

GOVERNMENT OF MEGHALAYA  
OFFICE OF THE CHIEFENGINEER, PHE MEGHALAYA  
& MISSION DIRECTOR, JAL JEEVAN MISSION (JJM)  
SHILLONG

E-mail - [cephe.meghalaya@gmail.com](mailto:cephe.meghalaya@gmail.com)

No.MD/JJM/ISA/13/2020-21/1

Shillong, dated 21<sup>st</sup> July 2020

Detailed Notice Inviting Expression of Interest (EOI) or empanelment of the Implementation Support Agencies (ISAs) under JalJeevan Mission (JJM)

Notice for Expression of Interest

Detailed Notice Inviting Expression of Interest (Eol) for Empanelment of Implementation Support Agencies (ISAs) to support the GP/ VWSCs of Meghalaya in implementation of Jal Jeevan Mission (JJM).

Sealed offers are invited for the above mentioned work in the office of the ChiefEngineer, PHE Meghalaya-cum- Mission Director (JJM), Lower Lachumiere, Shillong-793001 on or before 21-8-2020 upto 15.30PM.

The submission of proposal by a consultant / organisation implies that he has read the detailed Eol and all other documents. The detailed Eol is available on Department's web site [www.megphed.gov.in](http://www.megphed.gov.in)

*Handwritten signature*  
21/7/2020  
Chief Engineer, PHE Meghalaya  
Cum  
Mission Director(JJM),  
Lower Lachumiere  
Shillong-793001

GOVERNMENT OF MEGHALAYA  
OFFICE OF THE CHIEFENGINEER, PHE MEGHALAYA  
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No.MD/JJM/ISA/13/2020-21/1

Shillong, dated 21<sup>st</sup> July 2020

**Detailed Notice Inviting Expression of Interest (EOI) for empanelment of the Implementation Support Agencies (ISAs) under Jal Jeevan Mission (JIM)**

The Chief Engineer, PHE Meghalaya-cum- Mission Director, Jal Jeevan Mission (JIM), on behalf of State Water and Sanitation Mission (SWSM), intends to empanel Implementation Support Agencies (ISAs) under Jal Jeevan Mission (JIM) for enhancing community and village level institutional capacity for efficient planning, execution, monitoring and O&M in various villages of Meghalaya.

Interested eligible organizations may submit sealed offer in prescribed format along with necessary certificates and documents. All eligible organizations are requested to submit their Expression of Interest (Eoi) in a sealed envelope captioned "Empanelment of Implementation Support Agencies (ISAs) under Jal Jeevan Mission (JIM) in Meghalaya" to The Chief Engineer, PHE Meghalaya-cum-Mission Director (JIM), Lower Lachumiere, Shillong-793001 on or before 21-8-2020 upto 15.30PM.

The detailed Eoi is available on Department's web site [www.megphed.gov.in](http://www.megphed.gov.in)

  
Chief Engineer, PHE Meghalaya  
Cum  
Mission Director(JIM),  
Lower Lachumiere  
Shillong-793001

## **Detailed Notice Inviting Expression of Interest (EOI) for empanelment of the Implementation Support Agencies (ISAs) under JalJeevan Mission (JJM)**

### **1. Introduction:**

The Government of India has recently launched Jal Jeevan Mission (JJM) which aims at providing Functional Household Tap Connection (FHTC) to every rural household by 2024. The program focuses on safe drinking water supply service delivery of 55 LPCD at household level throughout the year. Community ownership and engagement in all phases of program (i.e. planning, implementation and (O&M) is the fulcrum of the mission to ensure long term sustainability.

Enhancing community and village level Institutional capacity for efficient planning, execution, monitoring and (O&M) is an important task. Hand holding of community and village level institutions throughout the project cycle is crucial for achieving desired results.

Considering the quantum of works, its spread and constraints of time, the Government has decided to empanel Implementation Support Agencies (ISAs) to support the GP/ VWSCs in implementation of JJM. One organization will be initially allotted a cluster of 40-60 villages; each ISA would be responsible for the entire project cycle of maximum 18 months in 40-60 villages at a time. Depending on the requirement of each district and based on the performance of ISA, the next set of 40-60 villages will be given either to the same agency or to a different agency.

Meghalaya PHED (MPHED), on behalf of State Water and Sanitation Mission (SWSM), invites Expression of Interest (EOI) for empanelment of the Implementation Support, Agencies (ISAs) to indicate their interest in providing these services. The agencies have to provide required information in the attached format with all supporting documents for all the credentials claimed. Empanelment shall be done on the basis of experience, available human resources and financial capacity in the related field. This empanelment is valid for 3 years which can be extended depending upon the requirement of these services.

### **2. Details and need of ISA**

NGOs/ VOs/ women SHGs/ CBOs/ Trusts/ Foundations /Firm/Company will be referred as ISAs and will play critical role as partners in mobilizing and engaging the communities to plan, design, implement, manage, operate & maintain in-village water supply infrastructure. DWSSM will engage ISAs from the empanelled ISAs enlisted by SWSM.

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

Depending on the requirement of the district and based on the performance of ISA, next set of 40-60 villages will be given either to the same agency after four to six months or engage a different ISA. In a district, there could be many ISAs depending upon the need of work to be done and requirement of handholding support. Planning should be done in such a manner that Jal Jeevan Mission is implemented in mission mode and all villages of the districts are covered with FHTCs to all rural households by December 2022.

ISA will facilitate women participation at all levels of planning, implementation, management, community contribution, operation and maintenance of in-village water supply systems. For delivery of results, SWSM/DWSM will provide financial support to ISA to engage a team comprising of 6-8 members and conduct project activities. Once an ISA is selected by DWSM, it has to prepare the action plan for the villages that it has been allotted for the entire scheme cycle with the help of PHED clearly specifying the quarterly target/outputs. This plan will be in-line with the scheme cycle suggested by SWSM. Payment to ISA will be linked to the time schedule and outputs on a quarterly basis and will be done by DWSM/SWSM. The payment to ISA would be made from support funds.

### **3. Objectives and broad functions of ISAs.**

The objectives of empanelling ISAs are as follows-

- i. To facilitate constitution of sub-committee of Gram Panchayat, i.e. VWSC and arrange/build capacities for its functionaries;
- ii. To provide handholding support to the Gram Panchayat and VWSC, etc. in all the functions mandated in JJM guidelines para 5.4 inter alia includes opening bank accounts, mobilization of community contribution, O&M arrangement, organizing Gram Sabha, organizing meetings of sub-committee, facilitating resolution in Gram Sabha and acceptance of village scheme, facilitating sanitation and grey-water management activities, etc.;
- iii. To conduct need assessment of FHTCs and motivate village communities to have FHTCs;
- iv. Act as coordination platform between DWSM and VWSC;
- v. By using Participatory Rural Appraisal (PRA) tools for community mobilization and carry out needassessment
- vi. To assist the community in water campaigns initiated by Government of India/ State Government
- vii. To build awareness on various aspects of water such as rain water harvesting, artificial recharge, water quality, water-borne disease, water saving, water handling, drinking water source augmentation/ sustainability aspects, etc.;
- viii. To document and upload success stories from villages;
- ix. To ensure wall-paintings are done at the proper places in villages;
- x. To Carry out Social Behavioral Change Communication (SBCC) activities.

#### **4. Scope of work**

The scope of work for the ISAs, for 12 to 18 months in a cluster of 40 to 60 villages is as follows

##### **Pre-planning phase**

- Re-verification and firming of the baseline data for household tap connections
  - Collection of household level data regarding FHTCs
  - Entry of the data as per government guidelines with support from District/Block appointed Government nodal officer
- Work closely with District administration to strengthen VWSC and drinking water user groups as required.
- Community mobilization for taking up tap connections
  - Make home visits, corner meetings, campaigns, demonstrations etc. for creating willingness for tap connections
  - Assess the status of household connections, current water supply arrangements and issues related to water supply such as quality, quantity, and sustainability.

##### **Planning phase**

- Capacity building of Gram panchayat and VWSC functionaries.
- Support the VWSCs/ GP Body for
  - Peoples' familiarization with the objectives of JJM in coordination with PHE department
  - GP resolution for taking up JJM in village
  - Collection of secondary data related to household drinking water supply, water conservation and available sources
  - Need assessment of FHTCs and motivate communities to have FHTCs
  - Preparation of VAP through participatory approach and using standard template and consolidation of plans
  - Option selection and finalization
  - Facilitating the process of gift deed for land availability
  - Facilitating resolution in Gram Sabha and acceptance of village scheme (VAP)
  - Organizing meetings of sub-committee
  - Opening bank account of VWSC
  - Determination of community contribution and its deposition in the bank account as per the instruction from PHED in time bound manner as decided by Department.
  - Mobilization of community contribution, O&M account as per the instruction from PHED, GoM and associated Government of India orders.
  - Community mobilization for participation in decision making, willingness for FHTCs, monitoring of works, involvement of women
  - Ensuring equitable distribution of drinking water in communities.
  - Ensure water quality testing using Field Test Kits (FTKs), periodic testing at laboratories & disseminate the same among community and undertake sanitary inspection.
  - Geo-tagging of assets
  - Create and maintain register for accounts (Cash book)
  - Fixing & collection of O&M costs/ water tariff
  - Identification of local technological solutions and human resources

## **Implementation phase**

- Mobilize community engagement for construction of in-village infrastructure including source strengthening, grey water reuse, water conservation measures, etc.
- Provide support for convergence of JJM activities with ongoing schemes to augment funds and enhance water resources in terms of quality, quantity and longevity /sustainability
- Conduct various capacity building programs for VWSCs to enable them to carry out the assigned responsibilities of JJM implementation in an effective and sustainable manner
- Design and implement specific IEC tools based on the ground learnings and support the GP in its implementation
- Build awareness on various aspects of water such as rainwater harvesting, artificial recharge, water quality, water-borne disease, water saving and judicious use of water, water storage and handling, drinking water source augmentation/ sustainability aspects, etc.
- Support during third party inspection and certification before payment to the executing agency
- Reporting and feedback to the district about progress and issues if any
- Assist the community in water campaigns initiated by GoI/State government.
- Geo-tagging existing and new assets.
- Tariff collection/ gap analysis and support in maintaining accounts at community level for PWS scheme.

## **O&M Phase.**

- Facilitate testing and trial runs on scheme completion.
- Facilitate the process for handing over of scheme
- Provide assistance for recording water supply scheme assets details in GP registers
- Provide assistance to GP / VWSC for conducting review meeting and undertake social audit
- Identification and documentation of best practices regarding various components of JJM implementation

One organization will be initially allotted one cluster of 40-60 villages; each ISA would be responsible for the entire project cycle of maximum 18 months in 40-60 villages at a time. Depending on the requirement in the district and based on the performance of ISA, next set of 40-60 villages will be given to them after four to six months or engage another ISA. One ISA will be eligible to work in maximum 3 clusters. The organization will be open to inspection by an officer/ third party agency authorized by the Department.

### Prerequisites of ISAs:

- i.) Separate bank account to receive financial assistance will be opened by the organization.
- ii.) Working in rural drinking water sector should reflect in their Memorandum of Association as one of the activities
- iii.) The organisation will be open to inspection by an officer/ third party agency authorized by the Department.

### 5. HR requirements for cluster of 40-60 village:

An ISA may have multiple teams working across the State. Each team will comprise of the following members:

**Table 1: Proposed positions and key qualifications**

Sr No.	Position	Number of posts	Key qualifications
1.	Project Manager	1	Post-graduation in Social Development (MA Sociology, MSW, MBA HRD) or graduation in any Engineering branch with a minimum of 3 years' experience in Rural Development, Social Development, community based Water supply and Sanitation Schemes
2	Sr. Sociologist (IEC/CB)	1	Post-graduation in Social Development (MA Sociology, MSW, MBA HRD) or relevant field with 3 years, experience in IEC, capacity building and Human resource management
3	Civil/ Environmental Engineer	1	Civil Engineer or environmental engineer (degree / diploma) with 2 / 3 years' experience in community- based water supply/ NRM/Sanitation
4	Field Facilitators	4 (May increase 1 field facilities per 15 additional villages up to total 6 field facilitators)	Graduation/ Post-graduation in Social Work or relevant field with 2 years' experience in community development activities for water supply and sanitation. Knowledge of participatory Tools is necessary.
	Total	7	

## 5.0 Deliverables and payment terms

Following are the key performance indicators of ISAs' work and the relevant payment terms.

**Table 2: Phase wise activities, deliverables and payment terms**

Sl No.	Phase	Activities	Deliverables	Payment Structures
1	Pre-planning phase (2 months)	Team formation and other administrative arrangements by the ISA	<ul style="list-style-type: none"> <li>○ Submission of an Inception Report detailing the names and CVs of personnel deployed by the ISA, responsibilities assigned to each of the personnel, physical and administrative arrangements set up by the ISA</li> <li>○ Collection of baseline data of all households in the assigned villages and its entry in the online database</li> <li>○ Formation of VWSCs/ drinking water user groups in all assigned villages.</li> <li>○ Willingness and applications of households for taking up tap connections</li> </ul>	20% of total
		Re-verification and firming of the baseline data for household tap connections <ul style="list-style-type: none"> <li>○ Collection of household level data regarding FHTCs</li> <li>○ Entry of the data as per government guidelines</li> </ul>		
		Facilitate constitution of VWSC/drinking water user Groups		
		Community mobilization for taking up tap connections <ul style="list-style-type: none"> <li>○ Make home visits, corner meetings, periodic campaigns, demonstrations etc. for creating willingness for tap connections</li> </ul>		
2	Planning phase (3 months)	Trainings conducted for Gram Panchayat and VWSC functionaries from all assigned villages on <ul style="list-style-type: none"> <li>○ Role and Responsibility of VWSC and GP in JJM Participatory Rural Appraisal</li> </ul>	<ul style="list-style-type: none"> <li>○ Submission of first progress reports</li> <li>○ Reports of training conducted for Village and VWSC Functionaries</li> </ul>	35 % of total
		Secondary data sheet filled in for all assigned villages.		
		Village Action Plans prepared in the assigned villages and reports submitted to the block (along with Gram Sabha resolution)	<ul style="list-style-type: none"> <li>○ Village Action Plans (VAP) prepared in all the assigned villages and reports submitted to the block (along with Gram Sabha resolution)</li> <li>○ Amount of community contribution deposited in the bank account</li> <li>○ Reports of community mobilization activities conducted in the villages</li> </ul>	
		Availability of bank account for water supply		
		Community mobilization activities conducted in all assigned villages for <ul style="list-style-type: none"> <li>● Participation in decision making</li> <li>● Willingness for FHTCs</li> <li>● Community contribution</li> <li>● Water saving, judicious use of water</li> <li>● Water storage and handling o Women participation</li> <li>● Equitable distribution and social inclusion</li> </ul>		
		Finalization of community contribution amount		
		Deposition of community contribution in the bank account		
		Geo-tagging of assets		
		Support for updating account registers and other relevant registers		
		Ensure availability of the material and skilled technicians for taking up tap connections		



3	Implementa tion phase (10 months)	Trainings conducted for Gram Panchayat and VWSC functionaries from all assigned villages on <ul style="list-style-type: none"> <li>○ Rainwater Harvesting</li> <li>○ Source Strengthening and Grey water Management</li> <li>○ Social Audit</li> <li>○ Sustaining ODF and ODF Plus</li> <li>○ Construction , Supervision and quality Control of PWS</li> <li>○ Geo-tagging of scheme</li> </ul>	Stage I (after 50% completion of construction works) <ul style="list-style-type: none"> <li>○ Submission of second progress report</li> <li>○ Reports of trainings conducted for Gram Panchayat and VWSC functionaries</li> <li>○ Report on progress of construction work</li> <li>○ Reports of community mobilization activities conducted in the villages</li> <li>○ Report of third-party inspection in the villages</li> </ul>	15% of total
		Finalization of activities to be done through convergence and their detailing		
		Supervision of construction of in-village infrastructure including source sustainability, grey water reuse, water conservation measures, etc.		
		Ensure whether the connections are being taken appropriately (using saddle piece and ferrule)		
4	O&M Phase 3 months	Community mobilization activities conducted for <ul style="list-style-type: none"> <li>○ rainwater harvesting</li> <li>○ artificial recharge</li> <li>○ water quality</li> <li>○ water-borne disease</li> <li>○ water saving &amp; judicious use of water</li> <li>○ water storage and handling</li> <li>○ drinking water source augmentation/ sustainability aspect</li> </ul>	Stage II (after 100% completion of construction works) <ul style="list-style-type: none"> <li>○ Submission of third progress report</li> <li>○ Reports of trainings conducted for GP and VWSC functionaries</li> <li>○ Report on progress of construction work</li> <li>○ Reports of community mobilization activities conducted in the villages .</li> <li>○ Report of third-party inspection in the villages</li> </ul>	5% of total
		Support during third party inspection		
		Support for updating account registers and other relevant registers		
		Trainings conducted for Gram Panchayat and VWSC functionaries from all assigned villages on <ul style="list-style-type: none"> <li>○ Operation and maintenance of WS</li> <li>○ Water Quality Monitoring</li> </ul>		
		Submission of final report <ul style="list-style-type: none"> <li>○ No. of schemes handed over to the community</li> <li>○ Documentation of best practices</li> </ul>	25% of total	
	Support during handing over of the schemes			
	Handholding for O&M of the scheme			
	Documentation of best practices			

## 6. Eligibility criteria

PHE Department on behalf of State Water and Sanitation Mission (SWSM) will identify suitable ISAs working in the field of drinking water and community management, water quality, rainwater harvesting/ recharge, watershed, water resources management, capacity building and awareness generation, public health engineering and gender equality.

The eligibility criteria for the ISAs would be

- 6.1 Any NGOs/ VOs/ SHGs/ CBOs/ Trust/ Foundation/Firm/ company will be eligible for application;
- 6.2 Having Minimum 5 years'experience as a registered organization including organizations under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or a corporation registered under Section 8 Companies Act. Or, experienced Self-Help Groups (SHGs) within districts;
- 6.3 The organization should be a not-for-profit organization or use its profits, if any, or other income in promoting charitable objectives; in this regards agency has to submit an affidavit.
- 6.4 Having At least 5 years work experience and should have completed at least one project of minimum INR 5 lakhs funded from central or state government/department in the field of drinking water and community management, water quality, rainwater harvesting/ recharge, watershed, water resources management, capacity building and awareness generation, public health engineering and gender equality;
- 6.5 Agency should have minimum average turnover 10.00 Lakh during last three financial years and must be able to provide last three years duly audited and properly maintained accounts, audit reports and income tax return and Annual Report;
- 6.6 The organization needs to provide proper work experience certificate from the donor/Government agency for which they are submitting technical experience. The financial outlay of the project undertaken by agency will be triangulated with accounts statements and then only considered for technical qualification. Organization expected to carefully submit the valid documents on experience certificate and funding. If the documentation is not up to the mark the organization will not be considered for further process of empanelment engagement.

## **7. Evaluation process for empanelment**

MPHED invites Expression of Interest (EOI) for empanelment of the Implementation Support Agencies (ISAs) to indicate their interest in providing these services. The agencies have to provide information in the attached format with all supporting documents for all the credentials claimed. Empanelment shall be done on the basis of experience, available human resources and financial capacity in the related field. This empanelment is for 3 years which can be extended depending upon the requirement of these services. The empanelment may be terminated at any time within 3 years without assigning any reason thereof.

The EOIs will be evaluated by an evaluation committee.

- The EOI will be evaluated based on the qualification criteria as mentioned in table 3 below. Agencies scoring more than 75% marks will be eligible for empanelment.
- This EOI does not guarantee any allotment of work. This is ONLY for empanelment. Engagement will depend of requirement and qualification of agency in related contracting/engagement process.

Table 3: Evaluation criteria

No.	Criteria	Maximum Score
A	Desk appraisal*	100 marks
1	<b>Experience and capability of the organization</b>	60 marks
	Organization establishment & experience: <ul style="list-style-type: none"> <li>○ Less than 5 years: Non-qualified</li> <li>○ 5-7 years: 10 marks</li> <li>○ 7-10 years : 15 marks</li> <li>○ Above 10 years: 20 Marks</li> </ul>	20 marks
	<b>Experience and Capability of the organization:</b> <ul style="list-style-type: none"> <li>○ Relevant experience of working in the field of drinking water and community management, water quality, rainwater harvesting/ recharge, watershed, water resources management, capacity building and awareness generation, public health engineering and gender equality: 10 Marks</li> <li>○ No Relevant experience of working in the field as mentioned in the para 7 in Central/State Government/Department: 0 Marks</li> </ul>	10 Marks
	<b>Experience and Capability of the organization:</b> <ul style="list-style-type: none"> <li>○ Relevant experience of working at grass root levels for community mobilization in the field of drinking water and community management, water quality, public health engineering: 30Marks</li> <li>○ Relevant experience of working at grass root levels for co mobilization in the field of, rainwater harvesting/ recharge, water resources management, and gender equality: 20 Marks</li> <li>○ Experience of working in the capacity building and awareness generation in districts in other fields than above: 10 Marks</li> </ul>	30 Marks
2	<b>Human Resources</b>	20 Marks
	Project manager - 1 Availability of Project manager with the organization: 2 Marks Education: Post-graduation in Social Development (MA Sociology, MSW MBA HRD) or graduation in any Engineering branch: 2 marks Experience: <ul style="list-style-type: none"> <li>○ More than 5 years' experience: 6 marks</li> <li>○ 2 to 5 years' experience: 4 marks</li> <li>○ Below 2: 0 mark</li> </ul>	10 Marks

	Civil/ Environmental Engineer - 1 Availability of Civil or Environmental Engineer (degree / diploma) with the organization: 2 marks Experience:	6 marks
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	<ul style="list-style-type: none"> <li>○ More than 3 years' experience: 4 marks</li> <li>○ 1 to 3 years' experience: 2 mark</li> <li>○ Below 1: 0 mark</li> </ul>	
	<p>Sr. Sociologist (IEC/CB)- 1 Availability of Sr. Sociologist with Post-graduation in Social Development or relevant field : 2 Marks Experience :</p> <ul style="list-style-type: none"> <li>○ More than 3 years' experience: 2 mark</li> <li>○ 1 to 3 years' experience: 1 mark</li> <li>○ Below 1 : 0 mark</li> </ul>	4 marks
3	Financial capability of the organization	20 marks
	<ul style="list-style-type: none"> <li>● Annual turnover more than 25 lakhs: 20 marks</li> <li>● Annual turnover between 15 to 25 lakhs: 15 marks</li> <li>● Annual turnover between 10 to 15 lakhs: 10 marks</li> <li>● Annual turnover less than 10 lakhs: Non-qualified</li> </ul>	

Only that organization qualifies with 75% and above marks in technical qualification will be eligible for empanelment.

Note: \* kindly attach relevant documents (work experience certificates, work order, audit report CVs of key professionals etc.) along with the EoI.

## 8. Selection and monitoring

EOI submitted in prescribed format with required document and on or before closing date will be considered for empanelment process. PHED/SWSM will do the technical evaluation of all the agencies. The agency qualifies the process will be empanelled and notified by PHED/SWSM.

### 8.1 Selection process

For engagement of agency, PHED/SWSM will prepare the Rate contract by issuing "Request for Proposal" to all the empanelled agencies and agencies will apply in the required templates. The proposal will include approach, preferred target area and financial proposal. Detail engagement requirement will be part of RFP documents. Based on the lowest cost proposal, a rate contract shall be firmed up. All those organizations which shall give consent to work on this rate contract, shall be empanelled and intimated to DWSM. The villages selected under District Action Plan will be grouped under different categories of schemes as per guidelines and geography for appointment of ISAs. Each ISA can be assigned to cover 40 to 60 villages at a time in the district.

### 8.2 Monitoring process

Once an ISA is selected by DWSM, it must prepare an action plan for allotted villages for entire scheme cycle with the help of PHE Department and clearly specify phase wise outputs. This plan will be in-line with the scheme cycle suggested by SWSM.

Work of ISAs will be monitored by DWSM cell with guidance from SWSM. Monitoring of various activities proposed under the agreement and the action plan will be done on regular basis. SWSM/DWSM will use the result (Output/Outcome) based monitoring system preferable wellstructured online monitoring system. Separate agencies will be appointed if required to monitor the work done by ISAs and progress of work in their villages. Periodic meetings will be organized as per requirement where the ISAs will make a presentation of the work done. Payment to ISA will be linked to the table no. 2 presenting phase wise activities, deliverables and payment schedule.

## **9. Submission of EOI**

Interested eligible organizations may submit sealed offer for the Expression of Interest in prescribed format along with necessary certificates and documents. All eligible organizations are requested to submit the offer in a sealed envelope captioned "Empanelment of Implementation Support Agencies (ISAs) under Jal Jeevan Mission (JJM) in Meghalaya" to Mission Director JJM –cum- Chief Engineer PHE, Meghalaya Shillong, Lower Lachumiere 793001 on or before 21.08.2020 at 15.30 pm.

## **10. Empanelment Fee**

Agencies intending to participate in the offer are required to deposit empanelment fee of INR 10000/- (Rs. Ten Thousand only) through Demand Draft in the name of Chief Engineer PHE, Meghalaya Shillong. This fee will be non-refundable. Offer without this fee will be rejected. Document, not signed properly and /or incomplete bids shall be disqualified.

## **11. Instructions and Guidelines for Submission of Application Form for Empanelment.**

- 11.1 The application shall be serially page numbered and self-attested by the authorized person (s) of the firm. All pages of the documents shall be stamped & signed by the applicant. Power of Attorney of the authorized person shall be attached.
- 11.2 The application shall be submitted only as per the enclosed formats (Refer Annexure), Self-attested documentary proof(s) as asked in various forms, in respect of the details furnished in the application form shall be submitted along-with the application. Suppression of any information in this regard may lead to cancellation of empanelment of the Firm concerned, if such information comes to the notice of PHE even after empanelment.
- 11.3 The participants must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant. (A Notary attested declaration in this regard is required to be submitted)

Even if an Agency satisfies the above noted requirements, it is liable to be disqualified if it is found to have:

- a) Made a false representation in the form, statement and attachments required in the documents for this empanelment;
- b) A record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion;
- c) Been convicted by any court of law.
- d) Must not have been blacklisted by any government/ semi government department in the last three years.

- 11.4 Certified copies of work experience certificates etc. should be enclosed online with the EOI document. The certificate should be duly certified and issued by an officer not below the rank of Executive Engineer or in case of Municipal Corporation etc. by CMO. Work experience certificates self-certified by the authorized signatory of the Contractor firm shall also be acceptable.
- 11.5 All future communication/ changes/ additional information with respect to this advertisement shall be notified through website [www.megphed.nic.in](http://www.megphed.nic.in) only.
- 11.6 Since MPHED is in water supply services hence experience in water supply projects is desirable.
- 11.7 All Annexures duly completed should be submitted. Incomplete applications will be summarily rejected.
- 11.8 MPHED shall not be responsible for any delay / loss of document or incorrect filling of Application form & Annexure of the Application form. Also, MPHED shall not be responsible for delay/loss/non-receipt of filled-in Application form along-with documentary proofs sent by post.
12. MPHED reserves the right to accept or reject any or all applications without assigning any reasons. MPHED also reserves the right to call off empanelment process at any stage without assigning any reason.
13. MPHED reserves the right to verify the credential submitted by the agency at any stage (before or after the empanelment or award of work). If at any stage, any information/document submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then MPHED shall take the following action:
  - i.) Forfeit the entire amount of fee submitted by the firm.
  - ii.) Debarment of agency from tendering in MPHED or award of contract for a period upto 3 years, apart from any other appropriate contractual/ legal action.
14. The applicant shall submit an undertaking that all information submitted in EOI document is true and they have not sublet any work on back to back basis.

## Format of Application for Expression of Interest to be used by agency for ISA

### Format-1

Sl No.	Particulars	Description				
1	Name of Agency					
2	Address					
3	Registration Number and year					
4	Financial details of last three years					
	Financial Year	Turnover (Rs.)	Audit Report (Annexure Number)			
a)	2016-17					
b)	2017-18					
c)	2018-19					
	Average turnover/year					
5	Details of manpower which the agency would deploy in conducting designated activities in water and sanitation sectors					
No.	Name	Educational Qualification	Work experience in years in the fields of Water And Sanitation			Annexure Number
			IEC	HRD	OR combined experience of IEC and HRD	
a)						
b)						
c)						
6.	Self declaration by agency that it is not blacklisted for any programme by any department of central and state government					
7.	Details of IEC activities conducted in last 5 years (from 2015-16 to 2019-20) on water and sanitation.					
8.	Details of HRD activities conducted in last 5 years (from 2015-16 to 2019-2020) on water and sanitation.					
9.	Name of the organizations/departments from which grant/projects in IEC and HRD on water and sanitation have been received in last 5 years					
10.	List of physical resources/assets available with the agency					
11.	Details of any three projects/activities completed with central/state government					

### Format-2

How many years' experience does the agency have for conducting IEC activities on water and sanitation					.....Years	
Sl No.	Name of project/ programme	Name of Organisation/ Department	Cost of project/ programme	Year wise duration	Geographical work area	Key Achievements

### Format-3

How many years' experience does the agency have for conducting HRD activities on water and sanitation					.....Years	
Sl No.	Name of project/ programme	Name of Organisation/ Department	Cost of project/ programme	Year wise duration	Geographical work area	Key Achievements

### Format-4

How many years' experience does the agency have for conducting important activities/programmes other than those described in formats 1,2 and 3					.....Years	
Sl No.	Name of project/ programme	Name of Organisation/ Department	Cost of project/ programme	Year wise duration	Geographical work area	Key Achievements

### Format 5

Describe in maximum total 10 pages proposed strategy and time line of the agency to fulfill the requirements of ISA and objectives of JJM :-

Sl No.	Functions of ISA	Time Line: (MM/YY to MM /YY)
a)	To facilitate constitution of committees/sub committees/user group, etc and to build its functionaries. (Use this space to describe)	
b)	Handhold support to GP/Committees/sub committees/user group, etc, in all the functions as mandated in para 5.4 of Operational Guidelines of JJM, including:- <ul style="list-style-type: none"> <li>• Opening bank accounts.</li> <li>• Mobilization of community contribution.</li> <li>• O and M arrangements.</li> <li>• Organizing gram sabha and meetings of committee/sub-committee /user group.</li> <li>• Facilitating resolution in gram sabha and acceptance of scheme.</li> <li>• Facilitating sanitation and grey water management activities, etc.</li> </ul> (Use this space to describe)	
c)	To facilitate constitution of committees/sub committees/user group, etc and to build its functionaries. (Use this space to describe)	
d)	Need assessment of FHTC and to motivate communities to have FHTCs.	
e)	Act as coordination platform between DWSSM and VWSC/sub-committee/user group. (Use this space to describe)	
f)	Use PRA tools for community mobilization.	
g)	Assist community in water campaigns initiated by central/state	
h)	Capacity building of communities in:- <ul style="list-style-type: none"> <li>• Rain water harvesting,</li> <li>• Artificial recharge</li> <li>• Water Quality and water borne diseases</li> <li>• Handling and saving of water</li> <li>• Augmentation / sustainability of sources related aspects</li> </ul> (Use this space to describe)	
i)	Documentation and uploading success stories of villages.	
j)	Ensure wall paintings are done at proper place and in proper and uniform format in the villages. (Use this space to describe)	
k)	Carry out Social Behavioral Change Communication (SBCC) activities. (Use this space to describe)	