

PRE-PROPOSAL CLARIFICATION

EMPANELMENT OF CONSULTING AGENCIES TO UNDERTAKE THIRD PARTY EVALUATION OF DIFFERENT SCHEMES

EOI No: 18/PPOMU/24-25, Date of Issue: 29.06.2024

Issue of Pre-Proposal Clarifications : 19.07.2024

SL. No.	Page Number/ Section of the EOI Document	Current Provision of the EOI	Queries from the Bidder	Clarifications
1	Pg. 4, APPLICANT DATA SHEET	Proposal Due Date 07.08.2024 up to 5.00 PM. Opening of Technical Proposal 07.08.2024 at 11.30 AM.	Kindly confirm date & time of the Opening of Technical Proposal.	Proposal Due Date: 07.08.2024 up to 5.00 PM. Opening of Technical Proposal: 08.08.2024 at 11.30 AM.
2	EOI Notice (Cover page)	The tentative schedule under the selection process is: 1. Date of Issue of EOI - 29.06.2024 2. Proposal Due Date - 07.08.2024 up to 5:00 PM 3. Opening of Technical Proposal - 08.08.2024 at 11:30 AM 4. Notification of Final Empanelment List - 30.08.2024	Given the tentative schedule provided, please clarify if the bidders need to submit an Empanelment document/Eoi or a Technical proposal.	Only Eoi for empanelment.
3	Section 2, Page 9	The applicant shall be a single entity to participate in the selection process. Any form of Consortium or Joint Venture is not allowed. Applicants are required to meet the following eligibility requirement to be considered for participation in the selection process. Proposals of only those applicants, who meet the prescribed conditions of eligibility, will be considered for empanelment. Client shall evaluate the proposal with respect to the information and supporting documents furnished by the applicants	The agency is an international consulting firm that doesn't have any operating offices in India. We have 8 offices globally, 3 of which are in Asia. Thus, would it be possible to submit our technical and financial proposal via email? We can password protect it to ensure our confidentiality.	• Applicant fulfilling the conditions of the eligibility as mentioned at Section 2: Information to the Applicants / Clause No. 5 of the EOI are eligible to participate in the selection process. • Submission of the proposal will be accepted as per the terms and conditions of the EOI as mentioned at Section 2: Information to the Applicants / Clause No. 10.

4		The applicant shall be a single entity to participate in the selection process. Any form of Consortium or Joint Venture is not allowed.	We request you to kindly allow consortium/sub-consultants during the RFP stage as the scope involves a wide range of impact assessment tools and methodologies.	No change. The existing EoI terms and condition will prevail.
5			We understand that while we are submitting this empanelment as a single entity, in case, there is a large-scale field-based survey, we will be allowed to on-board a survey agency partner with us.	RFP stage will determine the mode of implementation of the study.
6	Pg. 11, Eligibility Condition, C Specific Experience	Must have successfully completed 5 assignments of similar nature like Concurrent Evaluation, Impact Assessment, Rapid Assessment, Process monitoring/evaluation, Baseline survey, Mid-Term evaluation, End-Line Evaluation) in any sector (as listed in Section 3: Terms of Reference) (having contract value $\geq$ Rs. 15.00 Lakh and duration $\geq$ 3 months) under Central / State Govt. / External aided funding agencies /Autonomous bodies operating under Government administrative control / International and National organisations during the last 5 financial years (2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) Documentary Evidences : Copies of Work Order / Contract Document from the previous contracting authority with all relevant information	Please clarify whether Specific Experience is for all the Categories or for Individual Categories as per Scope of Work mentioned in the EOI.	The applicant must have completed minimum 5 assignments of similar nature in any sector to be eligible for empanelment as mandated in the EoI. This provision may be read in conjunction with Tech-6 (Assignment Details). Thus, the bidder may provide list of all eligible projects carried out between 2019-20 and 2023-24 under Tech-6.
7			We request for considering projects started/ completed in last 10 financial years starting from 2014-15 to 2023-24. We understand that the Specific Experience of each Bidder will be assessed based on an evaluation/ scoring criteria and differential marks will be accorded. Kindly provide a) defined evaluation/scoring criteria and b) minimum qualifying marks.	A. No Change. The existing EoI terms and conditions will prevail. B. It's clearly mentioned in the EOI that a bidder is required to have successfully completed at least 5 assignments of similar nature (Clause 5, Section 2).
8			Please clarify National and International Organisations and share list of such organisations	Assignments of any reputed national and international organisations shall be considered.

9			Our organisation having relevant experience in between 2011-2015. We have carried out baseline survey, impact assessments, mid-term assessment for different development projects and various agencies. Are we eligible to apply?	No. Only those applicants who fulfil the prescribed “conditions of eligibility” (Section: 2 / Clause 5 – Eligibility Conditions) are eligible to participate in the empanelment process.
10			We would request to also include research or thematic studies like Rapid Evidence Mapping, Systematic Review, Meta-Analysis studies etc.	No change. The existing EoI terms and conditions will prevail.
11			1. Does each assignment need to have a contract value $\geq$ Rs. 15.00 Lakh or jointly the 5 assignments need to have the contract value $\geq$ Rs. 15.00 Lakh? 2. Can on-going projects with contract value $\geq$ Rs. 15.00 Lakh and duration $\geq$ 3 months, be included in the list of assignments undertaken?	1. Each assignment of similar nature having contract value $\geq$ Rs. 15.00 Lakh and duration $\geq$ 3 months. 2. No. Only completed assignments will be taken into consideration.
12			Requesting to consider the following change: Copies of Work Order / Contract Document from the previous contracting authority or Client Letter with all relevant information.	No change. The existing EoI terms and conditions will prevail.
13	Pg. 11, Eligibility Condition, D Financial Capacity	Must have an average financial turnover of Rs. 1.00 Cr from consulting business only during the last 3 financial years (2020-21, 2021-22 and 2022-23). This condition is not applicable in case of Universities, Academic Institutions and Centre of Excellence.	Request to keep the average minimum annual turnover as Rs.300 Cr. from consulting business only during the last 3 financial years (2020-21, 2021-22 and 2022-23) to ensure participation of financially capable bidders.	No change. The existing EoI terms and condition will prevail.
14			Requesting to revise the average financial turnover as follows: Must have an average financial turnover of Rs. 10.00 Cr from consulting business only during the last 3 financial years	No change. The existing EoI terms and conditions will prevail.

			(2020-21, 2021-22 and 2022-23). This condition is not applicable in case of Universities, Academic Institutions and Centre of Excellence.	
15	Pg. No. 4: 9. Mode of submission	Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be outrightly rejected.	Please allow us to submit through hand-delivery.	Submission of proposal through "Hand delivery" is not allowed.
16	Section 1: Letter of Invitation Page 6	The proposal must be delivered at the specified address as per the information provided in the Applicant Data Sheet (Sl.no. 10) by Speed post / Registered Post / Courier only. The Client shall not be responsible for postal delay or any consequences. Proposal submitted through any other mode will be rejected.	Does the consultant organisation need to register online at any procurement website to be eligible for submission of the proposal?	No
17	Section 2 on "Information to the Applicant", Point no. 6 on "Documents / Formats needs to be submitted along with Technical Proposal" at page no. 12	Bullet no. 6 of point no. 6 says that the bidders must submit the "Copies of IT Return for the last three Assessment Years (2021-22, 2022-23 and 2023-24)".	Our organization, headquartered in France with over 30 years of experience in executing the similar assignments. We also have a registered branch office in India that has been operating for the past two years. We would like to clarify if providing the IT Return of our head office, which includes consolidated figures of the India branch office, would be considered valid and meet the evaluation criteria as "Pass." Kindly confirm.	Applicant fulfilling the conditions of the eligibility as mentioned at Section 2: Information to the Applicants / Clause No. 5 of the EOI are eligible to participate in the selection process.

18	Section 2 on "Information to the Applicant", Point no. 6 on "Documents / Formats needs to be submitted along with Technical Proposal" at page no. 12	Bullet no. 8 of point no. 6 says that bidders must submit the "Copies of audited financial statement for the last three financial years of 2020-21, 2021-22 and 2022-23 (TECH – 3)".	Our organization, headquartered in France with over 30 years of experience in executing the similar assignments. We also have a registered branch office in India that has been operating for the past two years. We would like to clarify if providing the audited financial statements of our head office, which includes consolidated figures of the India branch office, would be considered valid and meet the evaluation criteria as "Pass." Kindly confirm.	Applicant fulfilling the conditions of the eligibility as mentioned at Section 2: Information to the Applicants / Clause No. 5 of the EOI are eligible to participate in the selection process.
19	Pg. 14, 13. Conflict of Interest and 14. Disclosure	13. Conflict of Interest: Conflict of Interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible Applicant; (ii) agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The Applicants have to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of empanelment. 14. Disclosure: a. Applicants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Applicant or termination of its contract.	It is assumed that the conflict-of-interest clause will be applicable to the engagement team only, Please Clarify. Further, with respect to disclosing any potential conflict, it is requested to please clarify if "All confirmations shall be provided as on the current date as per our risk management procedures, to the best of our knowledge."	The conflict-of-interest clause will be applicable to the agency/ies applying for the empanelment process. The declaration in respect of potential conflict of interest shall be disclosed by the Applicant as on date as mandated in the Eoi.

20	Information to the Applicants 18. Legal Jurisdiction – page no. 15	All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.	We request for considering Kolkata as place of arbitration for dispute resolution.	No change. The existing EoI terms and conditions will prevail.
21	Information to the Applicants 22. Termination of Empanelment – page no. 17	Any Empaneled agency / entity may withdraw from the panel at any time by giving one month's advance notice in writing to Finance Department. However, any ongoing assignment(s) must either be completed to the satisfaction of the administrative department / implementing agency or the full contract cost should be refunded before such withdrawal prior to any advance notice.	We request you to modify the clause as below: "Any Empaneled agency / entity may withdraw from the panel at any time by giving one month's advance notice in writing to Finance Department. However, any ongoing assignment(s) must either be completed to the satisfaction of the administrative department / implementing agency. Further, requesting to add following clauses: "The Consulting Agency may suspend or terminate the Agreement, by not less than thirty (30) days in case client does not make the payment to the Consulting Agency" "The Consulting Agency may terminate this Agreement by a written notice to client if Consulting Agency determines that a law, regulation or anything having similar import, or a circumstances (including cases where client's ownership or constitution has changed), makes the Consulting Agency performance of the Contract impermissible or in conflict with independence or professional rules applicable to Consulting Agency"	No change. The existing EoI terms and conditions will prevail.

22	Pg. 20, SCOPE OF THE ASSIGNMENT	The Government Schemes may be categorized into four broad sectors, namely a) general services sector, b) social services sector and c) economic services sector d) cross cutting areas as described below.	Please clarify whether separate EOI response to be submitted for different Categories or Single EOI response mentioning all the Categories	A single EOI has to be furnished by the Applicant in response. The sector-wise past assignment details has to be furnished as per the prescribed format at TECH-6 along with the Eoi.
23	Terms and Reference Introduction, Page no. 19	Under this evaluation mandate, the Government of Odisha shall undertake baseline surveys, mid-term evaluations, end-term evaluations, concurrent evaluations, process evaluations, rapid assessment and impact assessments of Central and State-funded schemes as the case may be.	Framework developed by Planning & Convergence Department provides a comprehensive list of Indicators for each Central and State funded schemes. • Are there any other output and outcome indicators identified which the Consultant can leverage for evaluation? • Since 'Concurrent Evaluation' considers both process and outcome indicators, please clarify: Whether any process indicators have been developed by the Government of Odisha to evaluate schemes? • Are there any specific group of beneficiaries that the department is aiming to study? • What would be the tentative duration for undertaking concurrent evaluation?	While responding to specific RFPs, it is the responsibility of the bidder to propose study approach and methodology as part of technical proposal submission. Study indicators and analysis framework forms a part of the technical proposal of the bidder at the RFP Stage.
24	Terms and Reference Introduction, Page no. 19	The empaneled agencies will work closely with the concerned Administrative Departments / stakeholders to design and implement evaluation programmes, using a range of methodologies and tools	Requesting to provide a comprehensive list of expected methodologies and tools. This will help us be prepared for bidding at the RFP stage.	It is the responsibility of the bidder to propose the required methodologies and tools in response to specific RFPs.

25	Terms and Reference Introduction, Page no. 20	The duration of normal evaluation studies shall generally range from four (4) to six (6) months. In case of rapid assessments, the duration may be from two (2) to three (3) months.	Please confirm whether there is any option to extend the duration of evaluation for longitudinal data collections to track outcomes over a longer period?	The duration of the evaluation studies ranges from 4 to 6 months. However, administrative department / implementing agencies may finalise the duration as per their requirements.
26	Scope of assignment, Page no. 20	The Government Schemes may be categorized into four broad sectors, namely a) general services sector, b) social services sector and c) economic services sector d) cross cutting areas as described below	Please clarify if team members in each category can overlap with other categories or if we are looking for exclusive team members for each category within the four broad sectors.	Depending on the requirements of the specific studies and time requirement of the key professionals, the bidder need to exercise due professional judgement for deploying key professionals in overlapping assignments without compromising the quality of the assignment.
27	Scope of assignment Page no. 20	The empaneled consulting agencies will be responsible for: conducting evaluations, impact assessments, baseline surveys, using qualitative and quantitative methods including conducting inception workshop, submitting inception report, designing survey instruments and pilot testing the same, data collection, data processing, data scrutiny, data validation, data analysis of all collected data, report preparation, conducting study sharing workshop and submitting the final report.	Please clarify if there are any specific data management system and data sharing platforms are recommended for storing, processing and sharing of the data collected?	It is the responsibility of the bidder to propose the same in response to specific RFPs.
28	Scope of assignment Page no. 21	The empaneled consulting agencies will be responsible for adhering to scientific procedures of data collection and ensuring that the data is complete, valid, relevant and appropriate to the study objectives and instruments.	Please Confirm whether the Empaneled Agencies need to follow any specific guidelines for scientific method of data collection and validation.	It is the responsibility of the bidder to propose the same in response to specific RFPs.

29	Section 3: “Terms of Reference”, Page no. 21	A typical assignment will involve key personnel like a Project Manager, Sector/Domain Expert(s), Research Methodology Expert(s), Documentation Expert(s), Monitoring & Evaluation Expert(s), and MIS-cum-Data Analysis Expert(s). Besides, it also involves Field Supervisor(s) and Investigator(s). The number of key personnel for a particular study and their specific responsibilities shall be outlined in the subsequent RFP stage by the Administrative Department / Implementing Agency / Stakeholders for that study.	As per our understanding, CVs of experts needs to be given at the time of specific RFP. Please confirm if our understanding is correct. Further, if the CVs of expert needs to be given at the EOI stage itself, kindly add the qualifications and experience required for the experts.	Yes. It is not required to submit any CVs at this stage.
30			Though we have in-house expertise to execute this assignment however, we understand that this type of services required domain experts having specific knowledge about the sector/scheme. Therefore, we request for the clarification, can we propose a mix of our in-house employee as well as subject matter experts working as an individual consultant.	The requirement of Key Personnel for the study will be clarified during the RFP Stage.
31	Section-3-Terms of reference- Scope of Assignment, Pg#20	Category B – Social Services Sector: General education, technical education, sports and youth services, art and culture, health and family welfare, water supply, sanitation, housing and urban development, information and broadcasting, welfare of SCs, STs and OBCs, labour and labour welfare, social welfare, and nutrition	Is it permissible to submit an Expression of Interest (EOI) in the Social Services category B?	Yes, provided the agency meets all eligibility criteria as specified in the EOI.
32	Pg. 21, DELIVERABLES AND TIME FRAME	The detailed list of deliverables and exact timelines with regards to a particular assignment shall be shared by the Administrative Department with the empanelled consulting agencies as part of the scope of the study.	Please clarify whether Delivery and Time frame is for all the Categories or Category wise or for Departmental wise	Specific deliverables and time frame provided in the EOI is indicative. However, these will be finalized during floating of RFP by concerned government departments/agencies.

33	Payment Terms and Schedule Page No. 21	The payment schedule of the consulting agency on the award of the contract shall be linked to the deliverables of the study. Provided below is an indicative breakup of the payment schedule. The actual break-up shall be shared as part of the RFP of the assignment.	Significant effort and time will be invested during preparation of Inception Report and drafting the study report. Hence it is requested for making 30% payment on submission of Inception report and 50% on submission of Study Report and keep 20% for the last phase	This is an indicative payment schedule. The actual payment schedule will be finalised during the RFP stage depending upon the demands of the study and requirements of the administrative department / implementing agencies.
34			Do you also have a budget capacity for this assignment that you can share with me? This would create a better visualization of the number of consultants, their working days, and travel (if needed) for the assignment.	Reasonable Budget Estimate proposed for the assignment is non-disclosure in nature.
35		The payment schedule of the consulting agency on the award of the contract shall be linked to the deliverables of the study. Provided below is an indicative breakup of the payment schedule. The actual break-up shall be shared as part of the RFP of the assignment.	Please clarify whether Payment terms and schedule is applicable is for all the Categories or Category wise or for Departmental wise	The breakup of the payment terms and schedule is an indicative one. Actual payment schedule will be provided during the RFP stage.
36	Additional Request	-	The EOI document does not provide any legal terms and conditions or contractual obligations. Requesting to clarify the legal clauses viz. limitation of liability, termination rights, confidentiality etc. prior to empanelment. We propose to incorporate the following clause: "Notwithstanding anything contained in the contract, Client agrees that the Consulting Agency shall not be liable to Client, for any losses, claims, damages, liabilities, cost or expenses ("Losses") of any nature whatsoever, for an aggregate amount in excess of the fee paid	The legal terms, implications and contractual obligations will be clarified during the RFP stage which is to be floated by the concerned administrative department / implementing agency.

			under the contract for the services provided under the contract, except where such Losses are finally judicially determined to have arisen primarily from fraud or bad faith of the Consulting Agency. In no event shall the Consulting Agency, be liable for any consequential (including loss of profit and loss of data), special, indirect, incidental, punitive, or exemplary loss, damage, or expense relating to the services provided pursuant to this Contract.”	
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