identified for each of these categories along with timeline. Each ISA would be responsible for the entire project cycle of maximum 18 months in 40-60 villages at a time for both new and retrofitting schemes.

Depending on the requirement in the district and based on the performance of ISA, next set of 40-60 villages will be given to them after four to six months or engage another ISA. In the district, there could be many ISAs depending upon the need of work to be done and requirement of handholding. Planning should be done in such a manner that JJM is implemented in mission mode and all villages of districts are covered with FHTCs to all rural households by 2024.

ISA to facilitate women participation at all levels of planning, implementation, management, operation and maintenance of in-village water supply systems and contribution.

4.1. FUNCTIONS OF IMPLEMENTATION SUPPORT AGENCIES

ISAs will carry out following functions:

- i.) Facilitate constitution of sub-committee of Gram Panchayat, i.e., GPWSC/VWSC/ Water User's Group, etc. and arrange to build capacities of its functionaries.
- ii.) Handhold Gram Panchayat and/ or its sub-committee, i.e., GPWSC/VWSC/ Water User's Group, etc. in all the functions which includes opening bank accounts, mobilization of community contribution, O&M arrangement, organizing Gram Sabha, organizing meetings of sub-committee, facilitating resolution in Gram Sabha and acceptance of village scheme, facilitating sanitation and greywater management activities, etc.
- iii.) Need assessment of FHTCs and motivate communities to have FHTCs.
- iv.) Act as coordination platform between DWSSM and VWSC.
- v.) Use Participatory Rural Appraisal (PRA) tools for community mobilization and carry out need assessment.
- vi.) Assisting the community in water campaigns initiated by Government of India/ state Government.
- vii.) Build awareness on various aspects of water such as rainwater harvesting, artificial recharge, water quality, water-borne disease, water saving, water handling, drinking water source augmentation/ sustainability aspects, etc.
- viii.) Document and upload success stories from villages.
- ix.) Carry out Social Behavioural Change Communication (SBCC) activities.
- x.) Ensure proper IEC activities are done at proper places in villages.

4.2. OUTPUTS TO BE ACHIEVED BY IMPLEMENTATION SUPPORT AGENCIES

The Implementation Support Agencies are required to ensure achievement of the following outputs:

- i. Community Familiarisation & GP Resolution for taking up JJM in all villages.
- ii. Ensuring necessary support from community during Planning, Implementation & Post Implementation Phase of the PWSS being facilitated under Jal Jeevan Mission.
- iii. Constitution/ Registration/ Sensitisation/ Capacity Building of GPWSC/ VWSC/ Water User's Committee/ Paani Samitee etc. & Opening Bank Accounts.
- iv. Preparation of Village Action Plan.
- v. Scheme Monitoring and O&M Methodology.
- vi. Facilitation for collection of CAPEX.
- vii. FHTC Monitoring and O&M Preparedness.
- viii. Providing FHTC to the remaining HHs.
- ix. Finalisation of OPEX
- x. Water Quality Monitoring & Surveillance Plan activities
- xi. Final Report on Sustainability & Documentation of Success stories.

4.3. ASPECTS OF SOCIAL MOBILISATION:

Some important aspects in connection with Social Mobilization by ISA activities under JJM, Assam are as follows:

Area under ISA involvement: The areas entrusted to the ISAs for social mobilization should be categorized as follows, along with the area-based focus therein:

- a) *Areas for which new schemes are going to be proposed:* In case of areas proposed to be covered with new PWSS, one of the prerequisites is the need of social mobilization to highlight the JJM Approach along with the implementation procedure and O&M modalities thereafter for sustained water supply based on 'Har Ghar Jal' initiative. The existing practices along with field constraints focusing on drinking water security (Availability, Accessibility and Safety) should also be highlighted to fix up the priority areas, which will eventually facilitate effective planning and designing of necessary options of water treatment under the new proposed PWSS.
- b) *Areas with completed schemes/ retrofitted schemes:* In case of localities with completed / retrofitted Schemes, efforts should be initiated for ensuring functionality of water supply services with a sustained focus on effective O&M modalities with ownership by users. If the situation demands, efforts should be initiated for either strengthening of existing O&M modalities or new efforts for a functional O&M initiative. The points of functional assessment should be highlighted to make the beneficiaries aware about the importance of their ownership for a meaningful O&M approach, aiming at sustained water supply services.

Functionality Assessment: Aspects about functionality assessment needs identification of all location specific issues to make the PWSS users' friendly as per desired norms with sustainable services to the community under the command area of the Scheme.

Few options for such assessment of functionality of PWSS might be as follows:

- a. Mapping of all sources in location specific manner, along with a brief overview on them. Focus should be on the raw water source/s for the PWSSs to enable meeting present & future water demands for the entire design period of the Scheme to ensure provision of safe drinking water to every rural households on sustained basis to address drinking water security (availability, accessibility and safety).
- b. In case of surface source dependence, identification of catchment area, along with assessment of up & down stream present / future water ecology / security.
- c. Impacts of water withdrawal, if any, along with assessment of lean period discharge / yield & draw down for GW source etc.
- d. Assessment of area-based GW table over the time, in case of GW based Scheme.
- e. Source based assessment of compatibility between water demand and pumping hours.
- f. Quality assessment of all water sources and impacts of remedial measures adopted, if any. Also, the need for any suitable option for redress in future.
- g. Sustainability of proposed technological options adopted for desired drinking Water Quality, keeping on view of financial load on O&M of the Scheme.
- h. Status of existing approach for O&M and scopes for any new methodology, if any, to make PWSS sustained and users' friendly. Also the necessary energization charges levied for running the PWSS and capacity of Scheme Management to meet the financial load suitably and the scopes from utilizing FFC Grants for the GPs.
- i. Training and orientation of monitoring / repairing squad engaged by the respective Water Users' Committee, along with desired prompt services from PHED to address the major technical issues, as and when necessary.

- j. Any other location specific issues of importance.

Community Ownership of the PWSS:

Reform Initiatives, in Water Supply Sector, calls for a wholehearted involvement and ownership oriented decisive role of the community in Operation & Maintenance (O & M) of PWSSs, to make it more community friendly and sustained.

Keeping in view of sustainability in water sector, the guidelines for necessary maintenance of water supply arrangements are proposed to be decentralized to the Gaon Panchayat (GP) putting the ownership to the concerned GPs towards support of O&M initiatives.

In the above back cloth, a reform initiative is fostered by the PHED, Assam to involve the community in the O&M of rural PWSS, in the interest of sustained levels of services with “Har Ghar, Nal Se Jal” approach as initiated under JJM. Much of the ground-breaking works on community management of PWSS has already started rolling in many areas and such endeavour has succeeded to shift the responsibility and the ownership of the rural PWSS to the community to ensure the smooth functioning of the PWSS. Furthermore, cost recovery for O&M and replacement costs, in part or full, has also led to viable economics and sustainability of the schemes. These initiatives are being institutionalised with formation of Water Users’ Committees for each PWSSs and the functioning of such Water Users’ Committees shall be monitored by the GPWSC / VWSCs.

Community Contribution:

The community contribution for PWSS will be on two fronts to meet the following:

a) Capital Expenditure @ 5% of the Project Cost:

The provision of community contribution for necessary capital expenditure for each PWSS includes 5% of the Project Cost for the Scheme. However, in lieu of collection of cash as community contribution, there is a most generalized approach adopted in this regard, which encourages the households to construct the necessary platform & soak pits with their own cost as per the prescribed dimensions for the FHTCs facilitated under JJM. In any case, the HHs desires such platform &soak pit to be constructed by the implementing agency, then the concerned HH shall have to deposit the cost either to VWSC or Water Users’ Committee as per the necessary estimated cost of construction as decided by the implementing agency.

In any case, the amount as cost of construction of platforms & soak pits against the proposed FHTCs under the PWSS, falls short of the necessary Beneficiary Contribution for the Project Cost (5% of the Project Cost), then the balance amount (Beneficiary Share – proposed Platform Cost) shall have to be borne either by the community (in the form of labour or cash as decided by the District Mission Unit, JJM) or to be met up from FFC Grants to the concerned GPs. The collection of such community contribution shall remain bestowed on the respective Water Users’ Committee for the concerned PWSS.

b) O&M expenditure:

The regular monthly O&M expenditures for ensuring functionality of the PWSS shall have to be borne by the beneficiary contribution. Also, the FFC fund will also be released time to time from the concerned GP for such O&M expenditure. Hence the beneficiary contribution shall be determined as based on the monthly tariff pattern, which will be finalized either by the concerned VWSC or the Water Users’ Committee, in consultation with the beneficiaries.

O&M Modalities:

The O&M modalities for each PWSS shall bank upon total community involvement. For this purpose, the concerned VWSC shall remain fully responsible, if the command area

of the PWSS is limited to that village. Under the direct supervision of GPWSC, the VWSC may eventually form one Water User's Committee to get the beneficiaries involved directly for taking up O&M activities for the PWSS.

In case the command area of SVS covers more than one village or parts thereof, then the formation of Water User's Committee needs to be initiated to look after the O&M activities in the whole command area of the PWSS, with adequate representation from concerned VWSCs. While forming such Water User's Committees in place, for a particular PWSS, all efforts should be made to form the committee well represented by the beneficiaries within the whole command area of the PWSS, keeping on view of proportionate representation from the areas within the command area of the PWSS. Each Water users' Committee must have adequate women representation too.

In case of MVS, there will be village wise Water User's Committee, who will remain attached with a central committee of Water User's Committee for the MVS.

However, the functioning of such Water Users' Committees for effective O&M approach is going to be supported by the GPWSC, being the sub-committee of the respective GP. Each GPWSC shall be supported with VWSC, formed as per the JJM Operational Guidelines for our State. This system will be strengthened with necessary O&M fund flow mechanism. In case of Council areas, MACWSC shall be the concerned authority, as like as the GP in the non-Council areas.

Considering the Water Users' Committee as a village level entity for development activity, such Water Users' Committees shall be registered under Society Registration Act. But GPWSC, being a sub-committee of the respective GP and the VWSC being headed by the elected GP Ward Member, need not be registered under Society Registration Act.

Household Visit:

The HH visit by ISA will have to facilitate a database on beneficiary HHs with necessary authentication from GP.

PRA Exercise:

Apart from other community mobilization efforts, there should be Focussed Group Discussions on O&M approach for water supply arrangements, Water Handling practices, water wastage, linkage with water borne diseases, ownership of PWSS infrastructure. Apart from that necessary convergence with different stakeholders including line Departments should also be initiated for all necessary field updates and resolving issues suitably.

Water Audit:

ISA should initiate village base Water Audit banking on issues like sustainability, Drinking Water Security (availability, accessibility & safety) utilizing existing data in the division and environmental upkeep of water sources etc. to facilitate evaluation of necessary approach.

In case of river water source based PWSS, the source-based survey is necessary to evaluate whether there is any source pollution like waste dumping in the upstream. So, data collection (both primary & secondary) is necessary to evaluate adoption of course correction activity, for which support from riverbank communities might be helpful. This might help in formulating necessary modalities to ensure sustainable source.

Reporting Mechanism:

The following steps can be used as a reporting mechanism.

a. Submission of detailed report of activities to DMMU on weekly basis: The ISAs should update the respective DMMU on weekly basis through a detailed report about the

activities undertaken. Also, time to time necessary impact assessment, if any, should be reported for field validation.

b. Reporting via web-based application: The SMMU is in process of developing a web-based application for reporting of activities undertaken by them.

c. Co-ordination with DMMU on weekly basis: The ISA is required to co-ordinate with the respective DMMU and plan their activities accordingly on weekly basis. Furthermore, they can also discuss the field challenges faced, with the DMMU for necessary redressal.

5.1. DETAILED ACTIVITY & OUTPUT SCHEDULE FOR ISAs:

STATE PROGRAMME MANAGEMENT UNIT- (JAL JEEVAN MISSION) PROBABLE MILESTONES & SUGGESTIVE ACTIVITIES OF IMPLEMENTING SUPPORT AGENCIES TO ROLL OUT JAL JEEVAN MISSION				
<u>ESTIMATED OUTPUTS</u>				
<ol style="list-style-type: none"> 1. All HHs familiarised on JJM and Gram Panchayat Resolution Passed. 2. All the GPWSC/ VWSC/ Water User's Committee Formed, Registered (as deemed necessary), Trained & Bank Accounts opened. 3. All Village Action Plan Prepared & Approved in Gram Sabha/ Village Community Meeting (for Council areas). 4. Water User's Committee formed for each PWSS for its O&M & necessary monitoring. 5. Community Ownership of Scheme through GPWSC/ VWSC. 6. All HHs contributed towards Capex in terms of Cash/ Kind/ Labour. 7. All HHs provided with FHTC and O&M Plan developed for the PWSS. 8. All HHs have been ensured with Drinking Water Security. 9. All HHs oriented on the importance of monthly tariff & responsibility sharing with Water User's Committee. 10. All women/community groups formed for WQM & SP. 11. Final Report on Functionality submitted & Success Story Documented. 				
<i>Sl. No.</i>	<i>Milestones and Key Activities</i>	<i>Activity details</i>	<i>Support/Inputs Required/Convergence</i>	<i>Responsible Department/Officials</i>
(A) PLANNING & MOBILIZATION PHASE (3 Months)				
1	Community familiarisation & G.P Resolution for taking up JJM in all Villages.			
1.1.	Introductory Meeting with PRIs/VOs/SH G members/Community	Meeting at suitable level to discuss on JJM Approach.		

1.2	Village/Cluster level Meetings in each village.	ISA to organize cluster-level Meeting in different pockets of villages (4 Nos.)	Presence of District IEC Consultant/ ISA Co-ordinator from PHED in sample percentage of meetings	AEE to act as a manager & supervise the planning of Cluster-level meetings along with IEC Consultant/ ISA Co-ordinator, ISA & respective AE(PHE), JE(PHE).
1.3	IEC Campaign (IEC Materials to be provided by DWSM)	ISA to plan & ensure Leaflet Distribution in entire village containing information about JJM (All HHs)	Leaflets for distribution to be provided by PHED State Office.	BRCC/ CRCC to supervise the distribution of leaflets by field level enumerators.
		ISA to plan & ensure Open Miking in Entire Village spreading awareness about JJM.	ISA Co-ordinator & IEC Consultant to support in planning for Open Miking. The Districts can prepare audio clipping for the same & get approval from State.	BRCC/ CRCC to act as a supervisor & take the responsibility of the Planning & conduct of Open Miking at Village Level.
		ISA to conduct Interpersonal Communication for creating awareness and ensuring their participation in developing Village Action Plan. (All HHs)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to supervise the IPC at HH Level under the supervision of ISA Co-ordinator/ IEC Consultant.
1.4	Focussed Group Discussions	Well-documented FGD along with the points of discussion. (1 Nos.)	Presence of District IEC Consultant/ ISA Co-ordinator from PHED	AEE to act as a manager & supervise the planning of FGD with IEC Consultant/ ISA Co-ordinator, ISA & respective AE(PHE), JE(PHE).
2	Constitution/ Registration (as deemed necessary)/ Sensitisation/ HRD & Capacity Building of GPWSC/ VWSC/ Water User's Committee as Sub-Committee of GP, Opening of respective Bank Accounts etc. as well as community orientation on Ownership for ensuring functionality of Water Infrastructure under JJM.			

2.1	Preparation of Assessment report on FHTC, Source Sustainability, Water Quality & existing status of Water Supply after discussion with community about proposed infrastructure (retrofitting/ new)	ISA to prepare a detailed assessment report on FHTC, Water Availability, Source Sustainability, Water Quality with the support of PHED Officials	State Office to Provide Assessment Report Format.	IEC Consultant/ ISA Co-ordinator to orient on FHTC Report Format.
2.2	Inter-personal Communication.	ISA to conduct Inter-personal Communication on the Components of JJM (100% HHs)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to supervise the IPC at HH Level.
ISA to conduct Open Miking on Components of JJM in entire Village		ISA Co-ordinator & IEC Consultant to support in planning for Open Miking. The Districts can prepare audio clipping for the same & get approval from State.	BRCC/ CRCC to act as a supervisor & take the responsibility of the Planning & conduct of Open Miking at Village Level.	
ISA to conduct FGD based on the Assessment Report of JJM with the Community Members. (4 Nos.)		Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to act as a supervisor & take the responsibility of the Planning & conduct of FGD at Village Level.	
2.3	PRA Exercises.	ISA to conduct a structured PRA exercise on Resource Mapping with the Community Members (2 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to supervise the Planning & conduct of PRA at Village Level.
2.5	Listing up skilled manpower for training & Group selection for WQM & SP	ISA to Conduct Village Level Meeting with Community & PRI Members for Listing of Skilled Manpower & Women Group for WQM &	Presence of District IEC Consultant/ ISA Co-ordinator from PHED	

	comprising Women.	SP. (1 Nos.)		
2.6	Gaon Sabha for constitution of GPWSC/ VWSC/ Water User's Committee (WUC)	ISA to Conduct well documented Gaon Sabha with the Community & PRI Members for constitution of GPWSC/VWSC/ Water Users Committee (WUC) as well as discussion on Roles & Responsibilities of the same. (1 Nos.)	Presence of JE/SI/SO as well as District IEC Consultant/ ISA Co-ordinator from PHED	AEE to act as a manager & supervise the planning of Gaon Sabha along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
2.7	Orientation Meeting/ Workshop for GPWSC/ VWSC/Water Users Committee (WUC) Members for JJM and its Role & responsibilities	ISA to conduct a pre-planned & well-structured Orientation Meeting/ Workshop for GPWSC/VWSC/WUC members for JJM & its Roles & Responsibilities with the help of PHED. (1 Nos.)	ISA Co-ordinator & IEC Consultant to support in planning and PHED to provide necessary Resource Person for the Orientation Session/ Workshop.	IEC Consultant/ ISA Co-ordinator to take the leadership of planning & structuring the Workshop along with ISA.
2.8	Registration of GPWSC/VWSC/WUC as deemed necessary.	ISA to facilitate on Registration of the Constituted GPWSC/VWSC/WUC through Asst. Registrar of Societies of the concerned District.	IEC Consultant/ ISA Co-ordinator to provide a registration process induction to ISAs	
2.9	Opening of VWSC Accounts for Community Share collection/ routing FFC Grant GPWSC.	ISA to facilitate the opening of Bank Account for Community Contribution		

2.10	Organising training for Skilled Manpower	ISA to facilitate training session with the help of PHED for Skilled Manpower to be used for Operation & Maintenance of the PWSS.(1 Nos.)	PHED to provide Resource Person for the Training Session.	IEC Consultant/ ISA Co-ordinator to take the leadership of planning & structuring the Training along with ISA.
2.11	Organise training for Youth Groups, SHGs & VOs.	ISA to facilitate training session for the Youth Groups & SHGs as a Plan for Self-Sustainable System in the Village. (1 Nos.)	PHED to provide Resource Person for the Training Session.	IEC Consultant/ ISA Co-ordinator to take the leadership of planning & structuring the Training along with ISA.
3	Preparation & Approval of Village Action Plan (VAP)			
3.1	IPC for demand generation for PWSS.	ISA to conduct FGD for identification of GAPS related to Water Supply & importance of Community Contribution in the village along with the community Members. (4 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to act as a supervisor & take the responsibility of the Planning & conduct of FGD at Village Level.
		ISA to plan & ensure Leaflet Distribution in entire village containing information about JJM & importance of Community Contribution (All HHs)	Leaflets for distribution to be provided by PHED State Office.	BRCC/ CRCC to supervise the distribution of leaflets by field level enumerators.
		ISA to conduct Interpersonal Communication for creating awareness and ensuring their participation in developing Village Action Plan.(All HHs)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to supervise the IPC at HH Level.
3.2	Collection of signature from at least 80% HH in favour of PWSS, CC	ISA to conduct Community level meeting with PRI members for collection of signature	Presence of JE as well as District IEC Consultant/ ISA Co-ordinator from PHED	

	and Users Charges.	in favour of PWSS, CC & User Charges.(4 Nos.)		
3.3	Consent letter from G.P Office for taking up JJM in Village and collection of authenticated HH list from GP Office.	ISA to obtain Approved Consent Letter from GP Office for taking up JJM in the Village & HHs List	Presence of concerned AE(PHE) or JE(PHE) as well as District IEC Consultant/ ISA Co-ordinator from PHED with necessary field validation of HH List.	
3.4	Cluster-level women meeting	ISA to conduct cluster-level meeting with women on Village Action Plan. The meeting should Orient the group in detail about the importance & Components of VAP. (4 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of Meetings	AEE to act as a manager & supervise the planning of Cluster-level meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
3.5	Cluster-level Group Meeting	ISA to conduct cluster-level group meeting on Village Action Plan. The meeting should Orient the group in detail about the importance & Components of VAP. (4 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of Meetings	AEE to act as a manager & supervise the planning of Cluster-level meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
3.7	PRA & FGD exercises for VAP.	ISA to conduct PRA for Social mapping and components of Village Action Plan. (2 Nos.)	Presence of District IEC Consultant/ ISA Co-ordinator from PHED in a sample percentage of PRA exercises.	BRCC/ CRCC to supervise the Planning & conduct of PRA at Village Level.
		ISA to conduct FGD for deciding the Annual O&M charges and individual monthly Tariff. (1 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of FGD Exercises	BRCC/ CRCC to supervise the Planning & conduct of PRA at Village Level.

3.8	Facilitation of Community for Preparation, Finalisation & Approval of VAP.	ISA to conduct Gaon Sabha with the community & PRI Members for Preparation, Finalisation & Approval of VAP. The Gaon Sabha minutes should be well-Documented. (1 Nos.)	Presence of JE as well as District IEC Consultant/ ISA Co-ordinator from PHED	AEE to act as a manager & supervise the planning of Gaon Sabha along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
3.9	Submission of VAP to DWSM through well-documented Gram Sabha	ISA should ensure Submission of VAP & well-documented Gaon Sabha Minutes to DWSM.		
4	Monitoring, O&M& FTK Training of Women Groups			
4.1	Community Familiarisation Exercises on approved work.	ISA should conduct a detailed Mapping activity of Proposed pipe water supply in the village with Community Members. (1 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of Meetings	BRCC/ CRCC to supervise the Planning & conduct of Community Familiarisation exercise
4.2	Training of Women FTK Groups.	ISA should facilitate trainings of Women FTK Groups, identified & formed, with a focus on need based field requirement.	Presence & Support from DLL Functionaries in FTK Trainings.	ISA Co-ordinator to supervise the Planning & conduct of Training on O&M.
(B) IMPLEMENTATION PHASE (10-12 Months)				
5	Appropriate Ownership for the scheme			
5.1	Ownership of Scheme by GPWSC/ VWSC	ISA to facilitate detailed meeting for necessary update and intimation of concerned Work Order for implementing a scheme and a request for facilitating the list of beneficiary HHs for FHTC within the Command area of the	Presence of JE as well as District IEC Consultant/ ISA Co-ordinator from PHED	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.

		scheme. As well as the issue of initiating all necessary steps to ensure meaningful O&M of the Scheme in future, after formal handing over the same to GP, should be discussed at length.		
5.2	Meeting with Community members on constructional activities & technical components of PWSS.	ISA to conduct Community Level Meeting with the goal of providing details on technical components of PWSS & Monitoring Process of the same. (2 Nos.)	Presence of JE as well as District IEC Consultant/ ISA Co-ordinator from PHED in a sample number of meetings	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
5.3	Display of Contractor's details and Work Value as well as Contact Person & Contact No. for grievance redressal.	ISA with the help of PHED officials should ensure upload of details of contact person for grievance redressal as well as details of contractor.	Support provided by BRCC/CRCC.	
6	Collection of CAPEX			
6.1	IPC for community contribution.	ISA to conduct FGD for creating awareness about community contribution. (4 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of FGDs.	BRCC/ CRCC to act as a supervisor & take the responsibility of the Planning & conduct of FGD at Village Level.
		ISA to conduct IPC on Community Contribution & its benefits. (All HHs)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to supervise the IPC at HH Level.
6.2	Cluster Level women meeting	ISA to conduct Cluster level women meeting in different pockets related to Community Contribution. (4 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of PRA Exercises	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator,

				ISA & AE, JE.
6.3	Cluster Level Group Meeting	ISA to conduct Cluster level meeting in different pockets related to Community Contribution and decide upon the means of community contribution i.e. cash/kind/labour. (4 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of PRA Exercises	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
6.4	Collection of Community Contribution & involvement of Water User's Committee.	ISA to ensure Community contribution for CAPEX.		
7	FHTC Monitoring, O&M & OPEX Preparedness			
7.1	IPC for FHTC& OPEX	ISA to Conduct IPC on components PWSS, Opex of FHTC involvement of WUC. (All HHs.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to supervise the IPC at HH Level.
		ISA to conduct Open miking in entire village on importance of Water Quality.	ISA Co-ordinator & IEC Consultant to support in planning for Open Miking. The Districts can prepare audio clipping for the same & get approval from State.	BRCC/ CRCC to act as a supervisor & take the responsibility of the Planning & conduct of Open Miking at Village Level.
		ISA to distribute leaflets on the components of PWSS & Opex of FHTC as well as importance of Water Quality. (All HHs)	Leaflets for distribution to be provided by PHED State Office.	BRCC/ CRCC to supervise the distribution of leaflets by field level enumerators.
7.2	Routine Monitoring & O&M Plan Preparation.	ISA to conduct Routine Monitoring activity through Water User's Committee (WUC) (1 Nos.)		

		ISA to conduct community level meeting on O&M and prepare a tentative Monthly Plan for the same including collection of monthly tariff by WUC & Routing of FFC Grant from GP. (4 Nos.)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of Meetings	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
7.3	Capacity building exercises for O&M works.	ISA to conduct training of the identified Manpower on O&M (1 Nos.)	PHED to Provide Resource Person for the Training Session.	IEC Consultant/ ISA Co-ordinator to take the leadership of planning & structuring the Workshop along with ISA.
7.4	Training on Financial Management & Record keeping	ISA to conduct Training of VWSC/ GPWSC on Financial Management& Record keeping. (1 Nos.)	PHED to provide Resource Person for the Training Session.	IEC Consultant/ ISA Co-ordinator to take the leadership of planning & structuring the Workshop along with ISA.

C. POST IMPLEMENTATION PHASE (3 MONTHS)

8 To ensure Drinking Water Security for all				
8.1	IPC for FHTC to all HHs.	ISA to conduct IPC for demand generation on the left out Households (if any)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of HHs	BRCC/ CRCC to supervise the IPC at HH Level.
		ISA to conduct FGD with community members (those who have opted & those not) for demand generation among the left-out HHs (If any)	Presence of District BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of FGDs.	BRCC/ CRCC to act as a supervisor & take the responsibility of the Planning & conduct of FGD at Village Level.
		ISA to conduct assessment & routine monitoring with community members for providing FHTC to the left-out HHs. (1 Nos.)		BRCC/ CRCC to act as a supervisor & take the responsibility of the Planning & conduct of assessment &

				Routine Monitoring
9 Finalisation of Opex				
9.1	IPC on Importance, Finalisation Opex	ISA to conduct Group meeting with the community members on involvement of WUC for Collection of OPEX/ Monthly Tariff and utilisation of FFC Grant. (1 Nos.)	Presence of District IEC Consultant/ ISA Co-ordinator from PHED in sample percentage of Meetings.	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
		ISA to conduct a brief training session with the PRI members and User Committee Members on Book-keeping. (1 Nos.)	PHED to provide Resource Person for the Training Session.	IEC Consultant/ ISA Co-ordinator to take the leadership of planning & structuring the Workshop along with ISA.
10 WQM & SP				
10.1	WQM & SP activities.	ISA to conduct community level meeting for selection of community members for Monitoring, WQM & SP activities as well as development of detailed long-term WQM & SP Plan (2 Nos.)	Presence of District ISA Co-ordinator, BRCC/ CRCC & Swachhagrahis from PHED in a sample percentage of Meeting	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
10.2	Planning for sustainable refill mechanism for chemicals & equipment in the FTKs	ISA to conduct meeting with the Public Health Department for planning of sustainable refill mechanism. (1 Nos.)	Presence of District IEC Consultant/ ISA Co-ordinator from PHED in sample percentage of Meetings.	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
11 Final Report on Functionality & Documentation of success stories				

11.1	Discussion with GPWSC/ VWSC/ USER'S COMMITTEE Members to complete the final report on functionality & sustainability.	ISA to conduct meeting with all the stakeholders to discuss, complete & submit final report. (1 Nos.)	Presence of District IEC Consultant/ ISA Co-ordinator from PHED in sample percentage of Meetings.	AEE to act as a manager & supervise the planning of meetings along with IEC Consultant/ ISA Co-ordinator, ISA & AE, JE.
11.2	Uploading success story, if any.	ISA to document and submit success stories from field if any.		IEC Consultant to ensure appropriate documentation.

6. PAYMENT SCHEDULE

Sl. No.	Outputs	Percentage of Fund to be released
A. PLANNING & MOBILISING PHASE (3-4 MONTHS)		
1	Mobilisation Advance	10 or as per TA
2	Community Familiarisation & GP Resolution for taking up Jal Jeevan Mission in all villages	10
3	Constitution/ Registration/ Sensitisation/ Capacity Building of GPWSC/ VWSC/ Water User's Committee, Opening of Bank Account & HRD activities.	12
4	Preparation & Approval of Village Action Plan (VAP)	15
5	Monitoring, O&M & FTK Training of women groups	5
B. IMPLEMENTATION PHASE (10-12 MONTHS)		
6	Ownership of the Scheme	5
7	Collection of CAPEX	8
8	FHTC Monitoring, O&M & OPEX Preparedness	8
C. POST IMPLEMENTATION PHASE (3 MONTHS)		
9	Providing FHTC to remaining HHs	4
10	Finalisation of OPEX	5
11	Water Quality Monitoring & Surveillance Plan	3

12	Final Report on Functionality & Documentation of Success Stories	5
13	Closing Payment	Rest of the agreed amount

■ Proposed Team

The proposed team structure for the assignment to be deployed by ISA in each group of Gram Panchayats (Approx. 40 villages), would be as following:

Team Composition:

S. N.	Post	Qualification & Experience	Experience	No.	Man Month Input Required (for one cluster of Cluster of 40 villages)			
					Planning & Mobilization on Phase	Implementation Phase	Post Implementation Phase	Total Man Months Required
Key Staff:								
1	Team Leader	Graduate/Postgraduate	5 Yrs. (Rural/Community Development. Preference to experience in Water & Sanitation)	1	03 Months	12 Months	03 Months	18 Months
2	Coordinator	Graduate	3-5 Yrs. (Rural/Community Development and Water & Sanitation)	3	03 Months	12 Months	03 Months	18 Months
Support Staff:								
1	Financial Assistant	B.Com.	2-3 yrs.	1	03 Months	12 Months	03 Months	18 Months
2	Community Worker	Literate and having good communication Skill	03 years	8	03 Months	12 Months	03 Months	18 Months

Note:

- Proposed structure is based on minimum basis. ISA can deploy a bigger team as per work requirement.
- ISAs will be required to submit weekly report clearly stating the progress during the month against the activities proposed for the month. Soft copy of the week report should reach the DWSM/SWSM designated person before close of business (COB) of the last working day of the week. The hard copy of the weekly report should reach the respective SMMU/DMMU office before COB of the 1st working day of the week.
- Even after getting a second allotment of villages, ISA must continue to deploy the same resources as committed in the already allotted village. In summary, ISA shall not be allowed to deploy same resource set for more than 1 set allotted village group.
- The above proposed number of resources is the minimum requirement and ISAs must deploy the required number of resources to meet their targets and requirements of the project.

5. Payment Norms

1. The contract with the ISAs would be for the Planning & Mobilization, Implementation and Post Implementation Phase only. Each ISA will have to achieve the specific Payment Linked Deliverables (PLD) designated for each phase. Payment to the agencies will be made only for those activities and milestones, which have been done/achieved by them.
2. Payment is fixed as per below:

Rate per Household (in Rs.) exclusive of GST	
For the areas under all the districts of Assam except Karbi Anglong, Dima Hasao, Majuli, Dhemaji and Sadia Sub Division of Tinsukia district	For the areas under the districts of Karbi Anglong, Dima Hasao, Majuli, Dhemaji and Sadia Subdivision of Tinsukia district
280.00	322.00

- a) For areas under all the districts of Assam except Karbi Anglong, Dima Hasao, Majuli, Dhemaji & Sadia Civil Sub-Division of Tinsukia District:
For every village: Rs. 280 x (percentage allotted to the milestone) x No. of Households covered + GST.
 - b) For areas under the districts of Karbi Anglong, Dima Hasao, Majuli, Dhemaji & Sadia Civil Sub-Division of Tinsukia District of Assam:
For every village: Rs. 322 x (percentage allotted to the milestone) x No. of Households covered + GST.
3. The required documents, reports, proofs etc. for the payment of quarterly bills raised by ISAs should be decided by DMMU and that **will be specifically mentioned in executed agreement between DMMU and ISA**. All activities claimed to be performed by the ISA for payments/achievement of milestones should be accompanied by time and date stamped photographic evidences and signatures of all participants and verified by Gaon Panchayat along with a declaration to this effect accompanied by a Government recognized proof of identity and address.
 4. The ISA will submit their bill for the payment to DMMU. All such bills should be accompanied by the required documents, reports, proofs etc. mentioned in executed agreement, failing which the scheduled payments would not be processed. The report should also comment on the status of the Payment Linked Deliverables (PLD) slated for of the schedule.
 5. Special Audit of agencies may be conducted by State Water and Sanitation Mission/District Water and Sanitation Mission, through authorized CA firms, if required.

SECTION - 02

SUBMISSION OF PROPOSAL & SELECTION PROCESS

1. EVALUATION OF PROPOSALS
2. GENERAL CONDITIONS FOR PROPOSAL

1. Evaluation of Proposals

All the agencies having mandatory qualifications will be empaneled category wise based on obtained marks in Technical Evaluation.

The agencies applying for the empanelment must fulfil the following mandatory qualifications for being empaneled: -

(i) Essential Qualifications

Sl.No.	Essential Qualifications	Required documents (Proof/Declaration)
1	A minimum 3 years' experience as a registered organization for organizations under 4(a) including organizations under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or a corporation registered under Section 8 Companies Act. Or, experienced Self-Help Groups (SHGs) within districts.	Registration Certificate
2	The organization should be a not-for-profit organization or use its profits, if any, or other income in promoting charitable objectives.	Declaration on Notary Affidavit
3	The organization should have minimum 3 years' experience in the below mentioned fields: - 1. Drinking water and community management. 2. Water quality. 3. Rainwater harvesting/ recharge, water resources management. 4. Capacity building and awareness generation. 5. Public health engineering. 6. Gender & Water.	Experience Certificate issued by Competent Authority or related documents such as photographs/video and progress report/balance sheet reflecting related activities performed.
4	At least 3 years work experience in the above-mentioned fields 4) of the NGO chairpersons/board/or relevant authority who is proposed to lead the initiative.	Proof of related 03 years experiences.
5	Working in rural drinking water sector/Social Mobilization should reflect in their Memorandum of Association as one of the activities.	Copy of MoA
6	Experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization.	Proof of experience such as photographs/videos/reports.
7	Last 03 years duly audited and properly maintained accounts and Income Tax Return and published annual report, reflecting minimum average turnover of Rs. 5 lakhs in last 03 years.	CA certificate with UDIN number clearly mentioned for FY 2017-18, 2018-19 and 2019-20.
8	Organization should not have been black listed by any authority or involved in fraudulent activities.	Declaration on Notary Affidavit

Note: Agency satisfying all the above criteria will only be eligible for marking criteria and further process.

(ii) Criteria for marking in Technical Evaluation of proposals:

S.N	Technical Parameters	Allotted Marks	Marking Criteria	Mandatory sectional cut-off score
A.	Experience of the Firm	45		
1	Registration of organization for organizations under 4(a) including organizations under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or a corporation registered under Section 8 Companies Act. Or, experienced Self-Help Groups (SHGs) within districts.	05	Registered before 3-5 yrs. = 03 marks Registered before 5-10 yrs. = 04 marks Registered before more than 10 yrs. = 05 marks	3 marks
2	The experience of organization in the below mentioned fields: - 1. Drinking water and community management. 2. Water quality. 3. Rainwater harvesting/ recharge, water resources management. 4. Capacity building and awareness generation. 5. Public health engineering. 6. Gender & Water.	10	3- 5 yrs.- = 07 marks >5- 10 yrs.- = 08 marks more than 10 yrs.- = 10 marks	7 marks
3	The experience of the organizations' chairpersons/board/or relevant authority who is proposed to lead the initiative, in the above-mentioned fields (Sl. No.- 2).	10	3- 5 yrs.- = 07 marks >5- 10 yrs.- = 08 marks more than 10 yrs.- = 10 marks	7 marks
4	The No. of GPs in which related activities of above-mentioned fields (Sl. No.-2) implemented.	10	20-50 G.P. = 07 Marks >50-100 G.P. = 08 Marks Above 100 G.P.= 10 Marks	7 marks
5	Experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization. (Work orders/MoAs/Completion certificates should clearly	10	03- 05 yrs.- = 07 marks >05- 10 yrs.- = 08 marks more than 10 yrs.- = 10 marks	7 marks

	mention PRA activities)			
B.	Financial Capability	10		
1	Average annual turnover of last 03 years (FY. 2017-18, 2018-19 and 2019-20)	10	5 -10 lakh = 06 Marks >10 -25 lakh = 08 Marks Above 25 lakh = 10 Marks	6 marks
C.	Manpower Capability (all the below mentioned resources shall be mutually exclusive resources i.e. a resource will not be categorized under multiple categories)	20		
1	No. of senior resources (having Graduate\Post Graduate degree and 03 years exp.)	05	upto 5 = 02 Marks >5-10 = 03 Marks above 10 = 05 Marks	2 marks
2	No. of IEC/similar resource (having Graduate\Post Graduate degree and 03 years exp.)	03	upto 02 = 02 Marks above 02 = 03 Marks	2 marks
3	Capacity Building//similar resource (having Graduate\Post Graduate degree and 03 years exp.)	02	upto 02 = 01 Marks above 02 = 02 Marks	1 mark
4	Coordinators (having Graduate degree and 03 years exp.)	04	upto 05 = 02 Marks 05-10 = 03 Marks above 10 = 04 Marks	2 marks
5	Community Workers (Literate, having good communication skill and 03 years exp.)	06	upto 50 = 02 Marks 50-100 = 04 Marks above 100 = 06 Marks	2 marks
D.	Regional Experience	15		
	Organizations having experience of implementing projects in the state of Assam		upto 5 = 03 Marks 5-10 = 04 Marks above 10 = 05 Marks	3 marks
	Organizations having experience of implementing projects in North Eastern Region		upto 5 = 06 Marks 5-10 = 08 Marks above 10 = 10 Marks	6 marks
E.	Presence in the State	10		
	Organizations having branch offices in separate mutually exclusive administrative districts of Assam (Lease Agreements/Trade license etc. shall have to be provided mandatorily as proof)		upto 10 = 05 Marks >10-20 = 07 Marks above 20 = 10 Marks	5 marks

Note:

- Agencies which score equal to or more than 60 marks shall be considered for empanelment.
- Agencies must also obtain the specified mandatory sectional cut-off marks as specified in the table above to be eligible for empanelment.
- Zone/districts will be allotted by State Water and Sanitation Mission.
- The evaluation committee formed by the Chief Engineer, PHE (Water) Assam cum Additional Mission Director, JJM, Assam Public Health Engineering Department PHE campus, Hengrabari Guwahati-781036 shall evaluate the proposals based on information provided by agencies. Proposal shall be reviewed based on evaluation criteria specified above. Only those agencies fulfilling all the mandatory qualifications and agreed to do assignment on approved rate will be empaneled by SWSM.
- The assignments/works regarding Implementation will be allotted by District Water and Sanitation Mission (DWSM) as well as agreement will be made between DWSM and empaneled agency.

General Conditions for Proposal

- Hard copy of the proposals in the standard format as provided in Section 03 with required supporting documents submitted under specified time will be accepted. Bidder must add additional documents whatever is required to fulfil the criteria as stated in the RFP for eligibility and scoring criteria. A soft copy of the proposal should be also provided in a pendrive/CD/DVD. If there is any deviation found in the soft copy and hard copy, the submissions provided in hard copy shall be prevail.
- Applicants can be single entity or a consortium of maximum 2 entities. Either one or both entities must be mandatorily a registered entity of Assam. In case of consortium, it should be clearly mentioned in the application letter and authorized signatory should be identified through a notarized Power of Attorney and joint declaration by both entities. In case of consortium, credentials of both entities shall be used for technical evaluation. Any entity either as part of a consortium or individual will not be allowed to submit proposal more than once. A jointly and severally liable agreement and declaration shall be provided to Authority at the time of issuance of work order/agreement.
- In case of consortium, both the parties should meet the Essential Qualifications as mentioned under Section 02.
- A hard copy of proposal along with a soft copy in a pendrive/CD/DVD should be submitted in an envelope addressed to:

The Chief Engineer,
PHE (Water)Assam cum Additional Mission Director, JJM
Assam Public Health Engineering Department
PHE Campus, Hengrabari Guwahati-781036
e-mail Id.: asphe@rediffmail.com
- The sealed envelope should be clearly marked as “Proposal for empanelment as ISA”, RFP number, and date of submission should be clearly mentioned.
- The proposal should provide adequate details about agency's background and working experience. Capacities, skills and experience of working in the community-based water & sanitation sector using participatory skills should be highlighted clearly. The document should state about all the mandatory requirements.
- The agency must enclose appropriate document, as deemed fit as evidence of the information provided in proposal.
- The proposal submitted by agency in the prescribed format shall be the basis for determining the essential qualification.
- The proposal shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the agency itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.
- An authorized representative of the agency shall initial all pages, including annexure of the proposal.
- Hard Copies of the proposal along with supporting documents must reach at the address given below on or before the last date and time. Any proposal received after the closing date/ time will not be accepted.
- In case last date for submission of proposal falls as weekend (Saturday/Sunday) or Gazetted Government holiday, the last date for submission of proposal shall be next working day till the originally mentioned time.
- Chief Engineer, PHE (Water)Assam cum Additional Mission Director, JJM Assam Public Health Engineering Department PHE Campus, Hengrabari Guwahati-781036

reserves the right to disqualify/ reject proposal submitted by any agency and/or cancel/disqualify empanelment of agencies at any point of time, without explaining the reason. Likewise, Mission Directorate reserves the rights to amend any provision(s) of Request for Proposal (RFP).

- Based on the total contract value, ISA must submit a performance guarantee for a value of 1% to 5% of the total contract value in the form of a Bank Guarantee/Demand Draft from any nationalized bank. The actual value shall be determined later and will depend of the allocation of villages. The performance guarantee should be valid for the entire duration of empanelment.
- ISA shall remain associated with their respective villages until the full completion of the schemes/project to receive complete payment and account for any delays within their proposal. Jal Jeevan Mission, Assam shall not be liable for delay in implementation of the schemes/projects in the village.
- ISA must implement the activities in complete alignment with the JJM guidelines by Ministry of Jal Shakti, Govt. of India and guidelines issued by Mission Directorate, JJM, Govt. of Assam.
- The bidders at their own cost shall indemnify Mission Directorate, JJM; Assam Public Health Engineering Department; Government of Assam and Government of India against any loss or claims arising as a consequence of breach of any clause in terms and conditions of the agreement.
- The bidders shall not hold the Mission Directorate, JJM; Assam Public Health Engineering Department; Government of Assam and Government of India liable for any event/reason.
- The liability from the bidder's behalf shall be limited to the contract value to be determined at a later stage.
- Force Majeure: The bidders or the Authority, as the case may be, shall be entitled to suspend or excuse performance of its respective obligations under this Agreement to the extent that such performance is impeded by an event of force majeure ('Force Majeure'). Such an event any event or circumstance or a combination of events and circumstances referred to in this Clause, which:
 - is beyond the reasonable control of the affected Party;
 - such Party could not have prevented or reasonably overcome with the exercise of reasonable skill and care
 - does not result from the negligence of such Party or the failure of such Party to perform its obligations under this Agreement
 - is of an incapacitating nature and prevents or causes a delay or impediment in performance
 - may be classified as all or any of the following events:
 - a) act of God like earthquake, flood, inundation, landslide, storm, tempest, hurricane, cyclone, lightning, thunder or volcanic eruption that directly and adversely affect the performance of services by the Implementation Partner under this Agreement; b) industry wide strikes, lockouts, boycotts, labour disruptions or any other industrial disturbances, as the case may be, not arising on account of the acts or omissions of the Implementation Partner and which directly and adversely affect the timely implementation and continued operation of the Project; or c) an act of war (whether declared or undeclared), hostilities, invasion, armed conflict or act of foreign enemy,

blockade, embargo, prolonged riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage, for a continuous period exceeding seven (7) days that directly and adversely affect the performance of services by the Implementation Partner under this Agreement.

- The affected Party shall notify the other Party of a Force Majeure event within seven (7) days of occurrence of such event. If the other Party disputes the claim for relief under Force Majeure, it shall give the claiming Party written notice of such dispute within thirty (30) days of such notice.
- In case of any dispute between the Parties, either party shall strive to resolve them through mutual discussions and agreement. In case of any issues/arbitration etc. legal proceedings shall be held in Guwahati only and legal jurisdiction shall be in courts of law at Guwahati only.

Based on the information provided above, the interested agencies are advised to submit proposal on hard copies starting from 22.02.2021:

The Chief Engineer,

PHE (Water) Assam cum Additional Mission Director, JJM

Assam Public Health Engineering Department

PHE Campus, Hengrabari Guwahati-781036

e-mail Id.: asphe@rediffmail.com

SECTION - 03

FORMAT FOR SUBMISSION OF PROPOSAL

APPLICATION

Date:/03/2021

To,
**The Chief Engineer, PHE (Water) Assam cum Additional
Mission Director, JJM, Assam Public Health Engineering
Department PHE CAMPUS, HENGRABARI
GUWAHATI-781036
e-mail Id.: asphe@rediffmail.com**

Subject: Regarding Empanelment as ISA.

Dear Sir,

1. I, the undersigned applicant, have read and examined in detail your solicitation of Proposal for the purpose of empanelment of NGO/Trust/SHG/Company as Implementation Support Agency (ISA) for organizing various services, activities in the Districts of Assam under State Water and Sanitation Mission.
2. **Technical Proposals:** I/We are submitting the Credentials/ Information as stipulated in your aforesaid solicitation of Proposals (Technical-1, 2 & 3). In case you require any further information in this regard, we agree to furnish the same.
3. **Supporting Documents:** I/We have enclosed only required documents/proofs/declarations in support of the information provided in proposal.
4. **Authorization:** I/We hereby submit that, we are authorized/ have been authorized on behalf of NGO/Trust/SHG/Company as agency to sign and submit this application.
5. **Work Area:** I/We hereby submit that our work area interest is Hills/Plains (**Tick the preferred option**) area, however we will be willing to work in any area allocated by the authority.
6. I/We agree to the rates as mentioned in the RFP i.e. Rs. 280/- per Household and Rs. 322/- per Household as per the respective location to for the entire duration of the empanelment.

Key details-

Agency Name and Address	:	
Person to be Contacted	:	
Designation	:	
Telephone No.	:	Mobile Number:
Fax	:	

Email I.D. :

Thanking you,

Yours faithfully,

Date :
Place :

(Signature with official stamp)

LIST OF DOCUMENTS/PROOFS/DECLARATIONS

S. No.	Details of Annexure	Annexure No.	Page No.
1-			
2-			
3-			
4-			
5-			
6-			
7-			
8-			
9-			
10-			

Note: Rows may be increased as per requirements.

TECHNICAL PROPOSAL

GENERAL INFORMATION ABOUT AGENCY

Section A:

Particulars	Details
Name of the agency	
Registered Address (with pin code)	
Phone No.	
Fax No.	
E-mail ID	
Name of Contact person for this Proposal	
Phone No. of the contact person for this Proposal	
E-mail Id of the contact person for this Proposal	
Other key persons of agency with complete contact details	
Branch offices in Assam with complete address (if any)	
Other Offices in India (if any)	

Section B:

Particulars	Details
Date of agency's establishment	
Registration Number	
Registration Authority/ Act	
Validity of Registration	
Date of Renewal of Registration	
Bank Account No.	
Name of Bank	
Name of Branch	
IFSC Code	
Empanelment with other Govt. Departments/ Govt. undertakings	
Type of Agency (Proprietary Firm/ Institute/ Company/ Partnership/NGO)	
Goods and Service Tax Registration No. & Validity (if applicable)	
PAN	
TAN	
Whether agency is exempted to pay tax, if yes under which act/provision and validity of exemption	

ESSENTIAL QUALIFICATIONS

Sl.No.	Essential Qualifications	Annexure and Page No. of Documents/Proof/Declaration Attached
1	Online Registration on JJM Portal.	
2	A minimum 3 years' experience as a registered organization for organizations under 4(a) including organizations under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or a corporation registered under Section 8 Companies Act. Or, experienced Self-Help Groups (SHGs) within districts.	
3	The organization should be a not-for-profit organization or use its profits, if any, or other income in promoting charitable objectives.	
4	The organization should have minimum 3 years' experience in the below mentioned fields: - 1. Drinking water and community management. 2. Water quality. 3. Rainwater harvesting/ recharge, water resources management. 4. Capacity building and awareness generation. 5. Public health engineering. 6. Gender & Water.	
5	At least 3 years work experience in the above-mentioned fields (Sl. No.-4) of the NGO chairpersons/board/or relevant authority who is proposed to lead the initiative.	
6	Working in rural drinking water sector/Social Mobilisation should reflect in their Memorandum of Association as one of the activities.	
7	Experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization.	
8	Last 03 years duly audited and properly maintained accounts and Income Tax Return and published annual report, reflecting minimum average turnover of Rs. 5 lakhs in last 03 years of (FY. 2017-18, 2018-19 and 2019-20).	
9	Organization should not have been blacklisted by any authority or involved in fraudulent activities.	Schedule T-2 A

Note:

- Only required documents/proofs/declarations must be attached with Technical -2.
- Annexure No. and Page No. must be mentioned clearly.

Declaration

Date:

To,

**OFFICE OF THE CHIEF ENGINEER PHE (WATER)
ASSAM PUBLIC HEALTH ENGINEERING DEPARTMENT
HENGRABARI: GUWAHATI-36**

We hereby confirm that:

- 1 Our Firm/ Agency/ Institute/ Company has not been blacklisted by any authority.
- 2 Our Firms/ Agency/ Institute/ Company is not involved in any fraudulent activity.
- 3 Any Government Department has not charge sheeted our Firms/ Agency/ Institute/ Company, for which proceeding in going on.
- 4 Our Firms/ Agency/ Institute/ Company has not submitted any false information or documents in proposal.

Yours sincerely,

Authorized Signatory
(with seal)

TECHNICAL EVALUATION FORMAT

S.N	Technical Parameters	Information (Please tick <input type="checkbox"/> in relevant category)	Annexure and Page No. of Documents/Proof /Declaration Attached
A. Experience of work			
1	Registration of organization for organizations under 4(a) including organizations under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or a corporation registered under Section 8 Companies Act. Or, experienced Self-Help Groups (SHGs) within districts.	Registered before 3-5 yrs. Registered before 5-10 yrs. Registered before more than 10 yrs.	
2	The experience of organization in the below mentioned fields: - 1. Drinking water and community management. 2. Water quality. 3. Rainwater harvesting/recharge, water resources management. 4. Capacity building and awareness generation. 5. Public health engineering. 6. Gender & Water.	3- 5 yrs. 5- 10 yrs. more than 10 yrs.	
3	The experience of the NGO chairpersons/board/or relevant authority who is proposed to lead the initiative, in the above-mentioned fields (Sl. No.- 2).	3- 5 yrs. 5- 10 yrs. more than 10 yrs.	
4	The No. of GPs in which related activities of above-mentioned fields (Sl. No.-2) implemented.	20-50 G.P. >50-100 G.P. Above 100 G.P.	
5	Experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization.	03- 05 yrs. 05- 10 yrs. more than 10 yrs.	
B. Financial Capability			
1	Average annual turnover of last 03 years (FY. 2017-18, 2018-19 and 2019-20)	5 lakh -10 lakh >10 lakh - 25 Lakh Above 25 Lakh	
C. Manpower Capability			
1	No. of Team Leader (having Graduate\Post Graduate degree and 03 years exp.)	upto 5 5-10 above 10	
2	No. of IEC Expert (having Graduate\Post Graduate degree and 03 years exp.)	upto 02 above 02	

3	Capacity Building Expert (having Graduate\Post Graduate degree and 03 years exp.)	upto 02 above 02	Schedule- T-3 A
4	Coordinator (having Graduate degree and 03 years exp.)	upto 05 05-10 above 10	
5	Community Worker (Literate, having good communication skill and 03 years exp.)	upto 50 50-100 above 100	
D. Regional Experience			
	Organizations having experience of implementing projects in the state of Assam	upto 5 5-10 above 10	
	Organizations having experience of implementing projects in North Eastern Region	upto 5 5-10 above 10	
E. Presence in the State			
	Organizations having branch offices in separate mutually exclusive administrative districts of Assam (Lease Agreements/Trade license etc. shall have to be provided mandatorily as proof)	upto 10 >10-20 above 20	

Note:

- Documents/Proof/Declaration Attached with Technical-2 format can be referred in Technical-3
- For C-Manpower Capability, details of Manpower mentioning qualifications and experience on schedule-T-3 A must be accomplished with CVs and copies of required certificates.

Section D: Based on the information provided in Section 1, please justify agencies suitability for the proposed assignment. (Maximum 500 words)

I.....hereby declare that; I'm authorized to sign this document on behalf of my organization and above information provided by me, in response to proposal invited by Office of The Chief Engineer PHE (Water) Assam Public Health Engineering Department Hengrabari: Guwahati-36, is true and correct to the best of my knowledge and belief. I understand that in case any information provided above is found to be false or concealed during and/or after the empanelment process the Department will omit organization's name from the list of empaneled agencies and may also impose penalty as deemed fit.

Yours faithfully,

(Signature with official stamp)

Date:
Place:

FORMAT: BIDDERS' ORGANIZATION

Name of the Organisation	
Address of Registered Office of the Organisation	
Year of Establishment	
Contact Person with Contact Details	
Name of the Head of the Organization	
PAN Number	
GST Number	
Sources of Funding	
Association with other Organisation (whether Parent or subsidiary)	
Brief write-up about the Organisation	

(Please add more tables in case of consortium)

(Signature of Authorized Person)

Date:

Seal:

FORMAT: ORGANIZATIONS' EXPERIENCE IN RELEVANT WORKS

[List projects (not more than 06) in the last five years which are similar to that in the EOI.]

[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]

Name of the Project:	Approx. value of the contract (in current `):
Country: Location within country:	Duration of contract (months):
Name of Client:	
Address:	
Start date (month/year): Completion date (month/year):	
Name of joint venture partner or associated partner if any:	
Name of senior regular full time employees of the firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services* provided in the Contract:	

**Copy of Work order /completion certificate to be submitted*

Firm's Name:

Signature of Authorized Representative:

WRITE UP ON UNDERSTANDING OF RURAL WATER SUPPLY SECTOR IN ASSAM

a) Understanding of Rural Water Supply Sector in Assam: In this section you should explain your understanding about the rural water supply scenario in terms of technicality, institutional structure, O&M structure etc. The section should be completed within 500 words.

FORMAT FOR TURNOVERDETAILS

Annual Turnover for the last three financial years 2017-18, 2018-19 and 2019-20) along with audited Financial Statement for last three years.		
S.No	Year	Turnover in INR
1	2017-18	
2	2018-19	
3	2019-20	
AVERAGE ANNUAL TURN OVER		

(Signature of Authorized Person)

Date:

Seal:

Note: CA certificate to be submitted

FORMAT FOR CURRICULUM VITAE(CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-7 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To Year]: Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or authorized

Place:

representative of the staff]

[Full name of authorized representative]: