



STATE WATER AND SANITATION MISSION

STATE PROJECT MANAGEMENT UNIT

Jal Jeevan Mission Cell, 4th Floor, TWAD House,

No.31, Kamarajar Salai, Chepauk, Chennai-05

Email: missiondirectorjjm@gmail.com

NAME OF WORK : Engagement of WASH Consultant in State Project Management Unit, SWSM, Jal Jeevan Mission, Chennai with UNICEF support

Last date of Submission : 3.00 PM on 15.06.2022

Date of opening : 15.06.2022 at 3.30 PM

RFP No.15720/F.UNICEF/JJM-1/2020/date:23.05.2022

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**State Water and Sanitation Mission,
State Project Management Unit, Jal Jeevan Mission**
4th floor, TWAD House, 31, Kamarajar Salai, Chepauk, Chennai – 600 005

Request For Proposal Notice

RFP No.15720/F.UNICEF/JJM-1/2020/date:23.05.2022

Name of work: Engagement of WASH Consultant in State Project Management Unit, SWSM, Jal Jeevan Mission, Chennai with UNICEF support

Applications are invited from the highly motivated, experienced and suitable qualified individual for the position of Water Sanitation and Hygiene (WASH) Consultant for a period of seven months in State Project Management Unit, SWSM, Jal Jeevan Mission, Chennai with UNICEF assistance.

Name of post	No.	Qualification and Experience	Job Profile	Last date and time for submission of proposal	Date and Time of opening of proposal
WASH Consultant, JJM, Chennai.	1	<u>Qualification</u> Bachelors / Masters / Doctorate in Engineering or Masters / Doctorate in other than Engineering with minimum 5 years of experience of working with rural and urban water supply project	To provide technical Assistance in developing the Strategic road map to achieve the target of 100% FHTC coverage to all rural household before March 2024 in the State of Tamil Nadu	on or before 15.06.2022 by 03.00 pm	on 15.06.2022 by 03.30 pm

Job Description – As per Terms of reference at Annexure I

Candidates who wish to apply for post can download from the TWAD Board & Tamil Nadu Tenders websites (<https://www.twadboard.tn.gov.in/>) & (<http://www.tenders.tn.gov.in/>) Terms of Reference including evaluation criteria, Application Form, Form for submission of financial proposal, Form of agreement, Self declaration and Check list in Annexure I,II,III IV, V & VI.

The proposal shall Duly filled and signed in bottom of each page of Annexure I,II, III,IV,V & VI.

The proposal shall be submitted **on or before 15.06.2022 by 3.00 pm** to the undersigned in **sealed envelopes** along with:

1. self covering letter
2. Annexure I, II ,III, IV, V &VI signed at the bottom of all pages
3. Notarised copies of certificates for qualification and experience

Annexure I

State Water and Sanitation Mission, State Project Management Unit, Jal Jeevan Mission
4th floor, TWAD House, 31, Kamarajar Salai, Chepauk, Chennai – 600 005

Terms of Reference

WASH Consultant (Jal Jeevan Mission, Tamil Nadu) with UNICEF support

1. BACKGROUND :

Jal Jeevan Mission (JJM) has been launched by Ministry of Jal Shakti, Government of India. JJM the flagship scheme of the Government seeks to provide Functional Household Tap Connections in all rural households of India and also to promote the holistic management of local water resources. The goal is that every home gets drinking water in adequate quantity i.e. 55 litre per capita per day (lpcd) on a regular and long-term basis. As per DDWS as on 31st March 2019, only 18.33 percent of rural households in the country, have Piped Water Supply (PWS). It has been planned to provide around 14.60 Crore rural households with functional household tap connection (FHTC) through Jal Jeevan Mission (JJM) by 2024.

In Tamil Nadu, there are 37 Project Districts (except Chennai) with 388 Blocks, 12,525 Village Panchayats and 79,395 habitations. As on 01.04.2022, out of the total Households of 1,26,89,045 in Tamil Nadu, 52,99,034 households were provided with FHTCs. The balance households have been planned to be covered before March 2024.

The JJM emphasises on community participation and making it as a movement- a Jan Andolon. As per JJM guideline, at grass root level, local communities especially women are to be encouraged to participate and take ownership of water resource management, water supply and grey water management and its reuse. UNICEF as the sector partner organization and will play critical role as partner of Government for providing technical support for community managed water supply system in Tamil Nadu. To achieve the objective of providing improved and sustainable drinking water services in rural communities through JJM, it is important to focus on water quality management, source sustainability, sustainable service delivery (operation and maintenance), building professional capacity and strengthening decentralized governance in collaboration with TWAD Board, Directorate of Rural Development and Panchayat Raj and Panchayat Raj Institutions. As requested by the Mission Director, Jal Jeevan Mission & Managing Director TWAD Board, UNICEF agreed to provide a WASH Consultant (Jal Jeevan Mission) to support at the State Project Management Unit (SPMU) in rolling out of JJM schemes.

2. PURPOSE OF ASSIGNMENT :

Consultant to Provide technical support for coordination, planning and implementation of Jal Jeevan Mission (JJM) in collaboration with SWSM, JJM, TN, including supportive and handholding support to focus districts of Tamil Nadu through:

Leadership and Coordination

Support the strengthening of sector coordination by facilitating regular coordination meetings.

Implementing JJM guidelines and monitoring

Strengthening decentralized governance in water resource management, water supply and grey water management and its reuse through Panchayat Raj Institutions and community involvement.

3. OBJECTIVES :

- Support in planning and review of State Annual Action Plan for Jal Jeevan Mission.
- To support in improving its capacity of state and district officials and Implementation Support Agency (PLFs) to scale up community management water supply system under JJM.
- To support strategic coordination with TWAD Board and Rural Development & Panchayat Raj Department (RD&PR Dept) on successful implementation of JJM.
- To provide hand holding support to District PMU - JJM, PLF members in implementation of community managed water supply system.

4. MAJOR TASKS TO BE ACCOMPLISHED :

- Technical support to SPMU, JJM, Chennai for strengthening the institutional arrangement at all level for JJM roll out and planning of community managed water supply system.
- Support in developing Annual Action Plan based on JJM Guidelines.
- Support to develop Capacity Building of various stakeholders for scaling community management water supply system, grey water management, water conservation, rain water harvesting, etc.,.

- Support to develop IEC strategies at District and State Level and issuance of IEC guidelines.
- Support to develop web based data capturing, real time monitoring system and framework for Monitoring & Evaluation and implementation of innovative technologies in JJM.
- Technical support for developing Water Quality Monitoring & Surveillance reporting and dissemination mechanism.
- Support in maintaining necessary documentation of best practices, success stories, other reports and development of knowledge products.
- Hand holding support to DPMU at Districts, PLF members at Village Panchayats in implementation of community approaches for Pipe water Supply System and planning of campaign on safe water and water sustainability under JJM.
- Support in conducting Functionality assessment of FHTCs in Village Panchayats.

5. DUTY STATION AND WORKING HOURS :

- Duty station is Chennai and travel to project districts and Chennai as and when required.
- Office space and Desk Top computer will be provided at the SPMU, JJM office premises.
- Entitled to avail Government Holidays as well as casual leave for one day per month.
- The Travelling allowance claim will be reimbursed as per actual subject to a maximum of Rs.40,000/- per month.

6. SUPERVISOR / REPORTING TO :

- Mission Director, JJM, Chennai, Tamil Nadu and Chief Social Policy, UNICEF Chennai Field Office for Tamil Nadu and Kerala.

7. CONTRACT DURATION :

7 months: Tentatively from June 2022 to December 2022.

8. QUALIFICATIONS & EXPERIENCE:

- Bachelors/Masters/Doctorate in Engineering or Masters/Doctorate in other than Engineering with minimum 5 years of experience of working in rural or/and urban water supply project.

- Those having lesser educational qualification and less than five years of experience in rural & urban water supply projects will not be considered for evaluation and will be rejected.
- Experience in working with Government/ Government Undertakings/ UNICEF/ WHO/ UNDP/ NGOs/ CBOs/ etc., in Water, Sanitation and Hygiene (WASH) with Planning, implementation, monitoring/evaluation and community based programming in particular reference to rural areas is desirable.
- Fluency in spoken/written English and Tamil (local language) would be an essential qualification for this assignment.

9. EVALUATION CRITERIA :

- The applicant will be evaluated on the basis of the scores secured for the qualification criteria required for this assignment and the lowest cost quoted. (Quality and Cost Based Selection).
- The total score is 100. Minimum overall qualifying score is 60.
- Only those candidates who meet the minimum qualifying marks of 60 as well as score the minimum score in each of the above sub-criteria will be considered for this assignment.
- The financial proposal of the qualified candidates alone will be considered for evaluation and unqualified persons will be rejected by all means.
- Out of the qualified persons, the lowest quoted person will be selected for engagement as WASH Consultant at SPMU, JJM, Chennai. The rate of the lowest quoted person will be finalized after negotiation.
- If more than one person have quoted lowest rate, the negotiation will be made with those who has scored more marks in descending sequence.
- The minimum and maximum score for various evaluation criteria are listed under:

S. No	Criteria	Minimum Score	Maximum Score
1	Educational Qualifications	10	20
	<ul style="list-style-type: none"> • Bachelor/Master/Doctorate in Engineering (Bachelor- 10 pts; Master- 15 pts; Doctorate-20 pts) • Master/Doctorate in discipline other than Engineering (Master- 10 pts; Doctorate-15 pts) 		

S. No	Criteria	Minimum Score	Maximum Score
2	Work Experience <ul style="list-style-type: none"> • Demonstrated at least 5 years of experience of working with rural and urban water supply project. (5 Years of experience – 15 points and additional 1 point for every additional one year of experience and maximum is 20 Points) • Experience in working with Government/ Government Undertakings/ UNICEF/ WHO/ UNDP/ NGOs/ CBOs/ etc., in Water Sanitation and Hygiene (WASH) with Planning, implementation, monitoring/evaluation and community based programming. (2 Years of experience – 10 points and additional 1 point for every additional one year of experience and maximum is 20 Points) • Fluency in spoken/written English and Excellent writing skill in English. (10 points maximum based on the assessment done on the materials submitted on the works carried out) 	30	50
3	Work samples on Strategic Planning & Methodology , Documentation and Reports preparation (Quality including content of Reports) (20 points maximum based on the assessment done on the materials submitted on the works carried out)	10	20
4	<ul style="list-style-type: none"> • Fluency in spoken/written Tamil (local language). (10 points maximum based on the assessment done on the materials submitted on the works carried out and personal interaction) 	10	10
	Total Technical Score – 100. Minimum qualifying score is 60 for considering the financials	60	100

10. REPORTING REQUIREMENTS :

The consultant is expected

- To furnish monthly documentation report – 3 copies.
- To prepare various reports as required for implementation of JJM activities in various areas as mentioned in the Major tasks to be accomplished above.
- Final report on completion of assignment – 5 copies.

11. PAYMENT :

The Professional Fees as agreed upon will be made on monthly basis on submission of deliverables as per reporting requirements. The payment will be made per month or part calculated on daily average basis as the case may be after statutory deductions such as IT, GST, etc.,

12. INSURANCE :

The selected candidate should have sufficient insurance cover in live for all categories such as life cover, accident insurance, mediclaim etc.,

The Mission Director, JJM is not liable for payment of any compensation to the individual during the tenure of this assignment.

13. TERMINATION OF ASSIGNMENT:

The Mission Director, JJM, Chennai shall terminate this assignment during the tenure with a notice of 15 days without assigning any reasons. The payment of remuneration will be made for unpaid period calculated on daily average basis.

14. TERMINATION OF INVITATION OF REQUEST FOR PROPOSALS (RFP) PROCESS :

The Mission Director, JJM, Chennai shall terminate the process of invitation of this RFP without assigning any reasons.

15.SUBMISSION OF PROPOSAL AND OPENING OF PROPOSAL:

- The application format, terms of reference and financial proposal is available in TWAD Board & Tamil Nadu Tenders websites (<https://www.twadboard.tn.gov.in/>) & (<http://www.tenders.tn.gov.in/>).
- The proposal shall Duly filled and signed in bottom of each page of Annexure I,II, III,IV, V& VI.
- **The proposal shall be submitted on or before 15.06.2022 by 3.00 pm** to the undersigned in sealed envelopes in scripting the name of work and RFP Number along with,
 - a) self covering letter
 - b) Annexure I, II,III,IV, V & VI signed at the bottom of all pages
 - c) Notarised copies of certificates for qualification and experience
- The cost for preparation and submission of proposals shall be borne only by the candidates who are willing to apply.
- **The proposal submitted will be opened on 15.06.2022 at 3.30 pm** by the authorised person of the Mission Director, Jal Jeevan Mission, Chennai.

ANNEXURE -II

APPLICATION FORMAT FOR ENGAGEMENT OF WASH CONSULTANT FOR STATE PROJECT MANAGEMENT UNIT, JAL JEEVAN MISSION, CHENNAI.

1. Name of the applicant:
2. Gender : Male / Female
3. Date of Birth : Age:
4. Nationality :
5. Contact Address :
6. Mobile No : e-mail id:

7. Educational Qualification:

Sl. No.	Degree obtained	University/ Institute	Year of passing	Class obtained

8. Work experience:

Sl. No.	Name of the organisation	Post held with pay	Period		Designation	Nature of Works Done
			From	To		

9. Languages Known:

S.No	Language	Read(√)	Write(√)	Speak(√)
1.	English			
2.	Tamil			
3.	Others(specify)			

10. Any other relevant information to add _____

_____.

Place :

Date :

Signature

Annexure III

State Project Management Unit
State Water and Sanitation Mission, Jal Jeevan Mission
4th floor, TWAD House, 31, Kamarajar Salai, Chepauk, Chennai – 600 005

RFP No.15720/F.UNICEF/JJM-1/2020/dt.23.05.2022

Name of work: Engagement of WASH consultant in State Project Management Unit,
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Financial Proposal

S. No	Particulars	Amount for 1 month Rs.	GST @ ____% Rs.	Total Amount for 1 month including GST Rs.	Total Amount for 7 months including GST Rs.	Total Amount for 7 months including GST In words
1.	Professional fee of WASH Consultant					Rupees. _____ _____ _____ _____ (in words)

Place :

Date :

Signature

Annexure IV
Form of Agreement

(the selected Consultant should execute a contract agreement in Rs. 100/- worth stamp paper before taking up the assignment)

Agreement No: _____

**AGREEMENT BETWEEN THE MISSION DIRECTOR, JJM, SPMU, CHENNAI AND
THIRU _____, _____, _____**

This Agreement executed _____ day of _____ 2022 between the Mission Director, JJM, SPMU, with its office at 31, Kamarajar Salai, Chepauk, Chennai-5 (hereinafter called as the SPMU, JJM which expression shall, wherever the context so presents include its successors in office and assigns) on the one part and Thiru. _____ residing at _____, (hereinafter Called as Water Sanitation and Hygiene (WASH) Consultant, SPMU, JJM on the other part.

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. Whereas the Thiru. _____ engaged as Water Sanitation and Hygiene (WASH) Consultant, SPMU, JJM to provide technical Assistance in developing the Strategic road map to achieve the target of 100% FHTC coverage to all rural household before March 2024 in the State of Tamil Nadu and other related works under JJM activities on contract basis for the period of 7 months as per the terms of reference.(Annexure I)
2. The WASH consultant will be directly assisting the Mission Director, JJM, SWSM, Chennai in preparing various strategic plans, data capturing, monitoring of implementation activities, preparation of documents for GoI and GoTN, IEC & capacity building activities, WQM&S, documentation of activities, etc.,
3. The period of agreement is seven months and will be reckon from the date of signing of this agreement.
4. The remuneration for the WASH consultant, SPMU, JJM will be paid at Rs. _____ per month or part calculated on daily average basis as the case may be after statutory deductions such as IT, GST, etc.,
5. The Travel Cost including all logistical allowance for the WASH consultant, SPMU, JJM from Chennai to project District and Chennai will be paid as per actual subject to limitation of Rs. 40,000/- . The tour programme including logistical requirements should

be got approved from the Mission Director, JJM & Managing Director, TWAD Board, Chennai well in advance.

6. The WASH consultant should keep in live sufficient insurance cover for all categories such as life cover, accident insurance, mediclaim etc., and the consultant is not eligible to claim any compensation from the Mission Director, JJM during the tenure of this assignment.
7. The WASH consultant should not claim any permanent status in the State Project Management Unit, JJM, Chennai.
8. The WASH Consultant is entitled to avail Government Holidays as well as casual leave for one day per month.
9. The WASH consultant should maintain integrity of the assigned engagement and to maintain strict confidentiality and not to disclose any official activities to all other outside sources including Medias & Press.
10. The consultant should not take up any other assignment during the period of assignment in SPMU, JJM, Chennai.
11. The Mission Director, JJM, SWSM, Chennai has every right to pre-close the contract at any time during the period of contract without assigning any reason thereof and the Mission Director, JJM, SWSM, Chennai will not pay any payment for pre-closure of contracts on consequent months.

Thiru. _____

Authorized person of Mission Director /JJM

Witness

Witness

1.

1.

2.

2.

Annexure V

Name of work: Engagement of WASH consultant in State Project Management Unit,
Jal Jeevan Mission, Chennai with UNICEF support.

Self declaration

I, Thiru/Tmt. _____ aged about _____ years
S/o/ D/o/ W/o Thiru/Tmt. _____, residing
at _____
(PO) _____, (PS) _____,
District _____ do hereby declare that,

- a. Neither any criminal case nor any vigilance case is pending against me before any forum.
- b. I will not claim any permanent status in the State Project Management Unit, JJM, Chennai-5.
- c. The facts stated above are true to the best of my knowledge and belief.

Date:

Place:

Signature

Annexure VI

Name of work: Engagement of WASH consultant in State Project Management Unit,
Jal Jeevan Mission, Chennai with UNICEF support.

Check list of Documents submitted for Engagement of WASH Consultant at SPMU, JJM, Chennai.

S. No	Documents	Provided (yes/No)	Page No
1	Self Covering Letter		
2	Signed copy of Annexure I_ Terms of Reference		
3	Signed copy of Annexure II_ Application Format		
4	Signed copy of Annexure III_ Financial Proposal		
5	Signed copy of Annexure IV_ Form of Agreement		
6	Signed copy of Annexure V_ Self Declaration for not claiming permanent status		
7	Certificate of Educational Qualification		
	Under Graduate		
	Post Graduate		
	Doctorate		
8	Experience Certificate		
	WASH programmes		
	Government		
	NGOs/CBO		
9	Reports of Work involved and completed		
10	Insurance coverage details		

Date:

Place:

Signature

Sd/-23.05.2022,
Mission Director,
JJM, Chennai.