



Selection of Organisations to provide  
State and District Level Program  
Management Unit to implement  
Ennum Ezhuthum and Education  
Quality Improvement projects under  
Samagra Shiksha

Department of School Education,  
Government of Tamil Nadu

**Request for Proposal**

December 2021

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# LETTER OF INVITATION

**State Project Director**  
Samagra Shiksha  
DPI Campus, College Road,  
Nungambakkam,  
Chennai, Tamil Nadu 600 006

Date: **07<sup>th</sup> Dec 2021**

RfP Reference: **RfP/ Samagra Shiksha –**

**Assignment Title:** Selection of Organisations to provide State and District Level Program Management Unit to implement Ennum Ezhuthum and Education Quality Improvement projects under Samagra Shiksha

The Samagra Shiksha, School Education Department, Government of Tamil Nadu (hereinafter referred as “Samagra Shiksha Office”) has been implementing - this Integrated Scheme for School Education to ensure inclusive and equitable quality education from class 1<sup>st</sup>-12<sup>th</sup> Standard.

As a part of this initiative, the Samagra Shiksha invites eligible Organisations to indicate their interest in providing their services to provide Selection of Organisations to provide State and District Level to implement Education Quality Improvement projects across Ennum Ezhuthum and other education initiatives across the State Government schools to improve student learning outcomes and ensure quality education for every child.

The RfP comprises of the following 6 parts:

1. General Information
2. Background
3. Terms of Reference
4. Payment Schedule
5. Proposal Evaluation
6. Standard Forms

# 1. General Information

## 1.1. RfP Data Sheet

Sl.No.	Particulars	Remarks
1.	RfP No.	RfP/ Samagra Shiksha – XXX
2.	RfP Publication Date	07-12-2021
3.	Assignment	Organisations to provide State and District Level Program Management Unit to implement Ennum Ezhuthum and Education Quality Improvement projects under Samagra Shiksha
4.	Project Duration	12 months
5.	Pre-bid Meeting (online)	14-12-2021 03:00 PM Online Pre-bid Meeting link can be obtained from official website by 14-12-2021
6.	Last date and time of submission of Technical Proposal, Financial Proposal and EMD (Original in Physical Copy)	28-12-2021 11:00 AM <u>Submission Details:</u> Samagra Shiksha, DPI Campus, College Road, Nungambakkam, Chennai, Tamil Nadu 600 006
7.	Time and date of opening of Pre-qualification Envelope	28-12-2021 03:30 PM
8.	Technical approach Presentation and opening of Technical bids	29-12-2021 (11 am to 4 pm)
9.	Address for Communication	Samagra Shiksha DPI Campus, College Road, Nungambakkam, Chennai, Tamil Nadu 600 006 Email: spd.ssatn@gmail.com
10.	Point of Contact	044-28278068
11.	Bid Evaluation	“Quality cum Cost Based Selection (QCBS)” with Technical component and Financial component in the ratio of 80:20

12.	Earnest Money Deposit (Original in Physical Copy)	<b>Rs. 7,40,000/-</b> (Rupees seven lakh and forty thousand only) In the form of DD in favor of – <b>“Tamil Nadu State Mission of Education for All - Samagra Shiksha”</b>
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## 1.2 Instructions to the Organisations

### 1.2.1. Introduction

1.2.1.1. The organisations are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet for the services required for the Assignment named in the Data Sheet. The Proposals will be the basis for contract negotiations and for signing of a contract with the selected Organisations.

1.2.1.2. Samagra Shiksha office will select an organisation among those whose proposals are accepted, in accordance with the evaluation criteria and selection methodology indicated in Section 4.

1.2.1.3. The organisations, in the event of being a non-profit Organisation, must

- a. be registered as a Charitable organisation under Section 12(a) ;
- b. have education as the core objective of the organisation as per their Articles of Association/ Trust Deed objectives

1.2.1.4. Notwithstanding anything contained in this RfP, Samagra Shiksha office reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Without prejudice to the generality of the above clause, Samagra Shiksha office reserves the right to reject any Proposal if:

- a. At any time, a material misrepresentation is made or discovered, or
- b. The organisation does not provide, within the time specified by Samagra Shiksha office, the supplemental information sought by Samagra Shiksha office for evaluation of the Proposal.
- c. Misrepresentation by/ improper response by/delay or non-submission of supplemental information required from the Organisation may lead to the disqualification of the Organisation.

1.2.1.5. The Organisations shall be responsible for all of the costs associated with the preparation of their Proposals and their participation, visits to Samagra Shiksha office, if any, etc. Samagra Shiksha office will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the process.

1.2.1.6. Organisations may not associate with other Organisations/Organisations in the form of a joint venture or a sub-consultancy arrangement to enhance their qualifications.

1.2.1.7. Participating organisations who wish to bid must fulfill the following pre-requisites:-

<b>Sl.No.</b>	<b>Pre-Qualification (PQ) Criteria</b>
1	Bidder should be an entity with HQ registered in Tamil Nadu under the Societies Act/ Section 8/ Trust Act as a nonprofit entity and should have been in existence for at least 3 years on the date of publication of tender.
2	Bidder should have prior working experience with Tamil Nadu Government educational state apex bodies formalized by Memorandum of Understanding with such Government departments in the past 5 years.
3	Bidders should have a minimum average income/revenue of at least Rs. 1Cr (audited) in the previous three financial years (FY 2017-2018, FY 2018-2019, FY 2019-2020).
4	The Bidder should not have been blacklisted by Central/State Government/Departments/PSUs in India as on bid submission date.

## 1.2.2. Clarification and Amendment to the RfP document

1.2.2.1. At any time before the submission of Proposals, the Samagra Shiksha office may, for any reason, whether at its own initiative or in response to a clarification requested by any Organisation, modify the RfP documents by issuing an Addendum/ Corrigendum. Addenda/ Corrigenda shall be sent only by email or shall be uploaded on Samagra Shiksha office's website.

1.2.2.2. Samagra Shiksha office may at its discretion extend the deadline for the submission of Proposals by issuing an Addenda/ Corrigenda.

1.2.2.3. Organisations may request a clarification on any item of the RfP document up to the date indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent by electronic mail (email) indicated in the Data Sheet. Samagra Shiksha office will respond only by email to such requests and/or will upload the response on the Samagra Shiksha office's website (including an explanation of the query but without identifying the source of inquiry).

1.2.2.4. All organisation(s) are requested to browse the official website & any amendments/ corrigendum/modification will be notified on our website only and such modification will be binding on them.

1.2.2.5. In order to allow organisation(s) reasonable time to take the amendment into account in preparing their bids, Samagra Shiksha office at its discretion, may extend the deadline for the submission of bids.

## 1.2.3. Pre-bid Meeting

1.2.3.1. Queries raised by the organisation(s) will be clarified during the pre-bid meeting and / or will be communicated by email to all those who have sent their queries regarding the RfP, by email. Organisation(s) are requested to send their pre-bid queries to the email id: [spd.ssatn@gmail.com](mailto:spd.ssatn@gmail.com) at least four days prior to the pre-bid meeting.

## 1.2.4.Preparation of Proposal

1.2.4.1. The Proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the Applicant itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposal.

1.2.4.2. The Authorised Representative of the organisation should initial all pages of Technical and Financial proposals. The Authorised Representative's authorisation should be confirmed by a written power of attorney or equivalent document by the competent authority accompanying the Proposal.

1.2.4.3. Technical Proposal:

- a.** In preparing the Technical Proposal, organisations are expected to examine the documents comprising this RfP in detail. Material deficiencies in providing the information requested may result in rejection of Proposal.
- b.** Technical proposals should follow the prescribed Standard Forms provided in Section 6.
- c.** The Technical Proposal shall not include any financial proposal

1.2.4.4. Financial Proposal

- a. In preparing the Financial Proposal, organisations are expected to take into account the requirements and conditions of the RfP documents. The Financial Proposal should follow Standard Forms provided in Section 6.
- b. Organisation(s) must express the price of their services in Indian Rupees.

1.2.4.5. Wherever a specific form is prescribed in the Bid document, the Organisation shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. Failing to submit the information in the prescribed format, the bid is liable for rejection. For all other cases, Organisations shall design a form to hold the required information.

1.2.4.6. Modification/ Withdrawal of the Bid:

- a.** Organisation may modify or withdraw its bid before the due date of bid submission.
- b.** No Bid may be modified after the deadline for submission of bids.
- c.** No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Organisation on the bid letter form. Withdrawal of a Bid during this interval may result in the Organisation's forfeiture of its Bid security



## 1.2.5. Submission, Receipt and Opening of Proposals

1.2.5.1. The proposal, its contents and all correspondence and documents shall be in English.

1.2.5.2. The proposals shall remain valid for 120 days from the last date of bid submission.

1.2.5.3. The completed Proposal must be delivered at the submission address on or before Proposal Due Date (PDD) given before **28-12-2021 11:00 AM**. No Proposal shall be accepted after the closing time of Proposals.

1.2.5.4. The fee should be quoted in the Financial bid only, in case found in the Technical bid that will be rejected.

1.2.5.5. Prior to evaluation of Proposals, Samagra Shiksha office will determine whether each proposal is responsive to the requirements of the RfP at each evaluation stage. Samagra Shiksha office may, at its sole discretion, reject any Proposal that is not responsive hereunder. Samagra Shiksha reserves all rights to accept or reject any proposal without assigning any reason.

1.2.5.6. The Organisation shall submit two (2) copies of Technical Proposal (one original and one copy) and one copy of Financial Proposal. The Technical and Financial Proposals must necessarily be 'Hard Bound' separately and all pages serially numbered. 'Hard Bound' implies such binding between two covers through stitching whereby it will not be possible to replace any paper without disturbing the document. In case of any discrepancy between the original and the copy of the technical proposal, the contents as per original will only be considered.

1.2.5.7. Submission Address:

State Project Director  
Samagra Shiksha, DPI Campus, College Road,  
Nungambakkam, Chennai, Tamil Nadu 600 006

1.2.5.8. Proposal Submission:

<b>Envelop</b>	<b>Content</b>	<b>Forms</b>
Pre-qualification Envelope	Request for Proposal (RfP) envelop EMD (Separately sealed envelope)	Forms 6A and 6B
RfP Envelope	Technical Proposal (Separately sealed envelope)	Form 6C and 6D
	Financial proposal (Separately sealed envelope)	Form 6E and 6F

1.2.5.9. After the Proposal submission until the contract is awarded, if any Organisation wishes to contact Samagra Shiksha on any matter related to its proposal, it should do so in writing at the Proposal submission address. Any effort by the Organisation to influence the Samagra Shiksha during the Proposal evaluation, Proposal comparison or contract award decisions may result in the rejection of the organisation's proposal.

## 1.2.6. Earnest Money Deposit

1.2.6.1. An Earnest Money Deposit (EMD) in the form of a Demand Draft, from a scheduled Bank in favour of "Tamil Nadu State Mission of Education for All - Samagra Shiksha" payable at Chennai, for the sum of **Rs.7,40,000/- (Rupees Seven Lakh and Forty thousand only)** will be required to be submitted by each Organisation along with the technical proposal. The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway. If excess or short, the tender status will be shown as invalid. Samagra Shiksha is entitled to cause forfeiture of the EMD if the Organisation revokes/ withdraws the Bid during the period of its validity and or fails to comply with the conditions.

1.2.6.2. Bids received without the specified Earnest Money Deposit shall be summarily rejected.

1.2.6.3. Earnest Money Deposits of Organisations shall be returned, without any interest, within three months after signing the contract with the successful applicant or when the selection process is cancelled by the Samagra Shiksha Office. For the successful applicant, please see Performance Guarantee Section 1.2.7

## 1.2.7. Performance Guarantee:

1.2.7.1. Samagra Shiksha office will retain the EMD of the successful Organisation as a Performance Guarantee Security Deposit. The performance security shall remain in force until the satisfactory completion of the contract and will be discharged thereafter without any interest on the EMD.

## 1.2.8. Payment Schedule and Deliverables

1.2.8.1. The Scope of Work envisages the work to be undertaken in milestone and measurable metric based manner. Time schedule for important Deliverables to be submitted to the Samagra Shiksha Office and the payment schedule linked to the specified deliverables for various Phases is given as provided in Section 4.

1.2.8.2. The payments will be made to the Organisation after completion of deliverables or as per the deliverables schedule based on submission of invoice to Samagra Shiksha office.

## 2. Background

Samagra Shiksha is an Integrated Scheme for School Education aimed at ensuring inclusive and equitable quality education from Class 1-12th Standard. Samagra Shiksha subsumes three existing schemes – Sarva Shiksha Abhiyan (SSA), Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and Teacher Education (TE). The main outcomes of the Scheme are envisaged as Universal Access, Equity, Quality and strengthening of Teacher Education Institutions (TEIs), etc.

There is an increased need for convergence between different programmes implemented by Samagra Shiksha and various directorates of the School Education Department, Government of Tamil Nadu by instilling allocative efficiency and optimal utilization of budgetary and human resources.

The broader goal is to improve school's effectiveness in terms of providing quality education and equitable learning outcomes. The School Education Department aims to adopt a holistic approach to education with an intention to bring about administrative reform and focus on quality of education with an impetus on Teachers and Technology. It aims to introduce growing efforts to promote digital learning, enhance inclusion, reduce gender gaps, skill development, regional balance, and sports & physical education.

Over the years, recognizing the importance of the efforts made to enhance the quality of education, the Tamil Nadu State Government has placed an unprecedented focus on expansion of education, significantly improving the quality of education imparted and ensuring that educational opportunities are available to all segments of the society. With this commitment the state government envisages to build human capital by providing universal access, equity, quality at primary, upper primary, secondary and higher secondary level. Thereafter, increasing the enrolment in higher education and bringing in a focus on employability in manufacturing and service sector.

Despite being among the top three states in school education – Tamil Nadu got a poor score in learning outcomes and quality domain in 2021 (stood 22nd on this aspect). This poses a significant challenge towards the objectives of Samagra Shiksha Scheme. It has to be noted that by 2030, Tamil Nadu aims to ensure that all girls and boys complete free, equitable and quality

primary and secondary education leading to relevant and effective learning outcomes as part of Sustainable Development Goals.

Beyond the health consequences of CoVid-19, the pandemic has caused closure of schools and a high proportion of children in the age group of 6-14 are not enrolled in school in 2020 as compared to 2018 in rural areas. In addition to this, according to the ASER report, one in four children in Class VIII in Tamil Nadu were not able to read Class II level texts and only 50% students studying in Class VIII were able to grasp division.

The implication of global pandemic and adoption of education technology is likely to transform the education ecosystems across India and Tamil Nadu as well. This also creates various challenges and opportunities to reimagine the future of school education for 6.8 million students enrolled in Government and aided schools across ~45,000 schools in Tamil Nadu (out of 12 million students and ~59,000 schools).

In this context, to realize the vision for Tamil Nadu—it is imperative to adopt a targeted project-based approach to improve the learning outcomes, quality and equity dimension for the school education. Among other education initiatives, one of the key long term missions for the state is the Ennum Ezhuthum Mission. The Mission will steer the state to ensure that all children by the end of class 3 will be able to read with comprehension and possess critical arithmetic skills which will form the foundation for all future learning. It will be implemented in all the Government schools with primary classes impacting all children by 2025.

The Department of School Education, Tamil Nadu invites eligible organisations to apply for being a part of the Project Management Unit that will be set up to support the state in steering the Ennum Ezhuthum and other identified Education Quality improvement missions.

## **3. Terms of reference**

### **3.1 Overview**

The organisation selected through this RfP is expected to deliver a range of services to Samagra Shiksha (Government of Tamil Nadu). It covers end-to-end advisory services across Ennum Ezhuthum and other identified education initiatives to improve learning outcomes. The mission covers Identification of strategic initiatives, setting up teams to drive the implementation, support the measurement mechanisms for identified metrics to transform the school education in the state. The organisation is also expected to work closely with the external partners on boarded by Samagra Shiksha. The project will be executed in a phase wise manner, as follows:-

1. Phase 1 – Define (T to T+2, 2 months): Identification of key strategic initiatives both short-term and long-term (aligned with Ennum Ezhuthum and other allied educational initiatives) and establish the transformation roadmap for implementation and onboard the team.

2. Phase 2 – Plan (T to T+8, 8 months): Finalise implementation action plans across State and District Level with internal and partner stakeholders as required for each strategic initiative identified.

3. Phase 3 - Implement (T +2 to T+12 months): On-the-ground strategic initiative implementation, review progress, support the different stakeholders at State and District level and evolving programmes based on ground realities. Regular capacity building of officials and institutionalize monitoring & learning mechanisms to sustain the education transformation. The project can be extended by two years based on performance and need for the School Education Department, Tamil Nadu

## **3.2. Scope of Work**

### **3.2.1. Project Management Unit (PMU) is needed at two levels -**

#### **1. Component A: State level for Ennum Ezhuthum**

- The state level PMU under the guidance of SCERT and other Directorates of Education Department shall provide support for designing the curriculum, training, assessment and monitoring mechanisms for the Ennum Ezhuthum mission.
- The state PMU will consist of four team members. The role of state PMU would include providing technical inputs on various aspects of the mission including designing the framework for a holistic annual State Action Plan, appraising the State implementation, detailed design of teachers' professional development plan and academic support staff, development, and quality control of all materials developed, sampling for baseline assessment, regular monitoring of the programme and all other programme activities.
- There will be two teams - Core Team and Supporting Team within the state level PMU.
  - The Core Team will consist of resources who will provide core technical expertise for planning and implementing the Mission at the state and district level.
  - The Supporting Team will provide additional project and team managerial support to the existing Core Team. The department shall provide the provision for the personnel cost of the qualifying organisation's Core Team, the organisation shall undertake to bear the costs of the Supporting Team as required.

#### **2. Component B: District level Programme PMU**

- The district level PMU shall provide support for the implementation programme and monitoring activities across all initiatives finalised by all state level PMUs.
- The district PMU team will consist of 4 team members per district. The role of district PMU would include providing technical inputs on implementation of the identified missions including designing the framework for a District Action Plan, appraising the district-level implementation, delivery and monitoring of capacity building sessions, dissemination of materials at school and village level, conducting periodic assessments and all other implementation related activities at the district, block and zonal level.

### 3.2.2. Functions of State PMU

1. Develop annual roadmap for the Mission and annual Implementation Plans for the State and Districts by assisting districts in creating a District Action Plan. This shall be done in consultation with SCERT, other Directorates and renowned Educationists.
2. Set actionable goals for the State and District PMU based on state priorities.
3. Awareness and capacity building of all education administrators.
4. Ensure availability of print rich material in the classrooms, child friendly infrastructure in the schools and digital resources to support teachers.
5. Associate reading and maths with the experience of joy and real-life situations and encourage innovative pedagogies to make the teaching learning process interesting and enjoyable.
6. Develop state specific targets for Oral Reading Frequency and learning outcomes achievement.
7. Design IT based solutions/MIS/e-governance for school related administration work to reduce the burden of this work on teachers.
8. Create a comprehensive communication plan for the Mission.
9. Motivate communities, Parents, Teachers and Students to attain the goal of Ennum Ezhuthum mission through intensive awareness drives at state, district/block level.
10. Promote adoption of best practices amongst Districts, Blocks, Zones and Schools through workshops and other platforms to enable learning.
11. Design and implement Independent Assessments, Summative Assessments and Formative Assessments.
12. Develop a district-wise strategy for data collection and reporting.
13. State PMU should also build district wise dashboards to allow for data-based decision making.

### 3.2.3. Functions of District Programme PMU

1. District PMU should provide on ground support for monitoring and evaluation of all implementation plans rolled out across identified education services at district level.
2. Plan, Design and conduct primary research for various needs assessment surveys.
3. District PMU should also maintain district wise dashboards to allow data-based decision making.
4. Implement IT based solutions/MIS/e-governance for school related administration work.
5. Monitoring of Key Performance Indicators (KPIs) related to learning outcomes including those used in Achievement Surveys.
6. Support the district officials to conduct review meetings with teachers, DIET and block/cluster staff at the block and district level. The meetings will aim to provide support to teachers in designing classroom strategy and reviewing assessments.
7. Periodically monitor the progress of the identified missions through regular classroom visits.
8. Conduct a need assessment exercise for Teacher Learning Material (TLM) and Teacher Professional Development (TPD) and to ensure that requisite grant is made available for

meeting requirements.

9. Design strategic interventions at the district, sub-district, and institutional levels to address gaps in Learning Outcomes.
10. Create a detailed 1-year District Action Plan (DAP) considering all activities to be taken up at the district and the block level.
11. The below scope of work would be applicable to specifically to Ennum Ezhuthum Mission
  - a. Ensure availability of print rich material, child friendly infrastructure and digital resources to support teachers.
  - b. Provide on ground support for conducting Independent Assessments and Summative Assessments.
  - c. Work with DIETs in preparation of plans and monitoring and in the conduct of teacher training.
  - d. Ensure regular training of the teachers/school heads, SMC members, BRCs, CRCs and other stakeholders in the aspects specified by the FLN mission.
  - e. Support to mobilize the community through street theatre, reading sessions at local level, community LED vans, rallies, etc by coordinating with the district officials. They will also help coordinate door-to-door outreach sessions with mothers/parents/ guardians/SHGs, etc.

### 3.2.5 Staffing Requirements

#### 3.2.5.1 Overview

The below table lists all roles that team members should be identified and recruited for the programme.

- State PMU personnel should be recruited and join on or before **January 15, 2022.**
- District PMU personnel should be recruited and join on or before **March 10, 2022.**

<b>Role</b>	<b>Number of positions</b>
<b>State PMU</b>	
a. Project Head, Ennum Ezhuthum	1
b. Lead, Capacity building, Ennum Ezhuthum	1
c. Lead, Curriculum and Instructional Practice, Ennum Ezhuthum	1
d. Lead, Assessment Design, Ennum Ezhththum	1

<b>District Programme PMU (set up in 16 districts<sup>1</sup>)</b>	
a. District Manager	16
b. District Associate, Field Impact	32
c. District Associate, Communication	16

## Job Description

### 1. **Project Head, Ennum Ezhuthum**

#### a. *About Ennum Ezhuthum*

Tamil Nadu has achieved universal access to primary education. The state is poised to improve and universalize foundational learning by launching a programme on mission mode. Mission Ennum Ezhuthum will steer the state to ensure that all children by the end of class 3 will be able to read with comprehension and possess critical arithmetic skills which will form the foundation for all future learning. The mission will be implemented in all the Government schools with primary classes impacting all children by 2025.

#### b. *About the Role*

The Project Head will be expected to anchor the Ennum Ezhuthum Mission in Tamil Nadu. The Project Head will play a critical role in achieving the project deliverables across different components of the Mission in Tamil Nadu viz., Curriculum, Capacity Building, Assessments and Monitoring tools and mechanisms. They will ensure that the State and District PMU teams function in unison to realise the Vision of Ennum Ezhuthum. This role will entail liaising with senior Government officials and academic experts.

#### c. *Roles and Responsibilities*

- Set the Vision for the state's Ennum Ezhuthum Mission and set actionable goals for the State and District PMU.
- Streamline communication between core, supporting teams of the PMU and the government stakeholders.
- Develop annual roadmap for the Mission and annual Implementation Plans for the State and Districts by assisting districts in creating a District Action Plan.
- Support the state and district PMU teams to contribute effectively to attain the Mission goals.

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<sup>1</sup>CHENNAI, COIMBATORE, CUDDALORE, KANCHEEPURAM, MADURAI, NAGAPATTINAM, NAMAKKAL, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGAI, THENI, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUVANNAMALAI, VILLUPURAM, VIRUDHUNAGAR



- Critically analyse the impact of the programme on an ongoing basis and look for ways to strengthen the overall implementation of the Mission.
- Guide the team to carry out extensive research in foundational learning and ensure all Mission-related decisions are evidence-based.
- Set and achieve goals and support the Ennum Ezhuthum PMU team members to ensure that all objectives of the project are met successfully
- Coordinate with a third party vendor as and when required to strategise, design and implement a robust monitoring and evaluation plan for the Mission.
- Ensure that the project deliverables meet the state's high quality of standard.
- Representing the PMU in state-level review meeting and share project updates as required.
- Set in place all the requisite systems and processes to help the team track progress of the Mission and achievement of goals.
- Ensure all programmatic decisions are rooted in strong and proven research principles.
- Support the state in report and brief writing processes related to mission and ensure all documents meet the government mandated standards.
- Based on the data collection and reporting frameworks, the State PMU will develop a district-wise strategy for data collection and reporting.
- Support the state's Educational Management Information System to design IT based solutions/MIS/e-governance for the Mission.
- Draft a comprehensive communication plan for the State for the Mission.
- Design a targeted communication strategy to motivate communities, parents, guardians, teachers and students to attain the goal of Ennum Ezhuthum mission through intensive awareness drives at state, district/block level.
- Promote adoption of best practices amongst Districts, Blocks, Zones and Schools through workshops and other platforms to foster a culture of learning.

*d. Key Requirements*

- 7-10 years of work experience in the education sector with at least 5 years of relevant experience in designing and implementing large scale programmes on capacity building.
- Master's degree in Public Policy, Programme Strategy, Business Administration or other allied field of study.
- Excellent knowledge of MS Word, Excel and PowerPoint.
- Exceptional interpersonal management skills with a proven track record of building strong, sustainable relationships with a wide range of stakeholders in the Government.
- Strong analytical and creative problem solving skills.
- A capacity to perform and deliver under pressure with the ability to prioritise effectively.
- Exceptional sense of ownership and capacity to set a high bar of excellence for oneself.

- Keen interest in large scale project design and management with demonstrable expertise in foundational learning.
  - Ability to speak, read and understand Tamil.
- e. *Remuneration*
- This remuneration package is inclusive of expenses such as travel, medical insurance and any other expenses that the organisation may incur in the onboarding and professional development of the employee.

## **2. Lead, Curriculum Design, Ennum Ezhuthum**

### *a. About Ennum Ezhuthum*

Tamil Nadu has achieved universal access to primary education. The state is poised to improve and universalize foundational learning by launching a programme on mission mode. Mission Ennum Ezhuthum will steer the state to ensure that all children by the end of class 3 will be able to read with comprehension and possess critical arithmetic skills which will form the foundation for all future learning. The mission will be implemented in all the Government schools with primary classes impacting all children by 2025.

### *b. About the Role*

The Lead, Curriculum Design, Ennum Ezhuthum will be expected to anchor the curriculum creation and instructional design for the Mission. They will ensure that the content is academically rigorous and contextually relevant. This will include liaising with relevant academic experts in the government and other pedagogy advisors. They will support relevant departments and co-lead the end-to-end development of various types of content such as lesson plans, worksheets, teaching-learning videos pertaining to literacy and numeracy for teachers and students.

### *c. Roles and Responsibilities*

- Support SCERT in drafting and implementing the overall content strategy & roadmap and thereby improve classroom practices
- Coordinate with relevant departments and develop state specific targets for Oral Reading Frequency and learning outcomes achievement for Tamil, English and Maths
- Coordinate with SCERT to design videos on instructional practices for teachers and foundational learning for students
- Meticulously document and draw insights from well-researched regional/national/international best practices and contextualise it to suit the teaching and learning in classrooms
- Contribute to the overall vision setting process of Ennum Ezhuthum and to transform the status of foundational learning
- Liaise with relevant departments in designing the content and streamline communication within and across departments

- Support in drafting a robust process framework and guidelines for the TLM team and oversee adherence to it at all points in the creation cycle
- Ensure availability of print rich material in the classrooms, child friendly infrastructure in the schools and digital resources to support teachers
- Draft strong SOPs to create high-quality digital content for training teachers and other administrators
- Support relevant departments in conducting the curricular and training planning workshops
- Conduct periodic classroom observations to improve understanding of the context and strategise the effective adoption of the instructional design materials

*d. Key Requirements*

- 7-10 years of work experience in the education sector with at least 5 years of relevant experience in curriculum design, content development, training or programme design
- A bachelor's degree in a relevant field of specialisation. Relevant Master's degree will be an advantage.
- Excellent knowledge of MS Word, Excel and PowerPoint
- Exceptional interpersonal management skills with a proven track record of building strong, sustainable relationships with a wide range of stakeholders in the government
- Strong analytical and creative problem solving skills
- Capacity to perform and deliver under pressure with the ability to prioritise effectively
- Exceptional sense of ownership and capacity to set a high bar of excellence for oneself
- Keen interest in pedagogy and strive to read and research extensively on it
- Ability to speak, read and understand Tamil

*e. Remuneration*

- This remuneration package is inclusive of expenses such as travel, medical insurance and any other expenses that the organisation may incur in the onboarding and professional development of the employee.

**3. Lead, Assessment Design, Ennum Ezhuthum**

*a. About Ennum Ezhuthum*

Tamil Nadu has achieved universal access to primary education. The state is poised to improve and universalize foundational learning by launching a programme on mission mode. Mission Ennum Ezhuthum will steer the state to ensure that all children by the end of class 3 will be able to read with comprehension and possess critical arithmetic skills which will form the foundation for all future learning. The mission will be implemented in all the Government schools with primary classes impacting all children by 2025.

*b. About the Role*

The Lead, Assessment Design, Ennum Ezhuthum will be expected to anchor the overall assessment creation for the Mission. They will ensure that the assessments designed are academically rigorous and contextually relevant. Their work will involve liaising with relevant academic experts in the government and other pedagogy advisors. You will support relevant departments and co-lead the end-to-end creation of various types of assessments for students and other stakeholders as required.

*c. Roles and Responsibilities*

- Design and implementation of Independent Assessments, Summative Assessments and Formative Assessments based on national/international standards
- Support the state PMU team in developing state specific targets for Oral Reading Frequency and learning outcomes achievement for Tamil, English and Maths and teacher competency framework for improving their instructional practices
- Consistently document and draw insights from well-researched regional/national/international best practices and contextualise it to suit Tamil Nadu's Mission requirements
- Set and achieve goals and support the Ennum Ezhuthum PMU team members to ensure that all objectives of the project are met successfully
- Contribute to the overall vision setting process of Ennum Ezhuthum and to transform the status of foundational learning
- Liaise with relevant departments in designing the assessments and streamline communication within and across departments
- Support the state assessment cell in creating scaffolded assessments for English, Maths and Tamil for students
- Create guidelines for the assessment design and conduct capacity building workshops for state identified resource persons towards the same
- Support the state in designing relevant digital tools for assessment
- Draft strong SOPs and review the assessments created for teachers and students
- Support the state in uploading teacher and student assessments on relevant platforms

*d. Key Requirements*

- 7-10 years of work experience in the education sector with at least 5 years of relevant experience in curriculum design, content development, training or programme design
- A bachelor's degree in a relevant field of specialisation. Relevant Master's degree will be an advantage.
- Excellent knowledge of MS Word, Excel and PowerPoint
- Exceptional interpersonal management skills with a proven track record of building strong, sustainable relationships with a wide range of stakeholders in the government
- Strong analytical and creative problem solving skills

- A capacity to perform and deliver under pressure with the ability to prioritise effectively
- Exceptional sense of ownership and capacity to set a high bar of excellence for oneself
- Keen interest in pedagogy and strive to read and research extensively on it
- Ability to speak, read and understand Tamil

e. *Remuneration*

- This remuneration package is inclusive of expenses such as travel, medical insurance and any other expenses that the organisation may incur in the onboarding and professional development of the employee.

**4. Lead, System Capacity Building, Ennum Ezhuthum**

a. *About Ennum Ezhuthum*

Tamil Nadu has achieved universal access to primary education. The state is poised to improve and universalize foundational learning by launching a programme on mission mode. Mission Ennum Ezhuthum will steer the state to ensure that all children by the end of class 3 will be able to read with comprehension and possess critical arithmetic skills which will form the foundation for all future learning. The mission will be implemented in all the Government schools with primary classes impacting all children by 2025.

b. *About the Role*

The Lead, System Capacity Building, Ennum Ezhuthum will be expected to anchor the training delivery model for the Mission. They will ensure that the training delivered is high-quality, error-free and cascades effectively. This will include liaising with relevant academic experts in the government and other pedagogy advisors to improve existing training processes and creating new ones. Additionally, they will also be expected to set up systems and processes to create data collection tools and ensure that the district team collects high-quality data from the field.

c. *Roles and Responsibilities*

- Support SCERT in drafting the Vision, training strategy and the blueprint for capacity building activities of all stakeholders (teacher, school leader, zonal, block, district and state level officials ) in Ennum Ezhuthum
- Contribute to the overall vision setting process of Ennum Ezhuthum and transform the status of foundational learning in the state
- Proactively propose iterations to the training models through well-researched regional/national/international best practices and contextualise it to suit the Mission's requirements
- Liaise with relevant departments in planning the capacity building workshops and streamline communication within and across departments
- Guide the state training team in creating strong session plans and support in the creation of standardised, quality content

- Support the training team in scheduling observations to collect qualitative insights in order to improve the training model
- Create training observation reports to evaluate the effectiveness of the training and suggest improvements to the existing systemic processes
- Create a classroom observation framework for Ennum Ezhuthum based on existing tools and frameworks available in the state
- Support the district team in scheduling and conducting classroom observations and consciously adopt an innovative problem solving approach to transform the quality of public education
- Support the PMU team to organise review meetings at the state level and periodically make process-related iterations and improvements
- Support the state in creating a schedule for regular classroom visits by various officials
- Submit periodic reports consisting of case studies, qualitative classroom insights from the districts

*d. Key Requirements*

- 6-10 years of work experience in the education sector with at least 5 years of relevant experience in designing and implementing large scale programmes on capacity building
- A bachelor's degree in a relevant field of specialisation. Relevant Master's degree will be an advantage
- Excellent knowledge of MS Word, Excel and PowerPoint
- Exceptional interpersonal management skills with a proven track record of building strong, sustainable relationships with a wide range of stakeholders in the government
- Strong analytical and creative problem solving skills
- A capacity to perform and deliver under pressure with the ability to prioritise effectively
- Exceptional sense of ownership and capacity to set a high bar of excellence for oneself
- Keen interest in pedagogy and andragogy, and strive to read and research extensively on it

*e. Remuneration*

- This remuneration package is inclusive of expenses such as travel, medical insurance and any other expenses that the organisation may incur in the onboarding and professional development of the employee.

**5. District Manager, Mission Ennum Ezhuthum**

*a. About the Mission*

Tamil Nadu has achieved universal access to primary education. The state is poised to improve and universalize learning by launching programmes on mission mode.

Mission Ennum Ezhuthum and other such education initiatives will steer the state to ensure that all children by the end of class 12 will be prepared for higher education in areas of their interest. The mission will be implemented in all the Government schools with primary classes impacting all children by 2025.

*b. About the Role*

The District Manager will be responsible for anchoring and implementing Ennum Ezhuthum at the district level. They will share district level updates with the state team and support the district-level administration in reviewing the Mission goals periodically.

*c. Roles and Responsibilities*

- Create a detailed 1-year District Action Plan (DAP) considering all activities to be taken up at the district and the block level.
- Plan, design and conduct primary research for various needs assessment surveys for the Mission
- Provide on ground support for conducting Independent Assessments and Summative Assessments
- Assist the CEO and DIETs and other relevant departments conduct regular training of the teachers/school heads, SMC/SMDC members, BRCs, CRCs and other stakeholders in the aspects specified by the Mission
- Review and share regular updates using the district wise dashboards to allow decentralised data-based decision making
- Plan and organise review meetings with teachers, DIET, block and zonal staff at the block and district level
- Monitor the progress of the mission through regular classroom visits and support the district PMU team in scheduling classroom visits
- Co-lead the planning of Information Education and Communication (IEC) activities for the district in collaboration with the state PMU team
- Mobilize the community through various IEC strategies and help coordinate door-to-door outreach sessions with mothers/parents/guardians/SHGs etc.
- Support the state PMU in conducting third party evaluation at the district level
- Ensure that the project deliverables meet the state's high quality of standard
- Share Mission related updates with the senior leadership at the district level and state level as required
- Set in place all the requisite systems and processes to help the district PMU team track progress of the Mission and achievement of goals
- Lead or support all report and brief writing processes related to government communication for the district
- Support the district's Educational Management Information System to design IT based solutions/MIS/e-governance for the Mission
- Promote cross learning among blocks through workshops and exchange of best practises amongst Blocks, Clusters and Schools.

d. *Key Requirements*

- 3-5 years of relevant work experience
- A bachelor's degree in a relevant field of specialisation
- Excellent knowledge of MS Word, Excel and PowerPoint
- Exceptional interpersonal management skills with a proven track record of building strong, sustainable relationships with a wide range of stakeholders in the government
- A capacity to perform and deliver under pressure with the ability to prioritise effectively
- Exceptional sense of ownership and capacity to set a high bar of excellence for oneself
- Keen interest in large scale project design and management with demonstrable expertise in foundational learning
- Ability to speak, read and understand Tamil
- Willingness to travel within and outside the block/district for school observation visits, review meetings, training and programme support activities

e. *Remuneration*

- This remuneration package is inclusive of expenses such as travel, medical insurance and any other expenses that the organisation may incur in the onboarding and professional development of the employee.

**6. District Associate, Field Impact**

a. *About the Mission*

Tamil Nadu has achieved universal access to primary education. The state is poised to improve and universalize learning by launching programmes on mission mode. Mission Ennum Ezhuthum and other such education initiatives will steer the state to ensure that all children by the end of class 12 will be prepared for higher education in areas of their interest. The mission will be implemented in all the Government schools with primary classes impacting all children by 2025.

b. *About the Role*

The Field Associate will be conducting regular classroom observations, training and review meeting observations. They may also monitor the implementation of educational surveys and pilot projects as need arise.

c. *Roles and Responsibilities*

- Schedule and conduct regular classroom observations
- Support the school, zonal, block level officials in implementing Mission related activities
- Observe and support the implementation of review meetings and training workshops



- Implement IEC strategies in the community and conduct door-to-door outreach campaigns for improving Ennum Ezhuthum awareness
- Use digital tools and guidelines provided to conduct classroom observations
- Create reports and document case studies from classrooms
- Adhere to stipulated guidelines and processes to track progress of the Mission and achievement of goals

*d. Key Requirements*

- Minimum one year of teaching experience in school or relevant work experience.
- A bachelor's degree in a relevant field of specialisation.
- Able to communicate well in Tamil (speak and write) and read English.
- Proficiency in basic computer and internet applications
- Working knowledge of MS Word, Excel and PowerPoint
- Ability to manage work as per programme timeline.
- Willingness to travel within and outside the block/district for school observation visits, review meetings, training and programme support activities.
- Exceptional sense of ownership and capacity to set a high bar of excellence for oneself

*e. Remuneration*

- This remuneration package is inclusive of expenses such as travel, medical insurance and any other expenses that the organisation may incur in the onboarding and professional development of the employee.

## **7. District Associate, Communication**

*a. About the Mission*

Tamil Nadu has achieved universal access to primary education. The state is poised to improve and universalize learning by launching programmes on mission mode. Mission Ennum Ezhuthum and other such education initiatives will steer the state to ensure that all children by the end of class 12 will be prepared for higher education in areas of their interest. The mission will be implemented in all the Government schools with primary classes impacting all children by 2025.

*b. About the Role*

The District Manager will be responsible for anchoring and implementing Ennum Ezhuthum at the district level. They will share district level updates with the state team and ensure that the Mission goals are reviewed periodically.

*c. Roles and Responsibilities*

- Support the district PMU team in creating the roadmap for IEC activities
- Create the communications guidelines for the Mission's external communications

- Design and implement the Mission's external communications strategy to improve visibility on foundational learning across various media: social, print, radio etc.
- Design, review and approve all materials to be shared with
- Internal (state and district PMU) and external (community, media) stakeholders and ensure they conform to the state mandated communication guidelines
- Create, review and approve audio-visual collaterals of varying lengths, catering to different audiences, for IEC purposes
- Support in developing a robust outreach campaign strategy for improving the district PMU team in conducting and district PMU teams to contribute effectively to attain the Mission goals
- Adopt innovative strategies to for community mobilisation and coordinate with the field team resource persons in the district PMU to implement
- Review the communication strategy once a quarter and make periodic iterations based on the feedback and recommendations from the community
- Actively participate in conducting outreach campaigns and support the field team resource persons as required
- Ensure that the project deliverables meet the state's high quality of standard
- Share Mission related updates with the senior leadership at the district level as required
- Adhere to stipulated guidelines and processes to track progress of the Mission and achievement of goals

*d. Key Requirements*

- 2-4 years of relevant work experience
- A bachelor's degree in a relevant field of specialisation. Relevant Master's degree will be an advantage
- Excellent presence on social media. Prior experience in online campaigns for government projects will be an advantage
- Excellent knowledge of MS Word, Excel and PowerPoint
- Exceptional interpersonal management skills with a proven track record of building strong, sustainable relationships with a wide range of stakeholders in the government
- Exceptional design aesthetic and creative skills
- A capacity to perform and deliver under pressure with the ability to prioritise effectively
- Exceptional sense of ownership and capacity to set a high bar of excellence for oneself
- Ability to speak and write Tamil and write formal documents in English

*e. Remuneration*

- This remuneration package is inclusive of expenses such as travel, medical insurance and any other expenses that the organisation may incur in the onboarding and professional development of the employee.

## 4. Payment Schedule

The selected organisations will agree upon the goals based on which the metrics and indicators will be set for each PMU employee. There will be quarterly reviews of goals vs achievement for the Mission as well as the individual.

The payment to the organisation will be made based on the below milestones. In the event, goals and related metrics are updated during the tenure of the programme, the changes will be documented and appropriate addendums will be attached to the signed agreement.

Sl. No.	Deliverables	Anticipated Timelines	Payment Schedule
1.	Develop and deploy Project Monitoring & Assessment Framework.	T0 + 1 months	10%
2.	Onboarding Specified team members	T0 + 2 months	10%
3.	Transformation Design and Implementation Roll-out plan for each initiative and prepare dashboard for monitoring and progress review of the initiatives and support the department's local IT to develop the dashboard (on-board vendor if required)	T0 + 3 months	20%
4.	Conduct data-driven reviews through dashboards (i.e. max 4 reviews)  Payment shall be made based on reviews being conducted @ 5% per month from T0 + 2 months onwards till T0+12	Every month	5%
Note: T0 is the starting date of the project.			

The organisation may be permitted to submit claims for reimbursement towards expenses incurred as per project budgets towards the achievement of the milestone.

## 5. Proposal Evaluation

### 5.1. Technical Qualification Criteria

An organisation will be qualified upon meeting minimum criteria as evaluated through the 10 items listed below.

<b>Criteria 1: Number of years since incorporation</b>	
<b><i>If the number of years since incorporation is:</i></b>	<b>Score</b>
0-2	0
3-5	1
6-10	2

>10	3
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<b><u>Criteria 2: Number of years of experience in Tamil Nadu</u></b>	
<i>If the number of years of experience is:</i>	<b>Score</b>
0-2	0
3-5	1
6-10	2
>10	3

<b><u>Criteria 3: Total years of experience of the 5 senior-most team members</u></b>	
<i>If the total years of experience is:</i>	<b>Score</b>
0-10	0
11-20	1
21-30	2
>30	3

<b><u>Criteria 4: Number of government schools where FLN intervention was implemented in the last five years in TN</u></b>	
<i>If the total number of government schools is:</i>	<b>Score</b>
0-100	0
101-500	1
501-1000	2
>1000	3

<b><u>Criteria 5: % team members with prior teaching experience</u></b>	
<i>If the % team members is:</i>	<b>Score</b>
0-10%	0
11-30%	1

31-50%	2
> 50%	3

<b><u>Criteria 6: Number of government school teachers trained in FLN in the last five years</u></b>	
<i><b>If the number of government school teachers trained is:</b></i>	<b>Score</b>
0-100	0
101-250	1
251-500	2
> 500	3

<b><u>Criteria 7: Experience of creating FLN materials for classes 1-3 in Tamil, English and Maths</u></b>	
<i><b>If the subject includes:</b></i>	<b>Score</b>
None	0
Any one of the three	1
Any 2 of the three	2
All 3	3

<b><u>Criteria 8: Experience creating FLN assessments aligned to Tamil Nadu stateboard syllabus (Tamil, English, Maths)</u></b>	
<i><b>If the subject includes:</b></i>	<b>Score</b>
None	0
Any one of the three	1
Any 2 of the three	2
All 3	3

<b><u>Criteria 9: Experience of creating FLN digital content for government school teachers and students (Tamil, English, Maths)</u></b>	
<i><b>If the subject includes:</b></i>	<b>Score</b>

None	0
Any one of the three	1
Any 2 of the three	2
All 3	3

<b><u>Criteria 10: Average Annual organisational budget over the past three years (2018-2020)</u></b>	
<b><i>If the subject includes:</i></b>	<b>Score</b>
0-50 lakhs	0
Between 50 lakhs and 1 Crore	1
Between 1 Crore and 2 Crores	2
More than 2 Crores	3

## **5.2. Selection Methodology**

The selection of Organisation will be in accordance with the Quality and Cost Based Selection (QCBS) system:

- 5.2.1. The proposal for the PMU will be evaluated against the evaluation criteria mentioned under section 5.1. Minimum 20 points (out of 30 points) are required for technical qualification of the Organisation. Organisations scoring more or equal to 66% will be considered as “Qualified Organisation”.
- 5.2.2. Financial proposal will be opened for only “Qualified Organisation” who meets a minimum score of 60% as part of technical evaluation.
- 5.2.3. For Financial Proposal score, the least-cost selection method will be applied. The financial score will be calculated with Lowest Financial Bid (LFB) being given 100 points and all other bidders price (P) being given scores in proportion to the LFB out of 100, i.e.  $FP = (LFB/P \times 100)$
- 5.2.4. Proposals for the “Qualified Organisation” during the process of evaluation will finally be ranked according to their combined score of Technical Proposal (TP) and Financial Proposal (FP) scores.
- 5.2.5. The weightage given to technical (Tw) and financial (Fw) proposals are as follows:
- 5.2.6. Tw =80% and Fw = 20%
- 5.2.7. Combined Total Score = (TP x Tw) + (FP x Fw)

- 5.2.8. The selected Organisation shall have the highest combined total score.
- 5.2.9. The second highest Organisation shall be kept in reserve and may be invited for negotiation in case the first ranked Organisation withdraws or fails to comply with requirements, as the case may be.
- 5.2.10. In the event, if the combined total score is tied then the Organisation securing the highest technical score will be adjudicated as the Best Value Organisation for the award of the project.

## 6. Standard Forms

The Technical Proposal shall comprise an Executive Summary plus the relevant forms as instructed under the terms of this RfP document.

**Executive Summary:** This section should present an overall summary of the key elements of the Technical Proposal including specific experience of the organisation(s), proposed technical approach & methodology, work plan and team composition.

Form 6A: Covering Letter

Form 6B: General Information

Form 6C: Organisation's Experience

Form 6D: Description of Approach and Work Plan for Performing the Assignment

Form 6E: Financial Proposal Submission Form

Form 6F: Summary of Costs

## Form 6A: Covering Letter

*(To be submitted on the Organisation's letterhead)*

<<Insert Date and location>>

To,

**State Project Director**

Samagra Shiksha Office,

DPI Campus, College Road,

Nungambakkam,

Chennai, Tamil Nadu 600006

Dear Sir/Madam,

Sub: Submission of proposal in response to RfP for <RfP title> and <RfP No.>

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposals (RfP) <RfP No.> dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RfP]: "We are hereby submitting our Proposal, which includes the Technical Proposal and a Financial Proposal (separately), as specified in the RfP document". We hereby declare that:

- a)** All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification
- b)** Our Proposal shall be valid and remain binding upon us until [insert day, month and year in accordance with Bid Validity Period].
- c)** We have no conflict of interest in accordance with the RfP <No.> terms.
- d)** We meet the eligibility requirements as stated in RfP <No.>
- e)** Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date finalized by the State of Tamil Nadu upon award of contract.

Yours sincerely,

Signature (of Organisation's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative} Name of Organisation's Authorised Signatory (Organisation's name):

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable} Email: {insert the authorized representative's email address}



**Form 6B: General Information**

<b>S. No.</b>	<b>Particulars</b>	<b>Documents to be Provided</b>
1.	<b>Details of the Organisation</b>	
	<b>Name</b>	
	<b>Address</b>	Please provide local office registration details (if any)
	<b>Telephone</b>	
	<b>Email</b>	
	<b>Fax</b>	
	<b>Website</b>	
2.	<b>Details of Authorized person</b>	Please provide the power of attorney or board resolution.
a	<b>Name</b>	
b	<b>Address</b>	
c	<b>Telephone / Email</b>	
3..	<b>Registration Details</b>	
a	<b>Date of Incorporation of Organisation</b>	Copy of Incorporation Certificate of the Organisation to be provided
b	<b>PAN and GST number</b>	Copy of PAN & GST
4.	<b>Company Profile and Strength</b>	<ul style="list-style-type: none"> <li>▪ Company background and history</li> <li>▪ No. of full-time employees (documents showing number of employees on payroll as of 30<sup>th</sup> June 2021)</li> </ul>
5.	<b>Annual Turnover of last three years</b>	Audited Balance Sheets of last three financial years indicating Annual Turnover certified by Statutory Auditor to be attached.
6.	<b>Does the Organisation have prior working experience with Tamil Nadu Government educational state apex bodies formalized by MoU in the past 5 years? (Yes/No)</b>	
7.	<b>Has the Organisation been blacklisted by Central/State Government / Department / PSUs in India as on bid submission date? (Yes/No)</b>	
8.	<b>Any other relevant information</b>	

### Form 6C: Organisation's Experience

[Using the format below, provide information on each assignment for which your Organisation was legally contracted either individually as a corporate entity for carrying out services similar to the ones requested under this assignment.]

- Exhibit projects in the last five (5) years with copy of proof of experience as per the required evaluation criteria.
- The proof of experience may include – MoU/Work Order/ Engagement Letter/ Contract Agreement / Master Service Agreement and Client Satisfactory Work certificate / Completion Certificate from the client / Self-certificate signed by the Authorised Signatory in whose name the Power of Attorney/ Board Resolution has been issued.
- The supporting documents furnished by organisation as proof of experience should clearly cover the key aspects (e.g., contract value, start/ end date/ scope etc) as per the prescribed evaluation criteria

<b>Assignment Name:</b>	<b>Contract (in INR in Crore)</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Start Date (Month/Year):</b> <b>Completion Date (Month/Year):</b>	<b>Name of Lead Partner:</b>
<b>Description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

**Organisation's Name:**

**Authorized Signature: Note:**

Please limit the description of the project in two A4 size sheet of paper. Descriptions exceeding two A4 size sheet of paper shall not be considered for evaluation.

## **Form 6D: Description of Approach and Work Plan for Performing the Assignment**

Technical approach and work plan are key components of the Technical Proposal. The Bidders will present their Technical Proposal (items A, B and C below) in no more than 40 single-sided or 20 double-sided printed sheets (A-4 size, minimum 11 font size). The page count does not include the Forms.

- A. Technical Approach and Methodology,
- B. Work Plan, and
- C. Organisation and Staffing,

**Technical Approach and Methodology:** In this section the Organisation should explain the understanding of the assignment, approach to the services and methodology for carrying out the activities. The Organisation should highlight any challenges anticipated in delivering a programme of this nature and discuss proposed approaches to overcome the challenges and meet the requirements of the assignment.

**Work Plan:** In this section the Organisation should describe the overall work plan for the activities of the assignment and a detailed work plan for various phases of assignment. The work plan must demonstrate understanding of the scope of work and ability to translate the scope into a feasible working plan.

**Organisation and Staffing:** In this section the Organisation should briefly discuss the structure, composition, roles and responsibility of the team members and how the team will ensure timely delivery of the agreed upon services.

## Form 6E: Financial Proposal Submission Form

[Location]

[Date]

To:

**State Project Director**

Samagra Shiksha Office,

DPI Campus, College Road,

Nungambakkam,

Chennai, Tamil Nadu 600 006

Dear Sir/ Madam,

**Subject:** Submission of financial proposal in response to RfP for <RfP title> and <RfP No.>

We, the undersigned, offer to provide the services for [name of assignment] in accordance with your Request for Proposal dated [date]. Our attached Financial Proposal is for the sum of [amount(s) in words and figures] for undertaking the assignment as per the Terms & Conditions enclosed.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely — Prevention of Corruption Act 1988.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organisation and

Address:

### Form 6F: Summary of Costs

Role	No. of positions	Remuneration per role per annum (Rs.)	Total Amount (Rs.)
<b>State PMU</b>			
a) Project Head, Ennum Ezhuthum	1		
b) Lead, Capacity building, Ennum Ezhuthum	1		
c) Lead, Curriculum and Instructional Practice, Ennum Ezhuthum	1		
d) Lead, Assessment Design, Ennum Ezhththum	1		
<b>District Programme PMU (set up in 16 districts<sup>2</sup>)</b>			
a) District Manager	16		
b) District Associate, Field Impact	32		
c) District Associate, Communication	16		
<b>Grand Total</b>			

Signature:

Name & Designation of Signatory:

**Note:**

1. The sum of Total Amount for each Category should equal the total grant quoted under Form 6E.
2. While the Organisation is free to quote average price rate for different roles, the Authority reserves the right to seek clarifications in case variations in the above rate, over the various roles, are beyond explicable limits.

<sup>2</sup>CHENNAI, COIMBATORE, CUDDALORE, KANCHEEPURAM, MADURAI, NAGAPATTINAM, NAMAKKAL, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGAI, THENI, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUVANNAMALAI, VILLUPURAM, VIRUDHUNAGAR