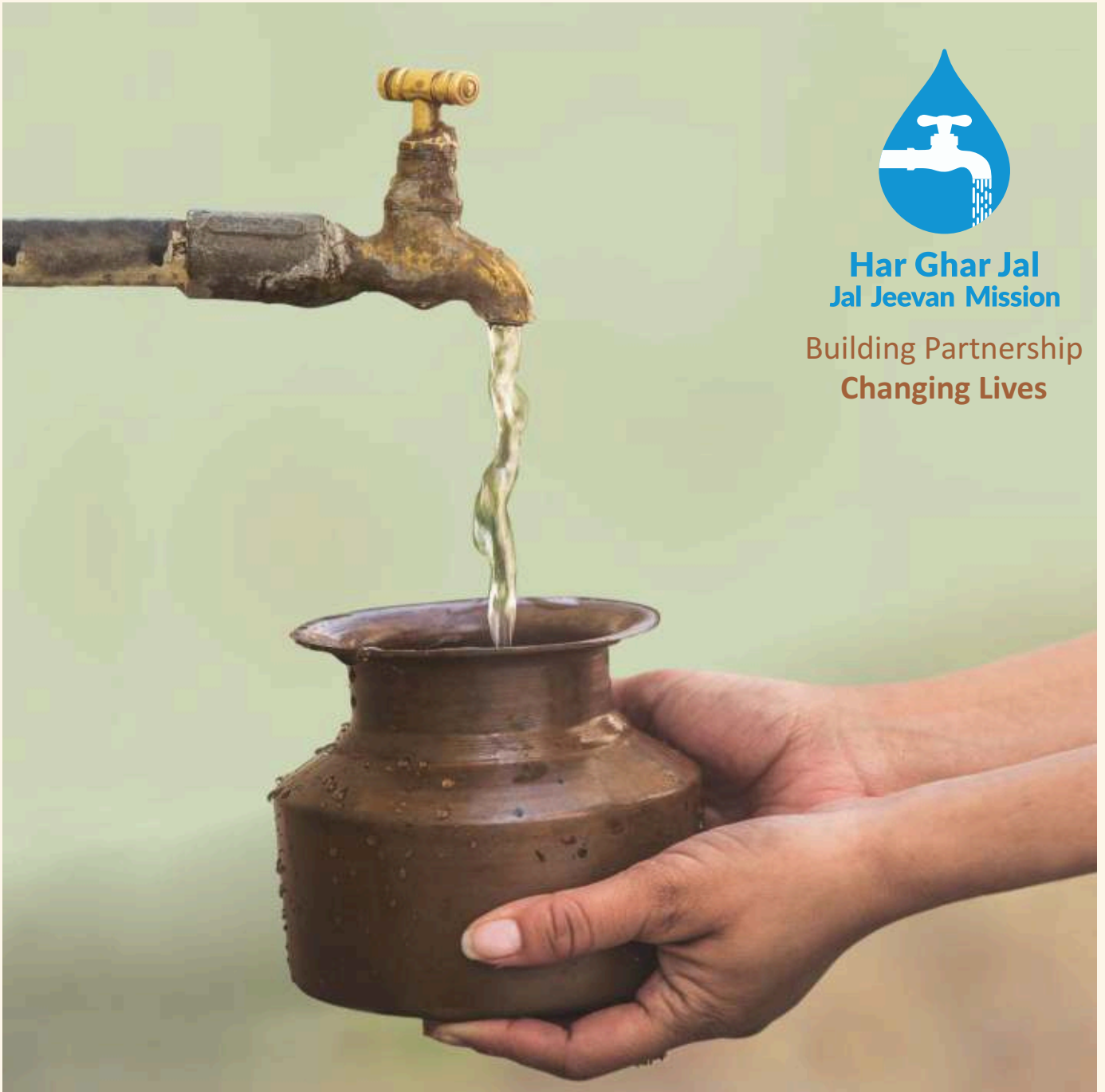


Empanelment of Institutions as Key Resource Centres (KRCs) for Capacity Building



**Har Ghar Jal
Jal Jeevan Mission**

**Building Partnership
Changing Lives**

Jal Jeevan Mission

(Har Ghar Jal)



सत्यमेव जयते

**Government of India
Ministry of Jal Shakti
Department of Drinking Water and Sanitation
National Jal Jeevan Mission
New Delhi
November, 2020**

Important Dates

S. No	Particular	Date/ Time
1.	Start date of issuance/ download of Eol document	18.11.2020
2.	Start date of Eol submission	19.11.2020 (09:00 hrs)
3.	Last date and mode of submission of Eol	17.12.2020 (15:00 hrs) (DDWS website or CPPP portal)
4.	Eol opening date and time	18.12.2020 (15:00 hrs)

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Abbreviations

CPHEEO	Central Public Health and Environmental Engineering Organization	NGO	Non - Governmental Organization
CBO	Community based Organization	NJJM	National Jal Jeevan Mission
CSO	Civil Society Organization	NRDWP	National Rural Drinking Water Programme
CWPP	Community Water Treatment Plant	O&M	Operation and Maintenance
DDP	Desert Development Program	PFMS	Public Finance Management System
DDWS	Department of Drinking Water & Sanitation	PHED	Public Health Engineering Department
D MDF	District Mineral Development Fund	PPP	Public Private Partnership
DPAP	Drought - Prone Area Program	PRA	Participatory Rural Appraisal
DPR	Detailed Project Report	PRI	Panchayati Raj Institution
DWSM	District Water & Sanitation Mission	RWH	Rain Water Harvesting
ESR	Elevated Storage Reservoir	RWS	Rural Water Supply
FHTC	Functional Household Tap Connection	SBM (G)	Swachh Bharat Mission (Grameen)
FTK	Field Test Kit	SHG	Self Help Group
Gol	Government of India	SVS	Single Village Scheme
GP	Gram Panchayat	SWSM	State Water & Sanitation Mission
IEC	Information, Education and Communication	VAP	Village Action Plan
ISA	Implementation Support Agency	VO	Village Organization
JJM	Jal Jeevan Mission	VWSC	Village Water & Sanitation Committee
LPCD	Litres Per Capita Per Day	WASMO	Water & Sanitation Management Organization
MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act	WQM&S	Water Quality Monitoring & Surveillance
MPLADS	Member of Parliament Local Area Development Scheme		
MLALADS	Member of Legislative Assembly Local Area Development Scheme		
MVS	Multi village Scheme		

W-11012/18/2020-JJM-III-DDWS
Government of India
Ministry of Jal Shakti
Department of Drinking Water and Sanitation
National Jal Jeevan Mission

4th Floor, Pt. Deendayal 'Antyodaya Bhawan'
CGO Complex, Lodhi Road
New Delhi - 110003
Dated: November, 2020

NOTICE FOR INVITING EXPRESSION OF INTEREST (EoI)

1. Subject: Expression of Interest for Empanelment of Institutions as 'Key Resource Centres' (KRCs) for Capacity Building for Jal Jeevan Mission (JJM)- Har Ghar Jal'.

1.1 To improve the 'ease of living' of people, to improve the health and socio-economic outcomes of the rural populace, especially of women and children, to provide assured drinking water with quality and regularity, Jal Jeevan Mission (JJM) has been launched by the Government of India (GoI) on 15th August, 2019, with the aim of providing a Functional Household Tap Connection (FHTC) to every rural household by 2024. The Mission defines functionality as a 'service' of a minimum of 55 litre per capita per day and at BIS 10500:2012 quality standard on regular basis. It advocates performance of water supply providers as efficient, transparent and responsive 'utilities' instead of conventional engineering entities. As per data reported by States/ UTs on the Integrated Management Information System (IMIS) maintained by Department of Drinking Water and Sanitation (DDWS), about 17%, i.e. 3.24 Crore out of the total 18.93 Crore rural households in the country had access to household tap water connections at the beginning of JJM. Thus, about 15.70 Crore households have been planned for being provided with a FHTC under the Mission by 2024, in partnership with States/ UTs. This scenario necessitates proper planning, strategizing and implementing water supply systems including development of proper institutional mechanism at all levels. JJM approaches assured long-term sustained provisioning of water by way of water resource management, efficient drinking water supply systems and grey water treatment & its reuse. For sustainability of the programme, bottom-up participatory planning keeping community at the core the programme planning and implementation has been envisaged. For this purpose, systematic human resource development and capacity building at all levels is required.

1.2 National Jal Jeevan Mission (NJJM), DDWS, GoI, seeks partnerships with eligible and interested Government/ Non-Government institution of repute for engagement as Key Resource Centres (KRCs). These institutions would be engaged for training/ capacity building, reorientation of different stakeholders, dissemination of knowledge and information, development of high-quality print and audio-visual content, documentation of best practices, etc. to transform the eco-system of drinking water supply sector. KRCs are expected to partner with NJJM to usher in the 'change management' in the sector so as to provide and sustain viable and functional water supply systems on a long-term and assured basis. Accordingly, Expression of Interest (EoI) is invited from reputed Government/ Non-Government institutions including Universities/ Deemed Universities/ Administrative/ Management/ Engineering Institutions/ Training Institutions, etc. for undertaking focused, meaningful and high-quality training/ capacity building activities of critical stakeholders for efficient implementation of the Mission. The duration of the engagement will be up to FY 2023-24.

2. Detailed Terms of Reference (ToR)

The detailed Terms of Reference (ToR) for applicant institutions as KRC is attached. The EoI and ToR with Annexure can be downloaded from the website <https://jalshakti-ddws.gov.in/tenders> and also from CPP portal www.eprocure.gov.in.

3. Eligibility Requirements

The applicant organization must mandatorily fulfill the following criteria:

- i.) should be an organization registered in India;
- ii.) should be a 'not for profit' organization or an academic institution of higher learning;
- iii.) should be a legal entity, eligible to enter into an agreement/ contract with NJJM, DDWS to undertake work;
- iv.) should have core capability and demonstrated evidence in conducting capacity building/ training programmes and other non-training assignments in at least three of the following areas:
 - a.) Sustainable Development Goals (SDGs),
 - b.) drinking water management,
 - c.) water, sanitation and hygiene practices,
 - d.) water resource management,
 - e.) grey water management,
 - f.) rural governance and infrastructure management,
 - g.) rural livelihood,
 - h.) public administration,
 - i.) IEC/communication strategies for positive behaviour change,
 - j.) project and finance management in rural infrastructure sector,
 - k.) utility management related to service delivery,
 - l.) monitoring and evaluation,
 - m.) data analytics and artificial intelligence related technology, etc.,
 - n.) public health issues,
 - o.) education and training.
- v.) should have worked with at least one State/ UT Government and/ or the Central Government on a water/ sanitation/ hygiene and public health/ rural development/ education and training/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years;
- vi.) should have the capacity/ preparedness to undertake end-to-end online capacity building modules starting from preparation of course material (print, audio, video, etc.) lectures, discussions, course-work, assessment and feedback etc.
- vii.) should have own or hired training infrastructure (multiple training rooms, training aids, video-conference, in-house accommodation/ hostel facility), software availability and security network to cater to numerous participants connecting from multiple locations. It should use technology to extend reach and offer a blended approach to leadership training, which is personalized and real-time.
- viii.) preferably should have own faculty resources or the ability to mobilize them on demand at a short notice;
- ix.) should not be political in nature;
- x.) should not have been blacklisted by any Central or State Government departments/ agencies, public sector institutions/ agencies, etc.;
- xi.) should not have any negative performance report from other Government departments and pending or on-going legal proceedings.

(Mandatory eligibility criteria as per Clause 3 (above) of the notice for inviting EOI and additional requirements as detailed in Clause 3.1, 3.2 and 3.3 of the detailed Terms of Reference (ToR)). Only those agencies that fulfill all the eligibility requirements shall be considered for evaluation by NJJM, DDWS.)

4. Application process

- 4.1 The Application Format, Declaration/ Undertaking and other forms are available at **Annex-I** with the EoI. The application for Expression of Interest (EoI) in the format provided at **Annex-I** of this document along with all other relevant documents must be submitted online either through Department website <https://jalshakti-ddws.gov.in/> or Central Procurement portal <https://eprocure.gov.in> on or before **30 days from the date of publication of this EoI latest by 1500 hrs.**

Annex-I has been divided into two parts which are detailed below:

- a.) **PART-A** must be mandatorily filled up by all organizations, specifying the level(s) for which the application is being submitted.
- b.) **PART-B** contains the application form that must be mandatorily filled up by all organizations.

Annex-II has the Declaration Certificate, affidavit certifying the entity is not blacklisted/ barred and Anti-Collusion certificate, which all the organizations must mandatorily fill up. Incomplete applications shall be rejected.

- 4.2 Applicants shall be responsible for registering themselves at Central Public Procurement Portal for uploading of their proposals and ensure that the proposals are uploaded on time on the Central Public Procurement Portal on or before the date prescribed above.

- 4.3 No other mode of submission shall be accepted. After submission of EoI, a hard copy of the proposal should be submitted to this Department. The hard copy of EoI should be sent only through Registered Post/ Courier, in an envelope subscribed as **“EoI for Empanelment of Institutions as 'Key Resource Centre (KRC) for Capacity Building for Jal Jeevan Mission (JJM)- Har Ghar Jal”** to reach on or before **17.12.2020**, addressed to:

**Under Secretary (JJM. III),
Room No.414, 4th Floor, Pt. Deendayal 'Antyodaya Bhawan',
CGO Complex, Lodhi Road,
New Delhi-110 003.**

- 4.4 The hard copy of the proposal shall be exactly same as the one submitted online. Any difference in the contents between the two would lead to summary rejection of the proposal for consideration at this stage. No extension of time would be granted for postal delays.

5. Evaluation process

The details on Evaluation process/ short listing of agencies is available in Clause 5 of the detailed Terms of Reference.

6. Contact Details

Further details, if any, may be obtained at

Email: krc-njjm@gov.in or at Telephone no. 011-24360264

(Sunil Kumar)
Under Secretary to Govt. of India

[Note: NJJM reserves the right to cancel this request for EoI and/ or invite proposals afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and NJJM reserves the right to amend/add further details in the EoI]

Terms of Reference (ToR) Section A

1. Background

1.1 Introduction

Jal Jeevan Mission (JJM) has been launched by the Hon'ble Prime Minister of India, on 15th August, 2019, from the ramparts of the Red Fort. The mission, under implementation, in partnership with the States, aims to enable every household in villages to have Functional Household Tap Connection (FHTC) in the next 5 years. It is envisaged that with FHTC, each household will have potable water supply in adequate quantity (at least 55 lpcd) of prescribed quality (as per BIS 10500:2012) on regular and long-term basis. To implement the mission, institutional arrangements at various levels have been made and State's PHE/ RWS Departments are to play a critical role. They have to help Gram Panchayat (GP) and/ or its sub-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 centre of this mission. This will require the current programme implementation structure to transform from infrastructure development to 'utility-based' approach, with strategic shift in focus from water supply 'infrastructure creation' to 'service delivery'.

JJM is implemented through institutional mechanism at four levels, viz. National Jal Jeevan Mission (NJJM) at national level; State Water and Sanitation Mission (SWSM) at state level; District Water and Sanitation Mission (DWSM) at district level; and GP/ Sub-committee of GP, i.e. Village Water and Sanitation Committee (VWSC)/ Paani Samiti/ User Group, etc. In consonance with the 73rd Amendment of the Constitution, GP and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc. are to plan, implement, manage, operate and maintain in-village water supply systems. Decentralized, demand-driven, community-managed implementation of the programme will instill 'sense of ownership' among the local community, develop responsible and responsive leadership at grass root level, create an environment of trust and bring in transparency leading to better implementation and long-term sustainability and proper operation and maintenance of water supply systems.

To achieve the vision of JJM, it is required to re-orient both public health engineering and other non-engineering stakeholders. The people managing the water supply services at all levels, i.e. village, GP, district and State, need to be provided with training and leadership programmes so as to enable them to discharge their role in managing the public utilities for assured quality services. The programmes are to be customized to suit different levels covering various technical, managerial and leadership aspects. JJM offers a platform and huge potential to generate the future leadership in water sector through such capacity building/ change management programmes.

1.2 Vision of Jal Jeevan Mission

Every rural household has potable drinking water supply in adequate quantity of prescribed quality on regular and long-term basis at affordable service delivery charges leading to improvement in living standards of rural communities.

1.3 Mission of Jal Jeevan Mission

Jal Jeevan Mission is to assist, empower and facilitate:

- i.) States/ UTs in planning of participatory rural water supply strategy for ensuring potable drinking water security on long-term basis to every rural household and public institution, viz. GP building, School, anganwadis, health institutions etc.;
- ii.) States/ UTs for creation of water supply infrastructure so that every rural household has Functional Household Tap Connection (FHTC) by 2024 and water in adequate quantity (55 lpcd) of prescribed quality (BIS 10500:2012) is made available on regular basis;
- iii.) States/ UTs to plan for their drinking water security;

- iv.) GPs/ rural communities to plan, implement, manage, own, operate and maintain their own in-village water supply systems;
- v.) States/ UTs to develop robust institutions having focus on service delivery and financial sustainability of the sector by promoting utility approach;
- vi.) capacity building of the stakeholders and create awareness in community on significance of water for improvement in quality of life;
- vii.) in making provision and mobilization of financial assistance to States/ UTs for implementation of the mission.

1.4 Objectives of Jal Jeevan Mission

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, aspirational districts, 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.

1.5 Components under Jal Jeevan Mission

The following components are supported 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 sources to provide long-term sustainability of water supply system;
- iii.) wherever necessary, bulk water transfer, treatment plants and distribution network to cater to every rural household;
- iv.) technological interventions for removal of contaminants where water quality is an issue;
- v.) retrofitting of completed and ongoing schemes to provide FHTCs at minimum service level of 55 lpcd;
- vi.) grey-water management;
- vii.) support activities, i.e. IEC, HRD, training, development of utilities, water quality laboratories, water quality testing & surveillance, R&D, knowledge centre, capacity building of communities, etc.; and
- viii.) any other unforeseen challenges/ issues emerging due to natural disasters/ calamities which affect the goal of FHTC to every household by 2024, as per guidelines of Ministry of Finance on Flexi Funds.

Section B

2. Need for Empanelling Key Resource Centres (KRCs)

JJM emphasizes not only on provision of household tap connection but also on its functionality which is defined as water supply with service level of 55 lpcd and as per prescribed quality of BIS 10500:2012 on regular basis. To ensure the functionality of rural water supply system on a long-term basis, there is a need for conjoint planning by States/UTs on overall water security. This will require the current programme implementation structure to transform from present 'department-based and construction or infrastructure development' to 'utility-based' approach. There is a need to shift focus from water supply infrastructure creation to water management, viz. service delivery.

JJM is a time-bound mission-mode programme to be implemented through institutional mechanism at four levels, viz. National, State, District, and Gram Panchayat. JJM adopts subsidiarity as a key principle wherein the Gram Panchayat and/ or its sub-committee, i.e. Village Water and Sanitation Committee (VWSC)/ Paani Samiti/ User Group, etc. are to plan, implement, manage, operate and maintain in-village water supply systems. Decentralized, demand-driven, community-managed implementation of the programme will instill 'sense of ownership' among the local community, develop leadership at grassroot level, create an environment of trust and bring in transparency leading to better implementation and long-term O&M of water supply systems.

To achieve the vision of JJM, it is required to re-orient both engineering and other human resources through customized orientation programme, exposure visits, etc. The personnel managing the water supply services at all levels, i.e. village, GP, district and state, need to be provided with customized training and leadership programmes so as to enable them to discharge their role in managing the envisaged utilities. The programmes are to be customized to suit different levels covering various technical, managerial and leadership aspects. JJM offers a platform and huge potential to generate leadership through such capacity building/ change management sessions.

Thus, to transform the eco-system of drinking water supply sector through intense and innovative capacity building, partnerships are sought from eligible and reputed Government and non-Government organizations including universities, administrative/ management/ engineering colleges, training institutions, agencies, firms, societies, etc., for undertaking focused, meaningful and high-quality capacity building activities of critical stakeholders for efficient implementation of the Mission.

2.1 Objectives of KRCs

The essence of the National Jal Jeevan Mission is "Building Partnerships and Changing Lives". Partnership for knowledge-building have been envisaged with Government/ Non-Government institution including universities/ deemed universities/ administrative/ management/ engineering institutions/ training institutions, etc. of repute that would function as Key Resource Centres (KRCs). These institutions would be engaged for capacity building, reorientation of different stakeholders, dissemination of knowledge and information, development of high-quality print and audio-visual content, documentation of best practices, etc. to transform the eco-system of drinking water supply sector. KRCs are expected to partner with NJJM to usher in the 'change management' in the sector so as to provide and sustain viable and functional water supply systems on a long-term and assured basis.

The key objectives of KRCs are as follows:

- i.) rapidly upscale the capacity building processes and methods using full potential of virtual space;
- ii.) design, develop and implement capacity building programmes for creating new generations of 'responsible and responsive leadership' in water sector at multiple levels, covering the following groups:
 - a.) senior policy makers, state and district officials to provide leadership for effectively planning and strategizing for water safety and security and developing systems and processes to achieve the same;

- b.) engineers for development of socio-managerial skills and technical knowledge enhancement to manage public utilities;
 - c.) representatives of local bodies for enhanced understanding of all aspects of water including appreciation of its economic values and centrality in the socio-economic development. Developing leadership for water safety and security, motivate and equip them with required soft skills to manage, operate and maintain water supply system;
 - d.) Community Based Organizations (CBOs) or Implementation Support Agencies (ISAs) for working to achieve the goal set by JJM including social development using Participatory Rural Appraisal tools for social mapping, water resource mapping, social auditing and similar tools.
- iii.) facilitate participants to gain insights, enhance their knowledge, further developing soft-skills, and awareness about new practices;
 - iv.) stimulate cross learning about latest technologies, innovations and best management practices in the water sector by organizing field exposure visits for key personnel involved in planning and execution;
 - v.) development of high-quality video and audio reading and learning material to not only make text-centric content more readable, digestible, and memorable, but also to craft compelling messages, related to water sector, that speak volumes;
 - vi.) document case studies, success stories and best practices in the sector for wider dissemination, and;
 - vii.) promote accelerated implementation 'on scale and with speed' by enabling appreciation of professional requirements as well as sensitization to socio-economic, technological environment.

2.2 Functions of KRCs

Functions of KRCs are as follows:

- i.) The KRCs will design course/ study material (high quality audio, video and printed), develop and deliver end-to-end high-quality capacity building programs, including lectures, discussions, interactive activities/ games/ exercises, and course-work. To rapidly extend reach of capacity building programs and to expand the coverage, the focus will be on the on-line courses or other alternate learning methods. Therefore, the selected KRC should have dedicated (own or hired) infrastructure to take up on-line courses in an efficient manner;
- ii.) conduct training and capacity building of national and state stakeholders in view of current needs and challenges under JJM, water quality monitoring and surveillance, water and energy audit, operation and maintenance, use of hydro-geo-morphological maps, automation and source sustainability, use of solar energy, monitoring and evaluation, etc.;
- iii.) build capacity of different stakeholders to implement appropriate and cost-effective technologies that promote community participation and source sustainability;
- iv.) provide knowledge support to the stakeholders on the latest innovations, tools and best practices that promote effective and efficient delivery of services and monitoring;
- v.) raise awareness and understanding of the JJM by capacity building of DWSSM, GPs/ VWSCs or Paani Samiti members, representatives of PRIs, NGOs, Self Help Groups engaged as ISAs, school functionaries, health workers and other stakeholders;

- vi.) consult and design training modules and reference materials based on Training Need Assessments (TNAs) for ensuring effective implementation of the programmes;
- vii.) update training content periodically based on feedback obtained from trainees and new developments in the sector;
- viii.) organize small and large events like workshops, seminars, symposiums, round table discussions, conferences, meetings, expert talks on issues relating to safe drinking water;
- ix.) conduct research and assessments on various issues of drinking water;
- x.) organize hackathons, online quizzes, competitions, etc. to provide greater mileage to JJM in achieving its set goals, etc.

Section C

3. Thematic Areas and Additional Eligibility Criteria

The required areas of expertise of KRCs must include but not limited to the criteria given in the tables below which outlines the three different levels of target group of trainees, indicative list of thematic areas and additional eligibility criteria as per specific target group.

3.1 Level-1: Senior Management Level

Target group	Additional eligibility criteria
Senior Policy Makers, Senior SWSM Officials, Administrators, etc.	<ul style="list-style-type: none"> i.) Minimum seven (7) years of experience in imparting training to senior management level participants; ii.) Core in-house specialized faculties; iii.) Collaboration with national and international experts/institutions for visiting faculty/experts; iv.) Experience of conducting national and international exposure visits related to the thematic areas indicated; v.) Well-furnished in-house classrooms with video conferencing facilities; vi.) Well-furnished in-house accommodation facilities; vii.) Dedicated administrative unit for logistics management of participants; viii.) Capacity to dedicate resources for annual calendar on yearly basis; ix.) Capacity for organizing related theme-based workshops, seminars, webinars, refresher programmes, etc. as per requirements; x.) Stringent quality control measures for module development and training materials; and xi.) MIS, documentation, feedback and assessment facilities; xii.) Capacity to deliver end to end online capacity building modules starting from lectures, discussions, course-work assessment and feedback etc. as per requirement.
Indicative list of thematic areas	
<ul style="list-style-type: none"> 1.) Planning, Policy and Regulation <ul style="list-style-type: none"> i.) Effective planning for FHTCs ii.) Policy and Regulatory framework 2.) Utility reforms <ul style="list-style-type: none"> i.) Utility reforms for State and GP level entities ii.) Public private partnership models for utilities iii.) Waste water management, grey water management, source sustainability iv.) Functionality and efficiency monitoring v.) Third – party management 3.) Financial management <ul style="list-style-type: none"> i.) Financial management and financing models ii.) Water delivery service charges and pricing model iii.) O&M expenditure 4.) Leadership development <ul style="list-style-type: none"> i.) Sustainability participatory management for drinking water security ii.) Good governance iii.) Promoting entrepreneurship iv.) Skilling and employment generation 	

3.2 Level-2: Middle Management Level

Target group	Additional eligibility criteria
<p>DWSM officials, Superintending Engineers, Executive Engineers, Water Utility Managers and Water Testing laboratory personnel from Public Health and Engineering Departments (PHEDs)/ Rural Water Supply (RWS) departments/ Public Works Departments (PWDs), etc.</p>	<ul style="list-style-type: none"> i.) Minimum three (3) years of work experience in imparting training to middle-level management; ii.) Core in-house specialized faculties; iii.) Collaboration with national institutions for visiting faculty/ experts; iv.) Experience of conducting national exposure visits related to the thematic areas indicated; v.) Well-furnished in-house classroom with video conferencing facilities; vi.) Well-furnished in-house accommodation facilities; vii.) Dedicated administrative unit for logistics management of participants; viii.) Capacity to dedicate resources for annual calendar on yearly basis; ix.) Capacity for organizing related theme-based workshops, seminars, refresher trainings as per requirements; x.) Stringent quality control measures for module development and training materials; xi.) MIS, documentation, feedback and assessment facilities; xii.) Capacity to deliver end to end online capacity building modules starting from lectures, discussions, course-work assessment and feedback etc. as per requirement.
Indicative list of thematic areas	
<ul style="list-style-type: none"> 1.) Planning and eco system building for reforms <ul style="list-style-type: none"> i.) Participatory planning for drinking water solutions; ii.) Building environment for supporting GP level capacity building for utility reforms; iii.) Designing for sustainable and affordable water solutions. 2.) Project Management and Financial Management <ul style="list-style-type: none"> i.) Project management in rural water supply; ii.) O&M costing, water supply delivery service charges determination & financial sustainability; iii.) Tendering process and litigation; iv.) Financial management tools for rural water supply; v.) Monitoring of data systems; vi.) Third – party management. 3.) Water quality <ul style="list-style-type: none"> i.) Water quality monitoring and participatory surveillance. 	

3.3 Level-3: Community Level

Target group	Additional eligibility criteria
<p>Elected Panchayati Raj Institution (PRI) Members, Gram Panchayat (GP) Officials, VWSC Members, Members of Implementation Support Agencies (ISAs), etc.</p> <p>Indicative list of thematic areas</p> <ol style="list-style-type: none"> 1.) Water Resource Planning and Project Management <ol style="list-style-type: none"> i.) Planning at village level; ii.) Village level and habitation level water resources planning and management; iii.) Preparing Village Action Plans; iv.) Participatory Rural Appraisal (PRA) tools for integrated water resource mapping, transect walks, water budgeting, etc. 2.) Water Quality and O&M of water supply systems <ol style="list-style-type: none"> i.) Water quality testing at village level (use of FTKs); ii.) Implications of poor water quality on human health; iii.) O&M of water supply systems and user charges. 3.) Micro level leadership, soft skills and learning exchange <ol style="list-style-type: none"> i.) GP level leadership development and utility reforms; ii.) Community engagement tools and techniques; iii.) Exposure visits in villages of other districts/ States; iv.) Social Audit. 	<ol style="list-style-type: none"> i.) Minimum 3 (three) years of work experience in imparting training to community level participants; ii.) Collaboration for resource persons and logistics; iii.) Experience of conducting local level exposure visits related to the thematic areas indicated; iv.) Capacity for organizing related theme-based workshops, seminars, etc. as per requirements; v.) MIS, documentation, feedback and assessment facilities; vi.) Ability to engage digitally through online/ web-based mode with participants.

Section D

4. Roles and Responsibilities

4.1 Training – related activities

For training activities, the tasks of the KRC can broadly be organized under three categories viz. – (i) Pre-training tasks; (ii) Training tasks; and (iii) Post-training tasks.

They are detailed out below:

4.1.1 Pre-training tasks

Annual Action Plan (AAP) and Training Calendar

- i.) Each National Key Resource Centre will prepare and submit an Annual Action Plan giving calendar of training activities as per requirement of NJJM, DDWS/ SWSM/ DWSM in furtherance of the objective and functions of KRCs in March of the preceding year, which will be examined and approved by the NJJM, DDWS.
- ii.) After the approval of the training calendar by the NJJM, DDWS, the training calendar should also be circulated by KRC to Secretaries, Engineers in Chief/ Chief Engineers of States and Directors of Communication and Capacity Development Units (CCDUs) and the State Institute for Rural Development (SIRDs) for wider circulation.
- iii.) KRCs are also required to upload the training calendar on their website and on website of this Department (www.jalshakti-ddws.gov.in) to enable various stakeholders/ officials to plan and apply for their participation/ nomination.

Nomination of participants

- i.) There is no ceiling on the limit of participants for online programme. Depending on the subject of the online training and the complexity of the content, batch sizes may be finalized so as to ensure appropriate training, learning, assessment and feedback.
- ii.) Range (Min. – Max.) for number of participants for Level – 1, Level – 2 and Level – 3 for offline training programme are (20-40), (25-50) and (30-75), respectively. If the number of participants is more than the capacity of one training room, the KRCs may carry out the training in batches as per their convenience.
- iii.) Nominations should be sought for twice the number of trainees proposed for any training programme so as to offset drop-outs and to ensure participation of at least the minimum number of trainees. Nominations should be processed through the respective controlling authorities in the case of officials.

Logistics Arrangements

- i.) On receipt of list of nominations, KRCs should intimate the participants about the video conferencing platform, login credentials and detailed schedule for attending the training programme. A demo on the usage of the platform should be explicitly shared with the participants at least 2 days before commencing the programme.
- ii.) In case of classroom-based training programme, KRCs should intimate the participants about the venue of the courses, how to reach the place (with detailed location map), transport facilities, arrangements for their accommodation and detailed schedule of the programme. The KRC should provide information about the contact person of the KRC for further communication to the participants.

- iii.) To ensure the effective outcome of the training, the KRC should forward a copy of the outline of course contents well in advance to the participants and request them to come prepared for sharing their experience through making presentation and in interactions.
- iv.) The KRC will be responsible to prepare training modules, content development, audio-visual tools for training, development of participative learning exercises and games, simple, easy to understand and practical reading materials, session layout design, and other related materials.
- v.) Text book copying of reading material is discouraged. Pre and post tests may be considered to measure learning. The material thus prepared will be circulated amongst the participants at the beginning of the program.

4.1.2 Training tasks

- i.) The modules may be so designed and developed that they are a combination of – classroom instruction; practice opportunities such as role-playing exercises, focus groups, case studies, or small group assignments; on-the-job skills-based training; delivery of paper-based hand-outs for individual reading and study; the completion of e-learning modules on a computer; among others.
- ii.) More thrust should be given on interactive and participatory approach, experience sharing, peer learning and techniques like brainstorming sessions among the participants than the conventional lecture methodology.
- iii.) Active participation of participants should be ensured by encouraging them to raise their doubts, make observation and comments.
- iv.) KRC should plan the field visits which is relevant to the topic of the training.
- v.) The training programme content should be updated every year/ six months based on feedback received from the trainees and new development. A periodical evaluation of the training programme, its strengths, and weaknesses should be undertaken by the outside resource agency/ personnel.
- vi.) The KRC are required to submit the progress reports on training, capacity building programme, workshops etc. The implementation of the Annual Action Plan of the KRC will be reviewed by NJJM, DDWS.
- vii.) KRC must ensure that the training materials prepared are standardized and of high quality. The KRC will invite eminent and nationally reputed professionals as resource persons and ensure that there is a judicious blend of internal and external resource persons.
- viii.) NJJM, DDWS will not provide funds for deploying additional manpower in KRCs. NJJM, DDWS will make payment only to the extent of sanctioned amount as per KRC financial norms for the approved activities.

4.1.3 Post – training tasks

Evaluation, Feedback, Learning Report and Documentation

- i.) Expectation analysis of participants and feedback compilation will be the responsibility of the KRC. Expectation analysis will be conducted at the beginning and feedback compilation will be done at the end of the program. The KRC will submit an analytical report at the end of each program along with attendance list. Short fall in attendance, if any, also will be reported. Improvement in the subsequent programs will be ensured based on the feedback analysis.
- ii.) At the end of the program, the participants will be required to prepare a learning report and the KRC will be responsible to develop a structured report for this purpose in consultation with the states. The learning report will comprise an action plan on how the leanings would be applied on-the-job and the same will have to be shared with NJJM, DDWS.
- iii.) NJJM, DDWS may conduct third – party independent evaluation of the training outcomes, as and when required.

4.2 Module development, research and documentation

- i.) Based on the requirements of NJJM, KRCs are expected to conduct a need assessment be it related to module development, evaluation/ assessment, documentation of case studies/ best practices or conducting various competitions/ hackathons, etc.
- ii.) KRCs are also expected to develop print, audio and visual content that is engaging, memorable and crafted for compelling strong messages for water sensitivity and other similar topics.
- iii.) Organizing national, regional and state level webinar, workshops, seminars etc., will be the responsibility of KRCs, for which support will be provided by the NJJM, DDWS. These events will be as per need of NJJM, DDWS.
- iv.) KRCs will be responsible for conducting field exposure visits for providing hands-on experience to participants. It is necessary for KRCs to anchor site visits to a desired change or outcome that is relevant for participants given their starting point and context. For this, identifying the site vis-à-vis relevant participants is of extremely importance.
- v.) Field visits pose extensive logistics challenges. These should be carefully considered beforehand and adequate time and resources should be allocated. Optimally, preparation should start six months prior to the visit. A recce visit by the KRC team members is encouraged, which will not only help in streamlining the logistics but also in ground-proofing.
- vi.) For each of these activities, a detailed process document along with expected impact/ outcome would be required.

Section E

5. Selection Process

5.1 Evaluation mechanism

- i.) NJJM, DDWS will constitute an evaluation committee to evaluate the proposals submitted under this call for EoI;
- ii.) The committee will evaluate the applications along with all supporting documents/ documentary evidence;
- iii.) The decision of the evaluation committee will be final. No correspondence will be entertained outside the process of evaluation by the Committee;
- iv.) The Committee may seek clarifications on the applications, through designated email, in case of requirement, and;
- v.) The Committee reserves the right to reject any or all applications without assigning any reason(s) thereof, at any point of time.

5.2 Evaluation Process

The applicants will be subjected to three stages of evaluation before empanelment viz. (i) Preliminary screening; (ii) Technical evaluation; and (iii) Presentation to the committee.

The preliminary screening will include weeding out incomplete and non-compliant application(s). The screened eligible applications will be evaluated by the evaluation committee as per the technical criteria listed in Section 5.2.2.

The technical evaluation, with a total weightage of 80%, comprises of 3 sections – (i.) experience of the organization; (ii.) experience of the resource persons; and (iii.) infrastructure facilities. The applicants scoring at least 50% marks in each section resulting in at least 50% cumulative marks (i.e. minimum of 40 out of a total of 80 marks) will be considered eligible for the next stage of evaluation.

This stage comprises of a presentation with a weightage of 20%. The institutions applying for multiple levels will be evaluated based on only one composite presentation. The applicants scoring at least 50% marks in this stage (i.e. minimum of 10 out of a total of 20 marks) will be considered for short listing for empanelment in the respective category/ level.

5.2.1 Stage I – Preliminary screening

Proposals from applicant institutions/ agencies will be examined and the same will be rejected, if the proposal is:

- i.) not submitted as specified in this document;
- ii.) found with suppression of details;
- iii.) submitted with incomplete information;
- iv.) found in non-compliance to any of the clauses stipulated in the EoI.

5.2.2 Stage II – Technical evaluation

A detailed evaluation of the documents submitted by the applicants will be carried out by the evaluation committee as per technical evaluation criteria listed below. The applicants may also be required to give such clarifications and additional information as may be required by the committee.

Only those applicants who score a minimum of 50% marks in technical evaluation in each of the three sections as per evaluation criteria provided below would be taken to the next stage of evaluation.

Technical evaluation criteria

Level – 1: Senior management level

S. No.	Criteria	Max. Marks
Section 1 – Experience of organization		
1.	Years of experience in imparting training to senior management level participants >=7 years and up to 10 years: 5 marks >10 years: 10 marks	10
2.	Capacity building/ training programme/ projects undertaken or completed over the last 3 (three) years from the due date of EOI showing core capability in capacity building/ training programme assignments in areas related to the Sustainable Development Goals (SDGs). >=5 projects up to 10 projects: 7 marks >10 projects: 10 marks	10
3.	Experience of projects showing ability of working with at least one State Government and/ or the Central Government on a water/ sanitation/ rural development/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years >=1 project up to 5 projects: 3 marks >5 projects up to 10 projects: 5 marks >10 projects: 10 marks	10
4.	Experience of conducting national and international exposure visits related to the thematic areas indicated >=1 project up to 5 projects: 2 marks >5 projects: 5 marks	5
5.	Experience of delivering end-to-end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc. >=1 project up to 2 projects: 2 marks >2 projects up to 5 projects: 3 marks >5 projects: 5 marks	5
6.	Experience of delivering end-to-end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc. (based on number of participants in one batch) >=50 up to 100 participants: 2 marks >100 up to 250 participants: 3 marks >250 participants: 5 marks	5

S. No.	Criteria	Max. Marks
7.	Audio/ video/ print content development on different training topics whether by the applicant institution or in collaboration with other institution/ agency >=1 project up to 3 projects: 2 marks >3 projects up to 5 projects: 3 marks >5 projects: 5 marks	5
Sub-Total of Section – 1		50
Section 2 – Experienced of resource persons		
8.	Core in-house specialized faculties: Availability of experts with qualification and experience in similar assignment: >=1 up to 5 experts: 5 marks >5 up to 7 experts: 7 marks >7experts: 10 marks	10
9.	Collaboration with national and international experts/ institutions for visiting faculty/ experts who will be available for deployment as per requirement >=1 up to 5 experts: 5 marks >5 up to 7 experts: 7 marks >7 experts: 10 marks	10
Sub-Total of Section – 2		20
Section 3 – Infrastructural Facilities		
10.	Well-furnished in-house classroom with video conferencing facilities >=1 classroom up to 5 classrooms: 1 mark >5 classrooms: 3 marks	3
11.	Well-furnished in-house accommodation facilities <=50 people: 1 mark >50 up to 100 people: 2 marks >100 people: 3 marks	3
12.	Dedicated administration unit for logistics management of participants	1
13.	Stringent quality control measures for module development and training materials	1

S. No.	Criteria	Max. Marks
14.	MIS, documentation, feedback	1
15.	Assessment facilities	1
Sub-Total of Section – 3		10
Total marks of Technical Evaluation (Section 1 + Section 2+ Section 3)		80

Note: To proceed to the next step of evaluation, the applicant organization has to obtain at least 50% marks in Section – 1, Section – 2 and Section – 3; resulting in at least 50% of total marks of Technical Evaluation i.e. minimum 25 out of 50 in Section – 1, 10 out of 20 in Section – 2 and 5 out of 10 in Section – 3 with minimum total of 40 out of 80 marks.

Level – 2: Middle management level

S. No.	Criteria	Max. Marks
Section 1 – Experience of organization		
1.	Years of experience in imparting training to middle-level management >=5 years and up to 7 years: 5 marks >7 years: 10 marks	10
2.	Capacity building/ training programme/ projects undertaken or completed over the last 3 (three) years from the due date of EOI showing core capability in capacity building/ training programme assignments in areas related to the Sustainable Development Goals (SDGs). >=5 projects up to 7 projects: 5 marks >7 projects: 10 marks	10
3.	Experience of projects showing ability of working with at least one State Government and/ or the Central Government on a water/ sanitation/ rural development/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years >=1 project up to 4 projects: 5 marks >4 projects : 10 marks	10
4.	Experience of delivering end-to-end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc. >=1 project up to 2 projects: 3 marks >2 projects: 5 marks	5

S. No.	Criteria	Max. Marks
5.	Experience of delivering end-to-end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc. (based on number of participants in one batch) >=50 up to 100 participants: 2 marks >100 participants: 5 marks	5
6.	Experience of conducting national exposure visits related to the thematic areas indicated >=1 project up to 4 projects: 2 marks >4 projects: 5 marks	5
7.	Audio/ video/ print content development on different training topics whether by the applicant institution or in collaboration with other institution/ agency >=1 project up to 2 projects: 2 marks >2 projects up to 3 projects: 3 marks >3 projects: 5 marks	5
Sub-Total of Section – 1		50
Section 2 – Experience of resource persons		
8.	Core in-house specialized faculties: Availability of experts with qualification and experience in similar assignment: >=1 up to 5 experts: 5 marks >5 up to 7 experts: 7 marks >7 experts: 10 marks	10
9.	Collaboration with national experts/ institutions for visiting faculty/ experts: Availability of experts with qualification and experience in similar assignment in one or more of the thematic areas who will be available for deployment as per requirement: >=1 up to 5 experts: 5 marks >5 up to 7 experts: 7 marks >7 experts: 10 marks	10
Sub-Total of Section – 2		20
Section 3 – Infrastructural Facilities		
10.	Well-furnished in-house classroom with video conferencing facilities >=1 classroom up to 3 classrooms: 1 mark >=4 classrooms: 3 marks	3
11.	Well-furnished in-house accommodation facilities <= 50 people: 1 mark >50 people: 3 marks	3
12.	Dedicated administration unit for logistics management of participants	1

S. No.	Criteria	Max. Marks
13.	Stringent quality control measures for module development and training materials	1
14.	MIS, documentation, feedback	1
15.	Assessment facilities	1
Sub-Total of Section – 3		10
Total marks of Technical Evaluation (Section 1 + Section 2+ Section 3)		80

Note: To proceed to the next step of evaluation, the applicant organization has to obtain at least 50% marks in Section – 1, Section – 2 and Section – 3; resulting in at least 50% of total marks of Technical Evaluation i.e. minimum 25 out of 50 in Section – 1, 10 out of 20 in Section – 2 and 5 out of 10 in Section – 3 with minimum total of 40 out of 80 marks.

Level – 3: Community level

S. No.	Criteria	Max. Marks
Section 1 – Experience of organization		
1.	Years of experience in imparting training to community level participants >=3 years and up to 5 years: 5 marks >5 years: 10 marks	10
2.	Capacity building/ training programme/ projects undertaken or completed over the last 3 (three) years from the due date of EOI showing core capability in capacity building/ training programme assignments in areas related to the Sustainable Development Goals (SDGs). >=5 projects up to 10 projects: 5 marks >10 projects up to 15 projects: 10 marks >15 projects: 15 marks	15
3.	Experience of projects showing ability of working with at least one State Government and/ or the Central Government on a water/ sanitation/ rural development/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years >=1 project up to 5 projects: 5 marks >5 projects up to 7 projects: 10 marks >7 projects: 15 marks	15
4.	Experience of conducting local exposure visits related to the thematic areas indicated >=1 project up to 4 projects: 2 marks >4 projects: 5 marks	5

S. No.	Criteria	Max. Marks
5.	Audio/ video/ print content development on different training topics whether by the applicant institution or in collaboration with other institution/ agency >=1 project up to 2 projects: 2 marks >2 projects: 5 marks	5
Sub-Total (maximum marks in Section – 1)		50
Section 2 – Experienced Professionals		
6.	Collaboration with resource persons: Availability of experts with qualification and experience in similar assignments who will be available for deployment as per requirement: >1 up to 5 experts: 5 marks >5 up to 10 experts: 10 marks >10 up to 15 experts: 15 marks >15 experts: 20 marks	20
Sub-Total (maximum marks in Section – 2)		20
Section 3 – Infrastructural Facilities		
7.	Online connect facilities	2
8.	Module development facilities	2
9.	PRA exercises capabilities	2
10.	Documentation facilities	2
11.	Participant feedback and assessment facilities	2
Sub-Total (maximum marks in Section – 3)		10
Total (maximum marks in Technical Evaluation)		80

Note: To proceed to the next step of evaluation, the applicant organization has to obtain at least 50% marks in each of Section – 1, Section – 2 and Section – 3; resulting in at least 50% of total marks of Technical Evaluation i.e. minimum 25 out of 50 in Section - 1, 10 out of 20 in Section – 2 and 5 out of 10 in Section – 3 with minimum total of 40 out of 80 marks.

5.2.3 Stage III – Presentation by applicants

The applicants in each level fulfilling all eligibility criteria and securing 50% marks in each of the three sections as described in the section 5.2.2. above, will be invited to make presentation to a committee formed by NJJM, DDWS at a date and time to be notified subsequently. The presentation will be scored out of 20 marks by the committee. A composite total score will be calculated only for those all applicants who secure minimum 10 marks (50%) in the presentation. An institution applying for more than one level, will be required to make only one composite presentation.

5.2.4 Short listing of applicants

The applicants will be shortlisted based on the composite total score, which will be calculated by summing up the marks obtained during technical evaluation undertaken as in Section 5.2.2 and the marks obtained after the presentation as in Section 5.2.3 The applicants with a score of 40 marks or above in technical evaluation and 10 marks or above in presentation and a composite total score of 50 marks or more will be considered for shortlisting for empanelment in the respective categories/ levels.

Work will be assigned to the shortlisted applicants as per the need of NJJM, DDWS; experience and expertise of the institution; and other administrative grounds. They would be required to take up activities as per the approved financial norms of NJJM, DDWS.

Upon selection the KRCs will be empanelled up to FY 2023-24. New KRCs may be selected as and when the need arises.

NJJM, DDWS has the right to terminate the status of an institutions/ agency as KRC by informing to concerned party one month in advance. In such- case, the KRC will be required to settle the accounts/ complete the assigned work and submit the final report to NJJM, DDWS within one month from the date of termination of empanelment including refund of the unutilized fund.

Section F

6. Funding

NJJM will fund the KRCs on a 100% grant basis. The funding will be based on the approved Annual Action Plan (AAP) of KRC. Funding will be provided only to the activities as mentioned in the training calendar.

Funding will be provided as per the cost norms mentioned in 'Guidelines for Capacity Building by Key Resource Centres' for following purposes:

- i.) **Training – related activities**
 - a. Online training programmes
 - b. Residential programmes (ranging from 2 to 5 days);
 - c. Non-residential (day based) programmes;
 - d. Honorarium to external resource persons/ experts;
 - e. Study tour component, etc.
- ii.) **Other activities**
 - a. Module development
 - b. Field exposure visits (international/ national/ inter-state/ intra-state/ intra-district);
 - c. Webinars, workshops, seminars and conferences;
 - d. Documentation of case studies and best practice (national/ international)
 - e. Research and assessment
 - f. Hackathons/ quizzes/ competitions, etc.

6.1 Release of Funds

- i.) Every year, funds will be released to KRCs in two installments of 50% each. First installment will be released after the approval of AAP. The second installment of funds will be released based on
 - a) utilization of 60% of the total available fund with the KRC, viz. opening balance of the previous year, first installment of fund released, and interest accrued there on and
 - b) on receipt of reports, fund utilization certificate and Audited Statement of Account (ASA). Unspent amount along with interest earned, if any, will be adjusted in the next year's first installment.

At the end of the engagement period, unspent amount will be refunded to NJJM, DDWS. In case of non-performance by the KRC organization, NJJM, DDWS reserves the right to ask for complete refund of Government funds which will be refunded by the KRC within a fortnight without fail.

Section G

7. Role of National Jal Jeevan Mission (NJJM)

The NJJM shall have the following role in managing the engagement with the KRCs:

- i.) Approval of Organizations to be empanelled as KRCs;
- ii.) Annual Action Plan approval;
- iii.) Vetting and standardization of training material/ module and its approval;
- iv.) Fund Release to KRCs;
- v.) Performance appraisal of KRCs;
- vi.) Undertaking visits to the KRC institution during the operation of the course etc.
- vii.) Placing request for taking up various training related and other activities by KRCs;
- viii.) Finalization of participant list for the different programme (Reserves the right to delegate the same to SWSMs/ DWSMs in case of specific requirement).

Section H

8. Terms of agreement

The empanelled agencies shall only provide professional, objective and impartial service and at all times and uphold the interests of NJJM. On grounds of failure to adhere to the performance and financial management requirements as listed above, NJJM has the right to terminate the status of an agency as KRC by informing to concerned party one month in advance. In such case, the KRC will be required to settle the accounts/ complete the assigned work and submit the final report to NJJM within one month from the date of termination of empanelment.

PART - A

Application Form (Brief)

1. Details of applicant organization (To be filled up by all applicants)

Name of the Organization		
Name of contact person		
Designation of contact person		
Complete address of the organization with registered office contact details	Address: Telephone: Mobile: Email: Website:	
Type of organization	i.) Governmental organization ii.) Non-governmental organization <input type="checkbox"/> Memorandum of association / by-laws of the organization (PDF scanned copy to be uploaded)	
Year of establishment		
Details of registration	Registration type: Society/ Trust/ Private Limited/ Limited/ LLP/ Cooperative/ University/ any other Registered under Act: Registration Number: Date of incorporation: <input type="checkbox"/> Registration Certificate (PDF scanned copy to be uploaded)	
PAN Number/ GSTIN	_____ <input type="checkbox"/> PAN Card (PDF scanned copy to be uploaded) <input type="checkbox"/> GSTIN / Service Tax Registration Certificate (PDF scanned copy to be uploaded)	
Annual Revenue for last 3 financial years (Statutory Auditor certificate is to be uploaded)	Year	Annual Revenue (in Rupees)
	2018-19	
	2017-18	
	2016-17	
Audited balance sheet for last 3 years [Note: If Audited Balance Sheet/ Profit & Loss Statement for the FY 2020 is not available, then Provisional statement is to be uploaded, duly certified by the Statutory Auditor.]	<input type="checkbox"/> 2018-19 (PDF scanned copy to be uploaded) <input type="checkbox"/> 2017-18 (PDF scanned copy to be uploaded) <input type="checkbox"/> 2016-17 (PDF scanned copy to be uploaded)	
Other documents to be uploaded:		
<input type="checkbox"/> Self-certification that the organization is currently not black-listed by any government department or agency, or any public institution (PDF scanned copy to be uploaded)		
<input type="checkbox"/> Anti-Collusion Certificate		
<input type="checkbox"/> Details of presence in States / UTs (PDF scanned copy to be uploaded)		
<input type="checkbox"/> Any reward(s) or recognition(s) received in the last 5 years (PDF scanned copy to be uploaded)		

2. Preferred level of engagement proposed (refer Section C of ToR)

Empanelment would be done separately for senior management, middle management, junior management and community level. An agency can apply for empanelment for one or more levels, however it is mandatory to tick (✓) the required level applied for, in the list given below:

- i.) Level-1 Senior management level
- ii.) Level-2 Mid management level
- iii.) Level-3 Community level

In case of failure to correctly indicate the level, the organization shall not be considered for the same. [For example, if an organization is interested to apply for Level-1 and Level-2 but has ticked only Level-2, the evaluation shall not be considered for Level-1 even though the organization has all the required eligibility criteria for Level-1.

Signature of the authorized applicant

Place:

Name:

Date:

Designation:

PART - B
Application Form (Detailed)
(To be filled up by all applicants)

1.1 Details of at least 5 (five) capacity building/ training programme/ projects undertaken or completed over the last 3 (three) years from the due date of EOI showing core capability in capacity building/ training programme assignments in areas related to the Sustainable Development Goals (SDGs) preferably in areas of drinking water management, sanitation, water resource management, grey water management, rural governance and infrastructure management, rural livelihood, public administration, communication strategies for positive behaviour change, project and finance management, utility related service delivery, monitoring & evaluation, data analytics and artificial intelligence related technology etc.

(Maximum page limit: 2 page per assignment/ project. Copy this form to describe multiple projects. Letter from client certifying the project details shall be provided immediately after this form)

Area: Capacity building/ training programmes	
Name of programme/ project: Linked/ related SDG Goal:	Name of client: Address of the client:
Country: Location:	Duration of project (in months): Start date: Completion date:
Total cost of the project:	
Narrative description of project and key objectives:	
Description of actual services provided by your staff within the assignment:	
Outcome of the project:	
Current status of the project:	
<input type="checkbox"/> Letter from client certifying the project details including its current status (PDF scanned copy to be uploaded)	

1.2 Details of projects showing ability of working with at least one State Government and/ or the Central Government on a water/ sanitation/ rural development/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years;

(Maximum page limit: 2 page per assignment/ project. Copy this form to describe multiple projects. Letter from client certifying the project details shall be provided immediately after this form)

Area:	
Name of programme/ project: Linked/ related SDG Goal:	Details of the government with which the project was taken up:
Country: Location:	Duration of project (in months): Start date: Completion date:
Total cost of the project:	
Narrative description of project and key objectives:	
Description of actual services provided by your staff within the assignment:	
Outcome of the project:	
Current status of the project:	
<input type="checkbox"/> Letter from client certifying the project details including its current status (PDF scanned copy to be uploaded)	

1.3 Format for submission of Curriculum Vitae of faculties/ experts/ specialists/ resource persons

Thematic area (refer to point 3.1)				
In-house/ External				
Name of expert				
Current Position				
Name of the Organization				
Date of birth				
Total years of experience				
Pen profile (100 words only)				
Educational qualifications	Degree	Year	Subject	Name of degree & institution
	PhD			
	Master			
	Bachelor			
Countries/ States of work experience in Government Programmes				
Languages	Language	Speaking	Reading	Writing
Employment record (add multiple rows to add additional employments)	From	To	Employer	Position Held
Detailed tasks assigned	Work undertaken in similar assignments particularly assignments undertaken in the previous three (3) years (insert rows to add additional projects)			
	Project name			
	Contracting entity/ client			
	Project Location/ country			
	Position held			
	Expert months provided			
	Main project features			
	Activities performed			

1.4 Details of projects showing experience in delivering end to end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc., to be filled up in Part 1.4 (A). However, in case applicant does not have any projects to showcase capacity to deliver end to end online modules, applicant is to fill Part 1.4 (B) detailing preparedness to undertake such projects and provide details of the same.

Part 1.4 (A)

Area: Capacity building/ training programmes	
Name of programme/ project: Linked/ related SDG Goal:	Name of client: Address of the client:
Country: Location:	Duration of project (in months): Start date: Completion date:
Total cost of the project:	
Narrative description of project and key objectives:	
Description of actual services provided by your staff within the assignment:	
Details of online modules developed: <ol style="list-style-type: none"> 1. Theme 2. Instructor led – Yes/ No 3. Instructional materials and resources developed: 4. Methods used for assessment: 5. Type of software used/ developed: 6. Level of accessibility: 7. Mobile readiness: 	
Outcome of the project:	
Current status of the project:	
<input type="checkbox"/> Letter from client certifying the project details including its current status (PDF scanned copy to be uploaded)	

Part 1.4 (B)

Infrastructure facilities	
Online Module preparation	
Software to be utilised	
Security network	

1.5 Details of Infrastructure facilities available (classroom, accommodation, training facilities) both in-house and hired (to be filled separately if applicant has both in-house and hired facilities available)

S. No.	Facilities	Details of facilities
2.	In house/ hired	
3.	Classroom facility	In-house available – Y/ N Capacity to accommodate ___ persons VC facility - Y/ N Air conditioned/ Non-Air conditioned – Y/N
4.	Accommodation facility with separate sanitary facilities for men	<ul style="list-style-type: none"> ● Single room _____ nos ● Double room _____ nos ● Shared Room _____ nos ● Dormitory _____ nos
5.	Accommodation facility with separate sanitary facilities for women	<ul style="list-style-type: none"> ● Single room _____ nos ● Double room _____ nos ● Shared Room _____ nos ● Dormitory _____ nos
6.	Teaching aids like projector, LCD TV, computer, white board etc.	
7.	Training module and material development team and capacity	
8.	Administrative team (For logistics management like coordination with States for participation, participants travel coordination, etc.)	
9.	Collaboration with local/ national and international organizations (details of organizations and nature of collaboration to be provided)	
10.	MIS, documentation, feedback and assessment facilities (details to be provided)	
11.	Exposure visit facilities (details to be provided)	
12.	Any other special facilities (details to be provided)	

PART - A

Declaration by the Applicant

I, _____ (Name), working as _____ (Designation) in _____ (Name of the organization) have been authorized to issue this certificate, certifying that:

1. We have gone through the contents of advertisement for this eligibility criterion and fulfil all the eligibility criteria as per eligibility criteria mentioned in EoI.
2. All relevant documents are enclosed with our eligibility criteria.
3. The details and contents of our eligibility criteria are authenticated and based on actual work carried out by our agency, as per record.
4. We have understood that if, in case, it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/ supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our eligibility criteria will be evaluated based on available documents in eligibility criteria.
5. We also understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

Place: _____

Signature of Authorized Signatory

Name:

Designation:

[Please affix rubber stamp]

Name of Agency

PART - B

Format for Affidavit Certifying that Entity is not blacklisted/ barred

(On a Stamp Paper of relevant value)

I M/s _____, (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/ director(s) are not barred or blacklisted by Central Government or any State Government/ Department/ Agency/ PSU in India from participating in Project/ either individually or as member of a Consortium as on _____.

2. We further confirm that we are aware that, our bids for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the short listing/ selection process dated this _____ day of _____ 20 _____

Name of the Agency: _____

Signature of authorized signatory

Name:

Designation:

PART - C

Format for Anti-Collusion Certificate

(On the letter head of the Agency)

We hereby certify and confirm that in the preparation and submission of our proposal for the Assignment “Key Resource Centre for National Jal Jeevan Mission”, we have not acted in concert or in collusion with any other Agency or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant proposal.

Date: _____

Signature of Authorized Signatory

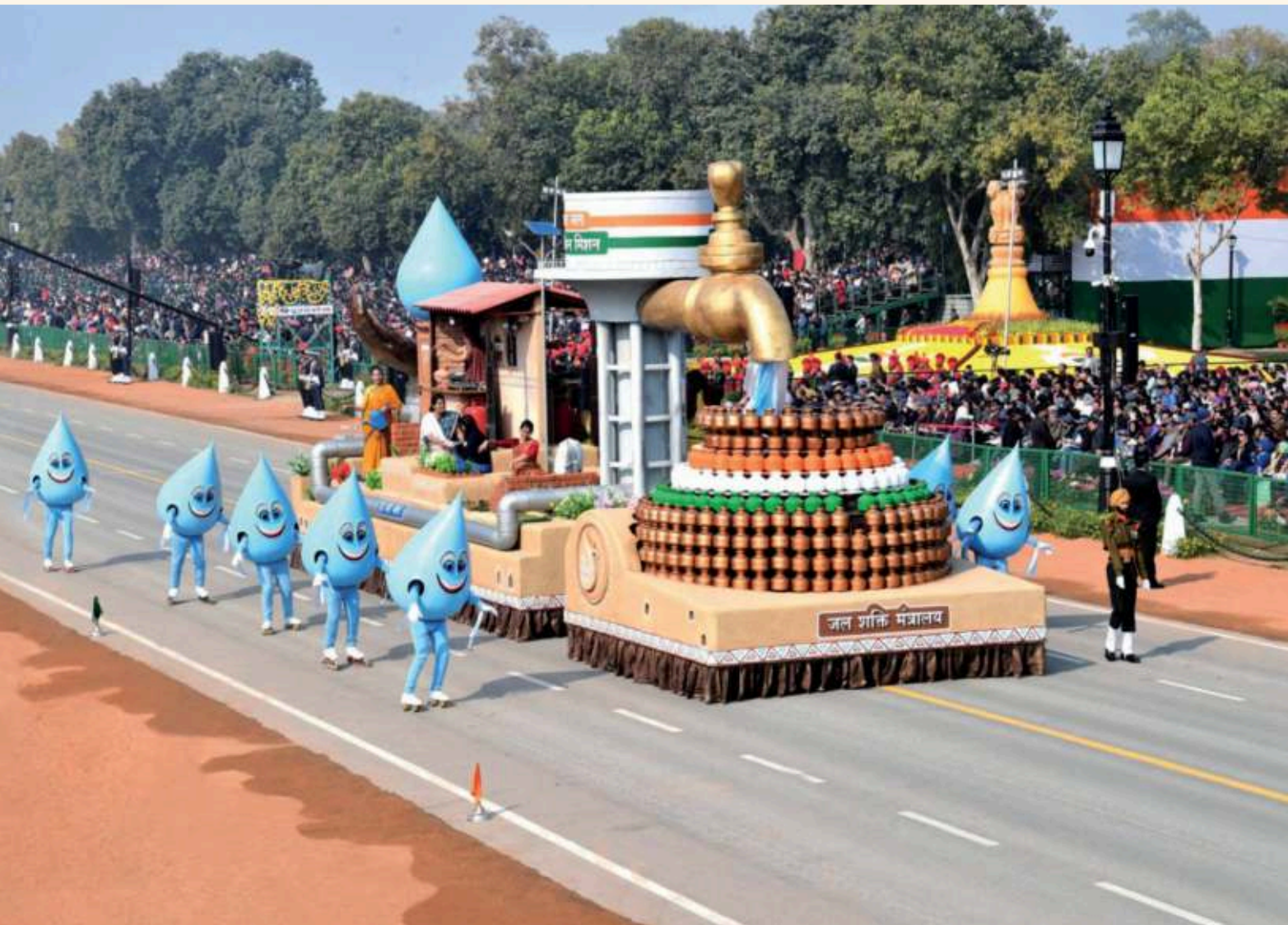
Name:

Designation:

[Please affix rubber stamp]

Name of Agency

Jal Jeevan Mission



Best Tableaux Republic Day Parade 2020 on Jal Jeevan Mission

Har Ghar Jal



Har Ghar Jal
Jal Jeevan Mission

Building Partnership

Changing Lives



National Jal Jeevan Mission
Department of Drinking Water & Sanitation
Ministry of Jal Shakti
Government of India

4th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodi Road, New Delhi 110 003



Jal Jeevan Mission, India



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