



GOVERNMENT OF ODISHA
GOPABANDHU ACADEMY OF ADMINISTRATION
CHANDRASEKHARPUR, BHUBANESWAR-751023

No. 294 /GAA

Date: 30/01/2023

ADVERTISEMENT

The Centre of Excellence for Result Based Management at Gopabandhu Academy of Administration, Government of Odisha, Bhubaneswar invites proposals for selection of an agency for providing Human Resources for documentation and dissemination. Following are the terms and conditions:

- Bidders designated representatives are invited to attend the Pre-Bid meeting which shall be conducted online through a Weblink in either Team or Zoom web application. The date and time of the meeting will be communicated to the bidders by the Director, CoE,GAA.
- Bidders are required to deposit Rs.1000/- (Rupees One Thousand only) towards the cost of the RFP in shape of Account Payee Demand Draft in favour of the Director General, GopabandhuAcademy of Administration, payable at Bhubaneswar from any of the scheduled commercial Banks along with the proposal.
- The proposal must be submitted to the Director General, GAA through Registered Post / Speed Post / Courier Service only.
- The link for the detailed advertisement is given on <http://www.gopabandhuacademy.gov.in/>.
- The last date for submission of the proposal is 15th February,2023.

By order of Director General


Additional Commissioner

Memo No. 295

Date: 30.01.2023

Copy along with copy of the Application from forwarded to Additional Secretary to Govt, I & PR Department for publish an advertisement in one English & Odia daily News paper.


Additional Commissioner

Memo No. 296

Date: 30.01.2023

Copy forwarded to DEO,GAA for upload the advertisement in the GAA website.


Additional Commissioner

REQUEST FOR PROPOSAL

Proposal for Selection of Agency for providing Human Resources under the requirement of Centre of Excellence for Result Based Management and Social Innovation, Gopabandhu Academy of Administration.

INDEX

S.No.	Content	Page No.
1	Datasheet for Bidder	2
2	Proposal	4
3	Background Information	4
4	Instructions for the Bidder	5
5	Criteria for Evaluation	10
6	Appointment of Service Provider Agency	15
7	Terms of References	16
8	Appendixes	21

1. Datasheet for Bidder

This datasheet comprises important facts on the RFP for quick reference of the bidder relating to provision of Human Resources to Centre of Excellence (CoE) for Result Based Management and Social Innovation, Gopabandhu Academy of Administration (GAA), Bhubaneswar for their services for documentation and dissemination of Best Practices and Innovative Projects of the Government of Odisha.

S.No		Topic
1.	Name of the Client	Centre of Excellence for Result Based Management and Social Innovation, Gopabandhu Academy of Administration.
2.	Method of Selection	Combined Quality Cum Cost Based Selection method (CQCCBS) shall be used to select an agency for providing Human Resources under the requirement of Centre of Excellence for Result Based Management and Social Innovation, Gopabandhu Academy of Administration. The technical Evaluation will carry a weight of 70% and the Financial Evaluation will carry a weight of 30%.
3.	Availability of RFP and its Fee	RFP can be downloaded from https://www.gopabandhuacademy.gov.in/ The bidders are required to deposit Rs. 1000/- (Rupees Thousand Only) towards cost of the RFP in shape of Account Payee Demand Draft in favour of Director General, Gopabandhu Academy of Administration, payable at Bhubaneswar from any of the scheduled commercial banks along with the Proposal.
4	Date of Issue of RFP	30.01.2023
5	Deadline for Submission of Pre-Proposal Query	04.02.2023
6	Issue of Pre-proposal Clarifications	09.02.2023
7	Last Date for submission of Proposal	15.02.2023

8	Date of opening of Technical Proposal	16.02.2023
9	Date of Technical Proposal Presentations	21.02.2023
10	Date of opening of Financial Proposal	22.02.2023
11	Issue of Work Order	24.02.2023
12	Expected Date of Commencement of Assignment	03.04.2023
13	Earnest Money Deposit (EMD)	Earnest Money Deposit Rs. 75,600/- (Rupees Seventy Five Thousand and Six Hundred only) in shape of Account Payee Demand Draft or Banker's Cheque, which is 2% of the contract value as suggest in guidelines circulated by the Finance Department, in favour of the Director General, Gopabandhu Academy of Administration, payable at Bhubaneswar from any scheduled commercial bank must accompany with the technical bid.
14	Scope of Work	The selected agency is expected to provide human resources and services for documentation and dissemination of best practices and innovative projects of various departments of the Government of Odisha as per the requirement for a period of 1 (one) year, subject to annual renewal based on satisfactory performance of the selected candidates. It will also keep a few potential candidates on reserve for replacements in case of further need of the CoE or resignation of any selected candidate in between.
15	Project Timeline	1(one) Year. The Timeline may be extended on requirement of Centre of Excellence for Result Based Management and Social Innovation, Gopabandhu Academy of Administration and satisfactory performance of the agency.
16	Language of Bid	The proposal should be prepared by the Bidder in English language only.

17	Currency of the Bid	The bidder should quote the price in Indian Rupees only. The offered price must be exclusive of taxes and duties. The taxes as appropriate and applicable would be paid at the prevalent rates.
18	Validity Period	Proposals/ Bids must remain valid minimum for 180 days after the submission date.
19	Bid to be submitted to	The proposal must be submitted to: The Director General, GAA, 8R57+FPP, Nandan Kanan Road Jaydev Vihar, Opposite Loyala School, Chandrasekharpur, Bhubaneswar, Odisha 751023, through Registered Post / Speed Post / Courier Service only. The RFP paper, technical bid and RFP fees shall be put in a sealed envelope with superscription as “Technical Bid”. The price bid shall be put in a separate sealed envelope with superscription as “Price Bid” . Both the envelopes shall be put in a separate envelope with superscription as “ <i>Proposal for Selection of Agency for providing Human Resources under the requirement of Centre of Excellence for Result Based Management and Social Innovation, Gopabandhu Academy of Administration.</i> ”.

2. Proposal

Sealed RFPs are invited from eligible, reputed and qualified organisations for the assignment as defined under the Terms of Reference section. This invitation to bid is open to all Bidders meeting the minimum eligibility criteria as mentioned in the subsequent sections of this RFP Document.

3. Background Information

The CoE is planning to undertake a large number of location specific research studies, documentation and dissemination of best practices and innovative projects implemented by various departments. Such activities of the CoE will help showcasing numerous successful models of team Odisha.

4. Instructions for the Bidder

4.1. General

- a. While sincere effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the support needed to meet the requirements based on their past experience.
- b. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by CoE, GAA.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by the Director General, GAA. Any notification of preferred bidder status by CoE, GAA, shall not give rise to any enforceable rights by the Bidder. The Director General, GAA, may cancel this RFP at any time prior to a formal written contract being executed.

4.2. Pre-Bid Meeting

- I. The Bidders designated representatives are invited to attend the Pre-Bid meeting which shall be conducted online through a Weblink in either Team or Zoom web application. The date and time of the meeting will be communicated to the bidders by the Director, CoE, GAA. Further, addendum / corrigendum / cancellation of this RFP can be seen in the office website (<https://www.gopabandhuacademy.gov.in/>) only.
- II. The bidder may contact Director, CoE, GAA, Bhubaneswar for detailing of work & any clarification thereof.
- III. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- IV. The prospective bidders are requested, to submit any queries in Form 12 in advance to reach Director, CoE, GAA, on or before the stipulated date & time as mentioned in the advertisement through email- coeatgaa.odisha@gmail.com only as it may not be practicable at the Pre-Bid meeting to answer all questions instantly. CoE, GAA shall not be responsible for ensuring that the bidder's queries have been received by them. Any request for clarifications received after due scheduled date & time may not be entertained by the Department
- V. The Committee, notified by the Director General, GAA, will endeavour to provide timely response to all queries. However, CoE, GAA neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the institute undertake to answer all the queries that have been posed by the bidders.

- VI. At any time prior to the last date for receipt of bids, the Director General, GAA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by a corrigendum.
- VII. The corrigendum (if any) & clarifications to the queries from all bidders will be posted on <https://www.gopabandhuacademy.gov.in/> .
- VIII. Any such corrigendum shall be deemed to be incorporated into this RFP.
- IX. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, CoE, GAA may, at its discretion, extend the last date for the receipt of Proposals.

4.3. Compliant Proposals / Completeness of RFP Paper

- I. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- II. Failure to comply with the requirements of this paragraph or any clause of the RFP may render non-compliant and the proposal may be rejected. Bidders must:
 - include all documentation specified in this RFP;
 - follow the format prescribed in this RFP and respond to each
 - element in the order as set out in this RFP.
 - comply with all requirements as set out within this RFP.

4.4. Key Requirements of the Bid

4.4.1. Right to Terminate the Process

- I. The Director General, GAA, may terminate the RFP process at any time and without assigning any reason thereof. The Director General, GAA or CoE makes no commitment, express or implied, that this process will result in a business transaction with anyone.
- II. The submission of the RFP paper does not constitute an offer by the Director General, GAA. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

4.4.2. Cost of RFP Paper

- I. The RFP document can be downloaded from <https://www.gopabandhuacademy.gov.in/> . The bidders are required to submit the non-refundable RFP document Fee of Rs.1000/- (Rupees Thousand only) in shape of an Account Payee Demand Draft in favour of the Director General, GAA, and payable at Bhubaneswar from any scheduled commercial

bank along with the RFP Paper. Proposals received without or with inadequate fees shall be rejected.

4.4.3. Earnest Money Deposit (EMD)

- a. Earnest Money Deposit (EMD) Rs. 75,600/- (Rupees Seventy Five Thousand and Six Hundred only), which is 2% of the contract value to be deposited. The Bid needs to be accompanied with a 'Bid Security Declaration' as provided in the Form-11 of this RFP document. The RFP paper submitted without Bid Security Declaration, mentioned above, will be summarily rejected.

4.4.4. Performance Bank Guarantee

- Bank Guarantee in the prescribed format [Form 12] in favour of the Director General, GAA, shall be submitted by the bidder selected and awarded the contract which is equivalent to 2% of the contract value before execution of the agreement.
- The Bank guarantee shall be valid for a period of 12 months from the date of intimation to the selected bidder for execution of the agreement.
- Agreement shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.

4.4.5. Submission of Proposals

- a. The bidders shall submit their RFP paper as per the format given in this RFP paper in the following manner:
 - Technical Bid [Forms- 1 to 7] - in first envelope [RFP Paper, Technical Bid, Bid Security Declaration, Cost of RFP Paper].
 - Price Bid [Forms- 8 to 11] - in second envelope
- b. The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- c. Please Note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
- d. The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single sealed envelope clearly marked "*Proposal for Selection of an agency for providing Human Resources and services under the requirement of Centre of Excellence for Result Based Management and Social Innovation, Gopabandhu Academy of Administration*".
- e. The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and fax number of the bidder.

- f. All the pages of the RFP paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the bid.
- g. The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be signed by the person (or persons) who sign(s) the RFP paper.

4.4.6. Authentication of Bids

The RFP paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the Firm / Company.

4.5. Preparation and Submission of RFP Paper

4.5.1. Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions / presentations, preparation of RFP paper, in providing any additional information required by the Gopabandhu Academy of Administration (GAA) to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. The Director, CoE, GAA, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.5.2. Language

The Proposal shall be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

4.5.3. Venue & Deadline for Submission of RFP Paper

Proposals, in its complete form in all respects as specified in the RFP paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the RFP paper at the address specified below through Registered Post / Speed Post / Courier Service only. No other way of submission of RFP paper shall be considered. The Director General, GAA, shall not be responsible for any postal delay.

The bid along with documents may be submitted to:

The Director General, GAA,

*8R57+FPP, Nandan Kanan Road Jaydev Vihar, Opposite Loyala School,
Chandrasekharpur, Bhubaneswar, Odisha 751023*

Telephone: 0674-2301346

Email: coeatgaa.odisha@gmail.com.

4.5.4. Late Bids

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b. The bids submitted by fax / e-mail etc. shall not be considered.
- c. The Director General, GAA, shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained
- d. The Director General, GAA, reserves the right to modify and amend any of the above-stipulated conditions/criterion depending upon project priorities vis-à-vis urgent commitments. Such amendments shall be hosted in the GAA website and shall be published in the same newspaper in which the RFP call notice is published.

4.6. Evaluation Process

- a. The Director General, GAA, will constitute a RFP Evaluation Committee [RFP Committee] to evaluate the responses of the bidders.
- b. The RFP Evaluation Committee constituted by The Director General, GAA, shall evaluate the RFP papers and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence as specified in clause – 5.1 of RFP paper may lead to rejection.
- c. The Agency shall be selected under the Combined Quality cum Cost Based System (CQCCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and procedures described in this RFP.
- d. The decision of the Committee in the evaluation of RFP papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- e. The Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- f. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- g. Each of the RFP papers shall be evaluated as per the criteria and requirements specified in this RFP paper.

4.6.1. RFP Opening

The last date of receipt of the RFP is: 15.02.2023 up to 5:30 P.M. The technical bids will be opened on 16.02.2022 at 05:30 P.M. in the presence of the Bidders OR their authorised representatives, who may be present at the time of opening. The representatives of the bidders are to carry the identity card OR a letter of authority from the bidders to identify their bonafide for attending the opening of the proposal. The date of opening for Financial Bid will be communicated to the bidders after analysing the technical bid.

4.6.2. RFP Validity

The offer submitted by the Bidders shall be valid for a minimum period of 180 days from the date of last date of submission of RFP Paper.

4.6.3. RFP Evaluation

a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If RFP papers:

- Are not submitted as specified in the RFP document.
- Received without the Letter of Authorization (Power of Attorney).
- Are found with suppression of details.
- With incomplete information, subjective, conditional offers and partial offers submitted.
- Submitted without the documents requested in the checklist.
- Have non-compliance of any of the clauses stipulated
- With lesser validity period
- Received without Cost of RFP Paper/ Bid Security Declaration or both

b. All responsive Bids will be considered for further processing as below:

RFP Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the RFP. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

5. Criteria for Evaluation

Proposals for this contract will be assessed in accordance with Combined Quality cum Cost Based System (CQCCBS) method. All bids will primarily be evaluated on the basis of eligibility criteria. The RFP Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
- Any other relevant factors, if any, listed in the document, or GAA/ CoE deems necessary or prudent to take into consideration.

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the prequalification criteria would be considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of RFPs which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for further evaluation.

5.1. Pre-Qualification Criteria

All bids will primarily be evaluated on the basis of Pre-Qualification Criteria. The Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

S.No.	Basic Requirement	Specific Requirements	Required Documents
1	Legal Entity	<ul style="list-style-type: none"> ● The bidder must be a Company registered under the Indian Companies Act, 1956 (Now CA-2009) or registered under limited liability partnership act 2008. ● The bidder must be registered with GST, EPF, ESI, PAN and up-to-date IT return for the last three years. 	<ul style="list-style-type: none"> ● Certificates of incorporation ● GST Registration Certificate ● EPF Registration Certificate with number. ● ESI Registration Certificate with number. ● PAN copy ● IT Return for last 3 Years

2	Average Annual Turnover & Positive Net- worth	<ul style="list-style-type: none"> • Average Annual Turnover during last three financial years (as per the last published Balance sheets), should be minimum Rs. 8,00,00,000/- (Rupees Eight Crore only). • The Net worth of the Bidder must be Positive and it should be a profit making company as per the audited balance sheet during the last three financial years. 	Copy of the Audited Balance sheet and Profit & Loss Account; Showing the relevant trade for last three FY (2019-20, 2020-21 & 2021-22)
3	Consortiums	Not Allowed	
4	Technical Capability	The bidder must have successfully undertaken at least two projects not less than the amount Rs. 2,00,000,00/- (Rupees Two Crore only) in India primarily related to supply of professional manpower / Project Management Implementation of e-Governance solution Consulting / (Other than supply of Hardware and Data Entry) in the last three financial years.	Work order from the client mentioning details of order and amount of claim or experience certificate.
5	Local Presence of the bidder	The bidder's local presence is desirable but not essential.	Self-Certified letter on existence of local office along with necessary evidence.
6	Blacklisting	Affidavit by the authorised signatory of the bidder that the bidder has not been blacklisted by any Central / State Government.	Affidavit in prescribed format [Form 6]
7	RFP Fees	The Bidder must have submitted Rs. 1000/- (Rupees One Thousand only) towards the cost of the RFP Document	In the shape of an Account Payee Demand Draft from any Scheduled Commercial Bank.
8	EMD	The Bidder must have furnished the Bid Security Declaration	In the format of Annexure-1

5.2. Technical Evaluation

Bidders need to score minimum 70 Marks out of 100 marks for qualifying to next stage i.e. Financial Evaluation. Details technical evaluation will be done on following criteria:

S.No.	Particulars	Criteria	Marks
1. Technical qualifications- Firm's Experience: 70 Marks			
1.a	Average Annual turnover in last 3 financial years from the bid due date	Rs. 8 Cr.-10 Cr.: 10 marks More than Rs.10 Cr. – 12 Cr.: 15 marks More than Rs.12 Cr. : 20 marks	20
1.b	Experience in providing similar manpower support	10 marks for each relevant assignment in Hiring Social Sector Professionals in Research, Documentation, Monitoring & Evaluation, Programme Implementation etc.	20
1.c	Experience of providing similar manpower for state / central government Departments /UN Bodies/PSUs and their programs.	10 marks for each relevant assignment	20
1.d	Experience of providing similar manpower to Government of Odisha, it's affiliate organisations, Departments and Programmes.	5 Marks each for relevant assignment	10
2.	Approach & Methodology (To be evaluated through technical presentation). The Approach & Methodology should cover the following aspects: (1) Understanding and Approach to the assignment (2) Methodology for identification and selection of personnel (3) Quality control measures (4) Review mechanism for performance of deployed personnel (5) Provision to secure and retain professionals		30
Total			100

Highest Technical scoring proposal (Th) shall be given a technical score (Ts) of 100 points. The technical score of the other proposals (To) shall be computed as follows

$$Ts = 100 \times To \text{ (Other Technical proposal)}$$

Th (Highest Technical proposal)

Evaluations will be based on documentary evidence submitted by the Agency and presentation before the RFP committee. Documentary evidence will be signed contracts/agreements, or work-orders (or award letters or letters of intent) or completion certificates. The minimum qualifying marks in the technical bid evaluation based on the scoring model will be 70 marks. However, if the Committee does not receive sufficient applications for the minimum qualifying marks of 70, then the Committee reserves the right to reduce the qualifying marks. Only those bids having minimum technical score would be eligible for opening of financial bids.

5.3. Financial Evaluation

Bidders are expected to quote their charges as percentage of the fee payable to the consultants to be deployed as per the format given in the RFP. The financial proposals of only technically shortlisted agencies (having the minimum required score) will be opened and will be ranked in terms of their total evaluated cost.

Lowest financial proposal (Fl) shall be given a financial score (Fs) of 100 points. The financial score of the other financial proposals (Fo) shall be computed as follows.

$F_s = 100 \times \frac{Fl}{Fo}$ (Lowest financial proposal)

Fo (Other financial proposal)

5.4 Final Bid Evaluation

The Agency shall be selected under the Combined Quality-cum-Cost Based System (CQCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and procedures described in this RFP.

Proposals shall finally be ranked according to their combined technical (Ts) and Financial (Fs) scores using the weights (T=the weight given to the technical proposal; F=the weight given to the financial proposal; T+F = 100) indicated below.

$\text{Final Score} = T_s \times (T = 70\%) + F_s \times (F = 30\%)$

The proposal obtaining the highest final score in evaluation of quality and cost will be ranked as H1 followed by the proposals securing lesser marks as H2, H3, etc. The Agency securing the highest combined marks (H1) will be considered for award of the Contract.

In case of a tie, agencies with higher technical scores will be considered for award of work.

The Successful Agency would be notified in writing by the GAA by issuing the Letter of Award (LOA) in favour of the Agency. The Director General, GAA reserves the right to accept any

proposal or reject any or all the proposals without assigning any reasons and any liability whatsoever including financial liability.

The Bidder cannot pay less remuneration to any of the personnel as per the ToR fixed by CoE, GAA. The Bidders shall be rejected if it is found to make less payment than specified by GAA.

The bidder must quote prices exclusive of any taxes and duties. Arithmetical errors will be rectified on the following basis. Amount mentioned in word will prevail against the figure RFP for in case of any discrepancy in Financial Proposal.

6. Appointment of Service Provider Agency

6.1. Award Criteria

GAA will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

6.2. Right to Accept any Proposal and to Reject any or All Proposal(s)

GAA reserves the right to accept or reject any proposal, and to annul the RFP process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

6.3. Notification of Award

Prior to the expiration of the validity period, the Director General, GAA, will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the RFP process/ public procurement process has not been completed within the stipulated period, GAA may request the bidders to extend the validity period of the bid. In such a case such an extended period shall be accepted as mutually agreed upon.

6.4. Contract Finalisation and Award

The Director General, GAA, shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalised for award & signing.

6.5. Signing of Contract

After notification by the Director General, GAA, on the successful bidder that its proposal has been accepted, the Director General, GAA, shall enter into a contract, incorporating all clauses and the proposal of the bidder between the department and the successful bidder. The Draft Legal Agreement will be provided as a separate document.

6.6. Failure to Agree with the Terms and Conditions of the RFP Paper

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP paper shall constitute sufficient grounds for the annulment of the award, in which event the Director General, GAA, may award the contract to the next best value bidder or call for new proposals from the interested bidders.

6.7 Period of Contract:

The period of contract shall be for a period of one year from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

7. Terms of Reference

7.1. Role and Responsibility of the Agency

The agency selected by a State will be completely responsible to the Director General, GAA/ Director, CoE, and report to him for regular activities.

Following are the key responsibilities of the agency.

- a. The agency must ensure that the following categories of Human Resources will be engaged by the agency for activities related to the CoE, GAA only during their term of engagement.

S.No.	Category of Human Resources	Unit/ Number
1	Editor-Lead	1
2	Research Officer	2
3	Communication and Documentation Officer	1
4	Communication Assistant	1

- b. The resources mentioned above can be changed, increased or decreased as per the actual requirement of CoE, GAA. The selected agency has to fulfil the actual requirement shared with them by DG, GAA or Director, COE.
- c. The agency is expected to always keep available a reserve pool of equally skilled Human Resources that can be tapped for immediate deployment on project. In case of any replacement, the outgoing resource must provide 2 weeks of handholding support to the fresh incumbent to ensure continuity and smooth knowledge-transfer. No post should remain vacant at any time.

- d. The agency is expected to provide professional, objective and impartial advice and at all times hold the interests of the State Government and CoE, GAA paramount, strictly avoid conflicts with any other assignments / jobs or their own corporate interests and act without any consideration for future work.
- e. As regards to selection of Human Resources for CoE, due procedure should be followed under the approval of the Director General, GAA, Bhubaneswar.
- f. In case any of the proposed Human Resources are found to be not performing or not meeting the expectations of the CoE, GAA, the agency shall find a replacement for the consultant. Director, CoE at GAA, will evaluate the replacement profile and indicate the acceptance / rejection of the profile.

7.2. Compliance to wage rate notification by the State Government

Notwithstanding anything, the net pay per person per month (in INR) shall be in conformity with the provisions of the minimum wages Act, 1948 (11 of 1948).

In case of notification on hike of minimum rates of wages is made by labour and ESI Department or any other appropriate authority of State Govt., Odisha, the net pay payable to the categories of employees shall not be less than minimum rates of wages and accordingly be revised.

7.3. Eligibility & Responsibilities of Human Resources (ToRs/ JDs of the respective positions are attached as annexures in this document)

S.No	Position	Key Qualification	Experience	Key Responsibilities
1	Editor-Lead	Master's degree or PhD from a reputed university in Mass Communication, Development Communications or related field.	10+ years of relevant work experience in communications, especially with respect to the development sector.	<ul style="list-style-type: none"> • Conceptualise, design and develop documents for publications, annual reports, newsletters and magazines for GAA, and audio-visual material; • Conceptualise and manage various district/state/national level knowledge dissemination events of the works of the Government of Odisha; • Lead the Communication Team.
2	Research Officer	Post Graduate degree or equivalent in Economics, Social Science (Social Work/	Minimum 5 years of experience in Government / Development Sector/	<ul style="list-style-type: none"> • Designing appropriate research methodology for the studies and evaluation of various schemes.

		Rural Development/ Sociology/ Anthropology), Statistics, Population Studies, Public Policies/ Governance Studies, Disaster Management may be considered.	UN Agencies.	<ul style="list-style-type: none"> • Conducts evidence-based, policy-oriented, research under the supervision of the Director. • Collects edits, processes, and coordinates research data in support of a specified research study or group of studies. • Arrange and conduct field interviews as appropriate to the study, and record research data in accordance with specified protocol and procedures. • Document best practices and successful innovative projects of the Government of Odisha.
3	Communication and Documentation Officer	Master's Degree from a reputed university in development, communications, journalism, English, management, or related fields.	Minimum 3-6 years' experience in communications, preferably developing high-quality resources and publications, video and audio resources, and writing for a range of publications.	<ul style="list-style-type: none"> • Measure, analyse, and document success and impact various best practices and innovative projects of the Government, and produce high quality documents for publication; • Collect quantitative and qualitative information, from various departments both at state and district levels; • Develop and manage database of case studies and stories collected from the field (including photo and video), and streamline process to make content available widely across the organisation for diverse uses
4	Communication Assistant	A Bachelor's Degree in Communication, Journalism, Media, Marketing, Public Relations, or a related field.	Candidates with previous work experience as a Communications Assistant, Communication specialist, layout designer, audio-	<ul style="list-style-type: none"> • Collecting data and maintaining databases; • Handling administrative duties such as answering calls, preparing presentations, scheduling meetings, making travel arrangements, and so on; and

			visual editor, social media manager or similar role will be given preference.	<ul style="list-style-type: none"> • Maintain calendars, schedules and appointments.
--	--	--	---	---

7.3.1 Additional Manpower

CoE, GAA, may without any prejudice to the terms of reference (ToR) shall have the power to engage additional manpower of similar nature through the selected agency as and when required, with proper notice/ correspondence.

7.4. Termination of Default

CoE, GAA, may without prejudice to any other remedy for breach of terms and conditions including forfeiture of Performance Security by written notice of default sent to the Service Provider, terminate the work / task in whole or in part, after sending a notice to the Service Provider in this regard. If the Service Provider fails to deliver or complete the job assigned in the terms & condition within the time period (s) specified in the RFP document. If the Service Provider fails to perform any other obligations under the terms & conditions will be terminated from the assignment without assigning reasons thereof.

7.5. Force Majeure

This clause shall mean and be limited to the following in the execution of the contract placed by the department.

- War / hostilities
- Riot or civil commotion
- Earthquake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the consultant
- The agency shall advise the department in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, GAA reserves the right to cancel the contract without any obligation to compensate the consultant in any manner for whatsoever reason, subject to the provision of clause mentioned.

7.8 Arbitration

All disputes, differences, claims and demands arising under the contract shall be referred to the Director General, GAA, Bhubaneswar for final decision and the same shall be binding on all parties. Any other terms and conditions mutually agreed prior to finalisation of the order / agreement shall be binding on the service provider.

GAA and the selected agency shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be, shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment thereof the arbitration proceeding shall be held in Bhubaneswar, Odisha.

7.9 Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

7.10 Liquidated Damages

The selected service provider must supply the required human resources within a mutually agreed number of days of signing the contract. Any delay in supplying manpower will invite a penalty @ Rs. 500/- per position per day delay beyond the stipulated timeline. The same clause is also applicable for delay in replacement of manpower beyond the stipulated timeline of within a mutually agreed number of days.

Appendix-I: Technical Bid

Form 1: Compliance Sheet for Eligibility Criteria

RFP No., Date:

Please check whether the following have been enclosed in the respective covers, namely, letter of Technical Bid.

S.No	Compliance Document	Provided (Yet/ No.)	Page No. in the Technical Bid
1	Copy of Certificate of Incorporation		
2	Copy of GST (mandatory) / Service Tax Registration Certificate		
3	Copy of PAN		
4	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three Financial Year as on 31st March, 2018		
5	RFP Paper Cost (DD No.:, Amount:, Bank:, Date:.....)		
6	Earnest Money (DD No.:, Amount:, Bank:Date:.....)		
7	Bid Letter (Technical Bid) [In Form 2]		
8	Particulars of the Bidder [In Form 3]		
9	List of Projects Executed [In Form 4] [Certificate from the client as per clause 5.1]		
10	Project Citation of each Project listed in Form 4 [In Form 5]		
11	Affidavit of not be under Ineligibility(In Form 6]		
12	Copy of Power of Attorney in the name of the Authorised signatory		
13	Self-Certified letter on existence of local office in Odisha along with necessary evidence		
14	Copy of the CMM/ISO 9001/IEC 2000 certificate/s (if available).		
15	Approach & Methodology [In Form 8]		

Signature of Witness
Date:

Signature of Bidder
Date:

Place:

**Place:
Company Seal**

Form 2: Bid Letter (Technical Bid)

RFP No., Date:

<Location, Date>

To
The Director General
Gopabandhu Academy of Administration,
Chandrasekharapur, Bhubaneswar, Odisha 751023

Sub: Submission of the technical bid to provide human resources and services as per the requirements of CoE, GAA.

Dear Sir / Madam,

We, the undersigned, offer to provide our services to the Director General, Gopabandhu Academy of Administration with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical & Financial bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in the datasheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature (In full and initials)

Name and Title of Signatory:

Name of the Firm:

Address:

Location:

Date:

Form 3: Particulars of the Bidder

RFP No., Date:

- 1. Name of the Organisation:
- 2. Status of Registration:
- 3. Address of the Registration of Organisation:
- 4. Telephone No.: Fax No.:
- 5. Email Address:.....
- 6. Website:
.....
- 7. Registration No.: Date:
- 8. No. of Employees:

Technical	Managerial	Support	Total

- 9. No. of years of proven experience of providing similar Services in India:
- 10. No. of years of proven experience of providing similar Services in Odisha:
- 11. Annual Turnover of the Organisation (in the last three years):

Fiscal Year	Amount (*)		
	PBT	PAT	ATO
2019-20			
2020-21			
2021-22			

Signature of Witness

Signature of Bidder

Date:

Date:

Place:

Place:

Company's Seal

Form 4: Format for List of Projects Executed

RFP No., Date:

S.No	Name, Address of the Client	Name of the Project	Project Period		Total Project Cost	Is this project similar to current assignment (Yes/No)
			From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: The information provided in the above table must be supported by relevant work order copy.

Form 5: Format for List of Projects Executed

RFP No., Date:

I. Client Details

1. Name of the Client:
2. Sector of the Client (Put a Tick Mark against the chosen option):
 - a. Government of India
 - b. Government of Odisha
 - c. PSU in India
 - d. Others
3. Detail of Concerned officer of the client (Name, Designation, Address, Phone, E-mail):

II. Project Details

4. Name of the Project:
5. Work Order No.: Date:
6. Project Start Date: Completion Date:
7. Project Cost (Excluding Tax in INR):
8. Type of Project (Put a Tick Mark against the chosen option):
 - a. Supply of Human Resources
 - b. Project Management
 - c. Consulting
 - d. E-Governance Project Implementation/ Other
9. No. of skilled professionals involved in the project:
10. Implementation Coverage: a. State Level b. District Level C. Block Level
11. Brief details about scope of the project:

Signature of Witness
Date:
Place:

Signature of Bidder
Date:
Place:
Company Seal

Form 6: Affidavit of not be under Ineligibility

AFFIDAVIT

I, Sri / Smt. _____ aged about _____ S/o./D/o./W/o.
_____ Proprietor/Partner/Director of M/s. _____
At- _____ Po- _____, P.S- _____, Dist- _____
do hereby solemnly affirm and state as follows:

- 1) That pursuant to the RFP call notice Datedof Gopabandhu Academy of Administration for Supply of manpower for documentation and dissemination of Best Practices and Innovative Projects at Centre for Excellence for Result Based Management and Social Innovation, I/my firm/company am/is an intended bidder to participate in the said RFP process.
- 2) That as per terms & conditions of the RFP documents, I am to declare that I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That I/my firm/company does not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organisation/department.
- 5) That this affidavit is required to be produced with the RFP paper before the Director General, Gopabandhu Academy of Administration, Government of Odisha.
- 6) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Notary

The above deponent being present before me & duly identified by Sri.....
..... Notary states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

*Strike out whichever is not applicable.

Notary Public _____

Form 7: Approach & Methodology

RFP No., Date:

Describe Approach, Methodology, Work Planned understanding of the assignment, Key Professional of the Bidder, Staff Qualification and competency for the assignment in this form.

Signature of Witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Appendix-II: Commercial Bid

Form 8: Compliance Sheet for Financial Proposal

RFP No., Date:

Please check whether the following have been enclosed in the respective covers, namely, Financial Bid.

- a. Bid Letter (Financial) Yes/No
.....
(In the format attached at Form 10)

- b. Financial Proposal Yes/No
.....
(In the format attached at Form 11)

Signature of Witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 9 : Bid Letter (Financial Bid)

Location, Date>

To
Director General
Gopabandhu Academy of Administration
Chandrasekharpur, Bhubaneswar.

Sub: Submission of the financial bid for deployment of human resources for Centre of Excellence for Result Based Management and Social Innovation at Gopabandhu Academy of Administration

Dear Sir / Madam,

We, the undersigned, offer to provide our services for providing human resources to the Centre of Excellence for Result Based Management and Social Innovation at Gopabandhu Academy of Administration, Government of Odisha in accordance with your Request for Proposal << RFP No. >>dated<<Date>> and our Proposal (Technical and Financial Proposals). Our Financial Proposal is attached in Form 11.

This amount quoted is exclusive of any taxes and duties.

1. PRICE AND VALIDITY

All the prices mentioned in our RFP are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period 180 days from the date of opening of the Bid. We hereby confirm that our prices do not include any taxes and duties. We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to/decrease from the scope of work under the contract.

3. RFP PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in RFP documents.

4. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our RFP, we agree to furnish the same in time to your satisfaction.

5. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. These prices are indicated Commercial Bid attached with our RFP as part of the RFP. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal. We understand you are not bound to accept any Proposal you receive. We hereby declare that our RFP is made in good faith, without collusion or fraud and the information contained in the RFP is true and correct to the best of our knowledge and belief. We understand that our RFP is binding on us and that you are not bound to accept a RFP you receive.

Thanking you,
Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Form 10: Financial Proposal

RFP No., Date:.....

All the prices quoted below are exclusive of any taxes and duties.

S. No	Details of Human Resources for Different Positions	MONTHLY RATE PER PERSON			Total No. of Posts	Total in Rs.
		Total per Person	Service Charge in %	Any Other Statutory Deduction		
1	2	3	4	5	6	7
A	Editor-Lead	1,00,000/-			1	
B	Research Officer	60,000/-			2	
C	Communication and Documentation Officer	60,000/-			1	
D	Communication Assistant	35,000/-			1	
Total					5	

Service Tax / GST (... %) will be paid as per the prevailing Government norm.

Signature of Witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

Form-11

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidders Letter head)

Bid Security Declaration Form

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Appendix III: Other Formats

Form 12: Performance Bank Guarantee

To

The Director General,
Gopabandhu Academy of Administration, Bhubaneswar.

Whereas, <<name of the supplier and address>> (hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. <<insert contract no.>> dated <<insert date>> to provide services for <<name of the assignment>> to the Director General, Gopabandhu Academy of Administration. (Hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<name of the bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the supplier such a bank guarantee. Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<<insert value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs.<<insert value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs.<<insert value>> (rupees <<insert value in words>> only).
- II. This bank guarantee shall be valid upto<<insert expiry date>>)
- III. It is a condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>>) failing which our liability under the guarantee will automatically cease.

Signature of Witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

Form 13: Bidder's Query

(To be sent through official e-mail of the authorised representative of the bidder only)

S.No	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1			
2			
3			

Note: Bidder shall fill up all the columns. Validity of offer is for a period of one (1) year from the date of letter of intent.

Appendix IV: Job Descriptions

Editor-Lead, Centre of Excellence

Position Vacant: Editor-Lead, Centre of Excellence (CoE) for Result Based Management and Social Innovation, Gopabandhu Academy of Administration, Government of Odisha.

Location: Bhubaneswar, Odisha

Type of engagement: Contractual appointment for a period of 1 year subject to be renewed based on performance.

Organisation Background

The 'Centre of Excellence for Result Based Management and Social Innovation' has been set up within the GAA in close collaboration with UNICEF, Odisha. The centre is a hub for research and documentation of location-specific issues and solutions related to flagship programs in the State. The centre strengthens in-house research and capacity-building expertise in the government on various cross-cutting areas and further establishes partnerships with key stakeholders for achieving results envisaged under Government schemes and programs. The Centre's research primarily aims at identifying location-specific issues, identify the most vulnerable population, focus on areas such as seasonal migration, disaster risks, issues specific to nutrition, health, disability, child protection, etc., and share the findings using various methods. The Centre provides the necessary support to a few social sector Departments for moving towards result-based management of the programs. The Centre provides evidence-based policy suggestions to Departments, helps in developing the theory of change models, interlink research to capacity building and collaborate with reputed organisations with varied areas of expertise to connect these forums with the government to achieve the overarching training objective of the State. Presently, the plans to take up huge documentation and dissemination of best practices and innovative projects of various departments of Government of Odisha.

Key Responsibilities:

The position will be responsible for the development and implementation of long-term and short-term communications strategy with clearly defined objectives. S/he will guide a team of a Communication and Documentation Officer and a Communication Assistant to plan and execute a broad range of activities to document best practices and innovative projects of the Government of Odisha. S/he will be working closely with the different departments both at the district and state level, and help communicate and reflect their ideas and viewpoints through proper documentation. The reporting authority for this position will be the Director, CoE.

The responsibilities include, but are not limited to:

- Conceptualise, design and develop documents for publications, annual reports, newsletters and magazines for GAA, and audio-visual material;
- Study and explore best practices and innovative projects pertaining to issues of the State priorities across the globe for implication, if any, with required modification of modalities of operandi.
- Conceptualise and manage various district/state/national level knowledge dissemination events of the works of the Government of Odisha;
- Coordinate and conduct workshops, seminars, webinars, radio/ TV talks, podcasts, and other activities for dissemination of knowledge products.
- Lead communication team;
- Reviews the content of each document and makes sure it is free of copy errors or inappropriate content. For larger publications, he/she will determine the editorial board and then delegate the issue to the team to manage, final review of the issue to ensure the content is up to the publication's standards. For smaller publications, he/she is more involved in the editing and writing process and will review the publication multiple times, even engaging in copyediting, before their final review.

Qualifications, Experience, and Competencies:

- Master's degree or PhD from a reputed university in Mass Communication, Development Communications or related field;
- 10+ years of relevant work experience in communications;
- Proven track record in developing and leading comprehensive communication plans;
- Prior experience in the development sector will be an advantage;
- Should have managed a team
- Familiarity with research methodologies, tools and analysis for qualitative and quantitative studies
- Excellent written, interpersonal and presentation skills with the ability to effectively interact with internal and external stakeholders.
- Fluency in English (written and spoken) is a must. Familiarity with Odia is desirable. Excellent in Public speaking.
- Use of innovative methods while presenting complex ideas in an engaging manner. Creative aptitude combined with aesthetics.
- Pragmatic approach allowing flexibility to adapt to on ground conditions as well as media trends. Resource and time management skills as well as problem-solving.
- Proficiency in MS Office (Word, PowerPoint, Excel), graphic designing, print production, photo-video production and social media analytics.

Testimonials:

Please attach the following documents with your application.

- Write a brief Cover letter, clearly depicting professional experience, skills, and other positive aspects maximum of one page.
- Two sample write-ups (any publication), where the candidate is the 1st or 2nd author. Please provide the Web link where possible.
- Highest academic credentials.
- CV

Closing Date of Application:

Please apply by or before **February 15, 2023**. Applications received after the close date will not be accepted. Only short-listed candidates will be contacted for a personal interview.

Communication and Documentation Officer, Centre of Excellence

Position Vacant: Communication and Documentation Officer, Centre of Excellence (CoE) for Result Based Management and Social Innovation, Gopabandhu Academy of Administration, Government of Odisha.

Location: Bhubaneswar, Odisha

Type of engagement: Contractual appointment for a period of 1 year subject to be renewed based on performance.

Organisation Background

The 'Centre of Excellence for Result Based Management and Social Innovation' has been set up within the GAA in close collaboration with UNICEF, Odisha. The centre is a hub for research and documentation of location-specific issues and solutions related to flagship programs in the State. The centre strengthens in-house research and capacity-building expertise in the government on various cross-cutting areas and further establishes partnerships with key stakeholders for achieving results envisaged under Government schemes and programs. The Centre's research primarily aims at identifying location-specific issues, identify the most vulnerable population, focus on areas such as seasonal migration, disaster risks, issues specific to nutrition, health, disability, child protection, etc., and share the findings using various methods. The Centre provides the necessary support to a few social sector Departments for moving towards result-based management of the programs. The Centre provides evidence-based policy suggestions to Departments, helps in developing the theory of change models, interlink research to capacity building and collaborate with reputed organisations with varied areas of expertise to connect these forums with the government to achieve the overarching training objective of the State. Presently, the plans to take up huge documentation and dissemination of best practices and innovative projects of various departments of Government of Odisha.

Key Responsibilities:

The Communication & Documentation Officer will play a critical role in designing and supporting key communications functions for the CoE. The individual will be instrumental in both producing and collecting dynamic content through compelling stories, photos and videos about the best practices and innovative projects of the Government of Odisha, both at the district and state levels. This position requires a creative outlook, the ability to produce and coordinate content on tight deadlines, and the maintenance of complex systems and schedules. The reporting authority for this position is Editor Lead, CoE, with a dotted reporting line to the Director, CoE.

The responsibilities include, but are not limited to:

- Measure, analyse, and document success and impact various best practices and innovative projects of the Government of Odisha, and produce high quality documents for publication;
- Write and/or assist in preparation of reports, case studies, and success stories;
- Collect quantitative and qualitative information, from various departments both at state and district levels;
- Develop and manage database of case studies and stories collected from the field (including photo and video), and streamline process to make content available widely across the organisation for diverse uses;
- Research and identify thematic gaps and conduct needs assessment, where required;
- Develop strong and effective internal relationships with colleagues in all teams, through appropriate communications and networking at all levels;
- Develop authored articles, annual reports, factsheets, one pager;
- Organise various district/state/national level knowledge dissemination events of the works of the Government of Odisha.

Qualifications, Experience, and Competencies:

- Master's Degree from a reputed university in development, communications, journalism, English, management, or related fields.
- Minimum 3-6 years' experience in communications, preferably developing high-quality resources and publications, video and audio resources, and writing for a range of publications. Good writing skills are a must.
- Strong ability to articulate, comprehend, and synthesise technical information for people working in the policy arena. Translates complex ideas into clear, impactful messages for a range of audiences. Extracts and constructs powerful and engaging stories from program activities. Excellent written and oral communication skills in English is a prerequisite. Knowledge in Odia is an added advantage.
- Contribute new, interesting, and effective ways of getting messages about Government of Odisha's best practices and innovative projects to the people. Confidently contribute well through ideas, and see them through to implementation. Continually scans the external environment for trends, insights, ideas, and good practices to share with the team.
- Good IT skills including MS Office (Word, Excel, PowerPoint, and Access). Use digital technology to achieve CoE's goals and objectives.
- Work collaboratively within the team, sharing expertise, know-how, and ideas. Work collaboratively with a range of government officials, external stakeholders, and consultants.
- Effectively manage conflicting priorities. Responds flexibly, adaptably, and positively to unforeseen events and changing circumstances.

- Working familiarity with desktop publishing software such as Mail Chimp, Canva, InDesign, or MS Publisher. General knowledge of key issues affecting marginalised people in India, in the field of education, public health, and livelihoods.
- Willingness to extensively travel within Odisha for carrying out various project activities.

Travel: As and when required as per the need of the project/ documentation. TA/DA is applicable as per the guideline of the Government of Odisha equivalent to the rank of junior class- 1 officer.

Testimonials:

Please attach the following documents with your application.

- Write a brief Cover letter, clearly depicting professional experience, skills, and other positive aspects maximum of one page.
- Two sample write-ups (any publication), where the candidate is a main author or co-author. Please provide the Web link where possible.
- Highest academic credentials.
- Two references (with contact details)
- CV

Closing Date of Application:

Please apply by or before **February 15, 2023**. Applications received after the close date will not be accepted. Only short-listed candidates will be contacted for a personal interview.

Research Officer, Centre of Excellence

Position Vacant: Research Officer, Centre of Excellence for Result Based Management and Social Innovation, Gopabandhu Academy of Administration, Government of Odisha.

Location: Bhubaneswar, Odisha

Type of engagement: Contractual appointment for a period of six months subject to be renewed based on performance.

Organisation Background

The 'Centre of Excellence for Result Based Management and Social Innovation' has been set up within the GAA in close collaboration with UNICEF, Odisha. The centre is a hub for research and documentation of location-specific issues and solutions related to flagship programs in the State. The centre strengthens in-house research and capacity-building expertise in the government on various cross-cutting areas and further establishes partnerships with key stakeholders for achieving results envisaged under Government schemes and programs. The Centre's research primarily aims at identifying location-specific issues, identify the most vulnerable population, focus on areas such as seasonal migration, disaster risks, issues specific to nutrition, health, disability, child protection, etc., and share the findings using various methods. The Centre provides the necessary support to a few social sector Departments for moving towards result-based management of the programs. The Centre provides evidence-based policy suggestions to Departments, helps in developing the theory of change models, interlink research to capacity building and collaborate with reputed organisations with varied areas of expertise to connect these forums with the government to achieve the overarching training objective of the State. Presently, the plans to take up huge documentation and dissemination of best practices and innovative projects of various departments of Government of Odisha. The reporting authority for this position is the Director, CoE.

Key Responsibilities:

The Research Officer shall be responsible for maintaining the credibility of the research and document the process, assumptions, and findings.

The responsibilities include, but are not limited to:

- Designing appropriate research methodology for the studies and evaluation of various schemes.
- Conducts evidence-based, policy-oriented, research under the supervision of the Director.

- Collects edits, processes, and coordinates research data in support of a specified research study or group of studies.
- Arrange and conduct field interviews as appropriate to the study, and record research data in accordance with specified protocol and procedures.
- Travels to various Districts within Odisha to fulfil the objectives of the study.
- Contributes to the development of training material and case studies for training courses. Support in organising capacity-building programs.
- Provide necessary information, statistics, and PowerPoint presentations for Monitoring and Evaluation (M&E) activities.
- Contributes to writing proposals and project documents.
- Prepare research products for publication and dissemination.
- Other tasks as assigned.

Qualifications, Experience, and Competencies:

- Post Graduate degree or equivalent in Economics, Social Science (Social Work/ Rural Development/ Sociology/ Anthropology), Statistics, Population Studies, Public Policies/ Governance Studies, Disaster Management may be considered
- Applicants with a Ph.D. degree in a relevant discipline will have an added advantage
- Minimum 5 years of experience in Government / Development Sector/ UN Agencies.
- Must have expertise in designing/ participating in research and evaluation for assessing the performance of various development schemes.
- Should have understanding and knowledge of large scale databases including CENSUS/ NSSO/ NFHS, etc. as well as Government flagship program MIS (MGNREGA, SSA, PDS, etc.).
- Applicants should demonstrate a solid understanding of Government Programmes and policies.
- Willingness to work closely with the community and grassroots level officials with extensive travel.
- Solid analytical and research skills, both in qualitative/quantitative approaches.
- Good writing skills, writing up research and consultancy reports, as well as other publications.
- Good IT skills including MS Office (Word, Excel, PowerPoint, and Access) and ideally a statistical package.
- Excellent oral, written communication, and analytical skills.
- Willingness to extensively travel within Odisha for carrying out various project activities.
- Strong ability to articulate, comprehend, and synthesise technical information for people working in the policy arena.

- Excellent written and oral communication skills in English is a prerequisite. Knowledge in Odia is an added advantage.
- High level of excitement, ability to work independently as well as in the team, taking initiative, and flexibility in quickly adjusting to changing work program requirements.

Travel: As and when required as per the need of the project/ documentation. TA/DA is applicable as per the guideline of the Government of Odisha equivalent to the rank of junior class- 1 officer.

Testimonials: Please attach the following documents with your application.

1. Write a brief Cover letter, clearly depicting professional experience, skills, and other positive aspects maximum of one page.
2. Two sample write-ups (any publication), where the candidate is a main author or co-author. Please provide the Web link where possible.
3. Highest academic credentials.
4. Two references (with contact details)
5. CV

Closing Date of Application: Please apply by or before **15 February, 2023**. Applications received after the close date will not be accepted. Only short-listed candidates will be contacted for a personal interview.

Communication Assistant, Centre of Excellence

Position Vacant: Communication Assistant, Centre of Excellence (CoE) for Result Based Management and Social Innovation, Gopabandhu Academy of Administration, Government of Odisha.

Location: Bhubaneswar, Odisha

Type of engagement: Contractual appointment for a period of 1 year subject to be renewed based on performance.

Organisation Background

The 'Centre of Excellence for Result Based Management and Social Innovation' has been set up within the GAA in close collaboration with UNICEF, Odisha. The centre is a hub for research and documentation of location-specific issues and solutions related to flagship programs in the State. The centre strengthens in-house research and capacity-building expertise in the government on various cross-cutting areas and further establishes partnerships with key stakeholders for achieving results envisaged under Government schemes and programs. The Centre's research primarily aims at identifying location-specific issues, identify the most vulnerable population, focus on areas such as seasonal migration, disaster risks, issues specific to nutrition, health, disability, child protection, etc., and share the findings using various methods. The Centre provides the necessary support to a few social sector Departments for moving towards result-based management of the programs. The Centre provides evidence-based policy suggestions to Departments, helps in developing the theory of change models, interlink research to capacity building and collaborate with reputed organisations with varied areas of expertise to connect these forums with the government to achieve the overarching training objective of the State. Presently, the plans to take up huge documentation and dissemination of best practices and innovative projects of various departments of Government of Odisha.

Key Responsibilities:

The Communication Assistant will be responsible for coordinating office activities, facilitating internal operations, managing information, and filing documents. Editing and writing documentation and dissemination documents will play a huge role in his/her duties. The ideal candidate should be able to conduct research, and prepare agendas and presentations. S/he should be an excellent communicator with strong attention to detail.

The responsibilities include, but are not limited to:

- Helping implement communications projects and strategies;
- Help designing the layout of the documents;
- Drafting and editing materials and communications copy;
- Collecting data and maintaining databases;
- Handling administrative duties such as answering calls, preparing presentations, scheduling meetings, making travel arrangements, and so on;
- Maintain calendars, schedules and appointments;
- Aid in editing audiovisual aids as and when needed; and
- Help in researching, writing and editing content for distribution including photos and videos.

Qualifications, Experience, and Competencies:

- A Bachelor’s Degree in Communication, Journalism, Media, Marketing, Public Relations, or a related field. Candidates with previous work experience as a Communications Assistant, content editor, layout designer or similar role will be given preference.
- Conversant with MS Office; familiarity with design software (e.g. Photoshop, InDesign) and content management systems is a plus;
- Solid editing and researching skills;
- Outstanding communication (oral and written) skills, both in English and Odia;
- Strong organisation skills and detail-oriented;
- Juggling multiple projects is common in this occupation. Hence, exceptional organisation and a keen eye for detail is essential; and
- Ability to collaborate with various departments, the management, external stakeholders, as well as other employees, is essential.

Testimonials:

Please attach the following documents with your application.

- Write a brief Cover letter, clearly depicting professional experience, skills, and other positive aspects maximum of one page.
- Has worked extensively to design knowledge products.
- Highest academic credentials.
- Two references (with contact details)
- CV

Closing Date of Application:

Please apply by or before **February 15, 2023**. Applications received after the close date will not be accepted. Only short-listed candidates will be contacted for a personal interview.