

**Request for Proposal (RFP) for
Impact Assessment of SBI Youth for India Fellowship**

Prepared by:

SBI Foundation – Youth for India Fellowship

6th Floor, Air India Building, Nariman Point, Mumbai 400021

www.sbiyouthforindia.org | RFP NO. NB/YFI/2018-19/249

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Introduction

SBI Youth for India

SBI Youth for India Fellowship, a flagship CSR program of SBI Foundation, in partnership with reputed NGOs, providing a framework for India's best young minds to join hands with rural communities, empathise with their struggles and connect with their aspirations.

To address the problems at the grassroot level, participation of Educated Urban Youth was felt necessary and SBI YFI is a platform to the urban youth to understand the gaps and create innovative solutions. The Fellowship program seeks to help India secure an equitable and sustainable growth path by:

- Providing educated Indian youth with an opportunity to touch lives and create positive change at the grass root level in rural India.
- Providing NGOs working on development projects in rural India with educated manpower whose skill sets can be used to catalyse rural development.
- Promoting a forum for the Alumni to share ideas and contribute to rural development throughout their professional life.

About the Request for Proposal (RFP)

SBI Youth for India launched in 2011, as a CSR initiative of State Bank of India with a pilot batch of 27 fellows. After the pilot batch, fellowship has been growing and 5 different batches have successfully completed the fellowship as on date.

A total of 250+ young change-makers have been added to the Alumni network of SBI Youth for India. Interventions made by the fellows during the fellowship were associated with the communities with the support of partner NGOs at the ground level. Most of the fellows work has been successfully continued/taken-over/replicated by new batch fellows and partner NGOs.

Fellows have created a significant change at the ground level which led to development of many communities and villages. To evaluate the project success at widespread regions and supporting parameters to position the fellowship, it is intended to on-board an agency to study impact assessment of SBI YFI fellowship.

Invitation for Proposals

SBI Foundation hereby invites Proposals to study the impact assessment of SBI Youth for India fellowship over the years since its inception.

The RFP document is available at website: <https://www.sbifoundation.in/news>

Agencies are requested to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Prospective agencies are requested to check the prequalification criteria before submission of proposal (both Technical and Financial).

Key Events and Dates:

Sr. No	Information	Dates/Details
1	Publication date of the RFP	13 th May, 2019
2	Last date to send in requests for clarifications at proposals@youthforindia.org	19 th May, 2019
3	Response to the clarifications request through email	22 nd May, 2019
4	Last Date and Time for submission of both proposals.	30 th May, 2019 till 6 PM
5	Place of submission of proposals	SBI Foundation – Youth for India Fellowship, 6 th Floor, Air India Building, Nariman Point, Mumbai-400021
6	Acknowledgement of Acceptance/ Rejection of proposal	Will be informed later

Instructions to the Agencies

1. Consortium and Joint ventures: Consortium, Joint venture, Subletting, Sub-contracting and Outsourcing shall not be allowed.

2. Completeness of Response:

- a. Agencies are requested to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. The response to this RFP should be complete in all respect. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the agency's risk and may result in rejection of its Proposal.

3. Agency Inquiries/Clarifications:

- a. Agency shall send their queries at proposals@youthforindia.org before the due date for submission of queries/clarifications as mentioned in the Key events and Dates.

4. Language of Proposal:

- a. Proposals should be submitted in English language only.

5. Documents(Scan) to be submitted and Pre-qualification criteria:

- a. The Agency shall be a company established under section 8 of the Companies Act, 2013 or a registered trust or a registered society.
- b. The Agency shall be also as company established as Private Limited or established by the central government or state government or any entity established under an Act of parliament or a state legislature. The agency should be engaged in consultancy in development sector.

Documents to be submitted: Certificate of Incorporation/ Registration.

- c. The Agency should be operating in the field of development sector and experience of carrying out Impact Assessment, Need Assessment, Data Collection, Monitoring & Evaluation and other related Services. (Minimum Year of Experience: 02)

Documents to be submitted: Copies of previous Project Completion and work experience details.

- d. The Agency must have completed 2 assignments of Need/Impact Assessment in a Govt. Organizations/PSU/any other Indian Clients/Organisations.

Documents to be submitted: Summary of projects undertaken should be attached.

- e. The Agency should not have been blacklisted by any Government Agency or under a declaration of ineligibility for fraudulent or corrupt practices.

Documents to be submitted: Declaration from the current authorized signatory of the company.

The agency must also submit the following documents (Scan) with the proposal:

- Scan copy of RFP shall be submitted with authorized signature and official seal on each and every page of the RFP by the agency.
- Self –attested copy of GST Registration Certificate.

6. Evaluation Process:

- a. The Agency Evaluation Committee constituted by the SBI Youth for India shall evaluate the proposals. The Agency Evaluation Committee shall evaluate the Technical and Financial proposals and submit its recommendation to Competent Authority whose decision shall be final in all aspects.

7. Guarantee of Service:

- a. Selected agency shall make sure that the study is conducted within the stipulated time, i.e. 3 months of service contract signed. In case of any delay prior intimation to be given to SBI YFI.

8. Payment Terms and Schedule:

- a. Quoted amount should cover all the expenses excluding travel and accommodation.
- b. 40% quoted amount shall be released before start of work and 30% post completion.
- c. SBI Foundation will release remaining 30% of the payment, subject to verification of the reports submitted by the successful agency and subsequent approval of Competent Authority, on submission of invoice and all other supporting documents being in order.
- d. Besides agreed terms & conditions, payment shall not be released under any circumstances.

9. Penalty

- a. If the selected agency fails to render any or all the services, for any period during the currency of the contract, SBIF shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from the amount payable to the Contractor.

10. Non-Disclosure Agreement (NDA)

- a. Successful Agency shall sign a MoU and Service Agreement with SBI Foundation.

11. Transfer of RFP

- a. The RFP Document is not transferable.

12. Proposal Preparation Costs

- a. The bidder/agency shall submit bid/proposal at its own cost and SBIF shall not be held responsible for any cost incurred by the bidder. Submission of bid does not entitle the bidder to claim any cost and rights over SBI Foundation and SBI Foundation shall be at liberty to cancel any or all bids without giving any notice. All materials submitted by the bidders shall be the absolute property of SBI Foundation and no copyright/patent etc. shall be entertained by SBI Foundation.

13. SBI Youth for India's right to terminate the process

- a. SBIF may terminate the RFP process at any time and without assigning any reason thereof.
- b. SBIF reserves the right to amend/edit/add/delete any clause of this Proposal Document. However this will be informed to all and will become part of RFP.
- c. During the RFP process, if any information is found false/ fraudulent/ mala fide, then SBIF shall reject the proposal and if necessary initiate appropriate action.

14. Financial Proposal

The financial proposal should list all the costs associated with the Assignment excluding associated taxes and out of pocket expenses. These costs should be mentioned in INR. The financial proposal shall take into account the tax liability and cost of insurances. Financial proposal should match the resources required for the technical proposal

The costs pertaining to Travel & Stay shall be reimbursed at actuals only as per submission of original bills. If boarding & lodging is arranged by SBIF at project location, no bills pertaining to it shall be reimbursed. Except filling the price in the format nothing should be mentioned in the Financial Proposal, otherwise the same shall be liable for outright rejection. It should be placed in a SEPARATE sealed envelope clearly marked "Envelope B: Financial Proposal for Bid".

Financial proposal format – Annexure 1

15. Submission of Proposals

The technical proposal and financial proposal shall be sealed in two separate envelopes to SBIF:

15.1 Technical Proposal - Envelop A

- a. The bidder shall submit the Technical Proposal in 'Envelope A' and super-scribing on the sealed envelope "Envelope A: Technical Proposal for Bid".
- b. One copy of Bid document shall be signed and stamped by the person or persons signing the bid and submitted along with the Envelope A.

15.2 Financial Proposal - Envelope B

- a. The bidder shall submit the Financial Proposal in 'Envelope B' and super scribe on the sealed envelope "Envelope B: Financial Proposal for Bid"

16. Late Proposals

Any proposals received by SBIF after the deadline for submission of proposal shall be declared late and will be rejected and returned unopened to the agency at the discretion of SBIF.

17. Criteria for Assessment of Proposal

17.1 Technical Proposal (70%)

- a. Maximum marks achieved under the Evaluation Parameters as per Technical Scoring Criteria

17.2 Financial Proposal (30%)

- a. To be computed as the ratio of the Proposal's offer to the lowest price among the proposals received by the SBIF
- b. Only the agency scoring more than 50 marks in Technical Criteria shall be considered for Financial Evaluation.

SBIF shall preferably award the Contract to the selected identified agency at its discretion.

Scope of work

Impact Assessment of SBI YFI Fellowship to be carried out in minimum 20 rural locations across India. These locations must cover all partnering NGOs work. Locations shall be finalized by YFI after signing of agreement with successful agency.

A. Evaluating alumni's projects and their immediate outcomes and impact

1. Outreach and impact of the projects – quantitative and qualitative impact
2. Impact on local policy, either at district, state, or national level
3. Impact on NGO work in the area
4. Effect on new Fellows in the region, if any
5. Short-term v/s long-term benefits of the projects
6. Sustainability and continuity of the projects
7. Evaluation of projects based on innovation and ingenuity
8. Replicability and scalability of the projects

B. Evaluating the impact of the programme on Fellowship Alumni

1. Impact on their careers
2. Impact on higher education
3. Impact on personal aspirations and motivation
4. Sense of belonging to the Fellowship

C. Evaluating the impact of the projects on local population

1. Focus areas (education, livelihood, women empowerment, etc.)
2. Type (long-term or short-term)
3. Nature (discontinued or continued next year)
4. NGO partners
5. Location (semi-urban or rural)
6. Population type (homogenous or heterogeneous)

D. Evaluating the impact of the programme on 8 NGO partners

1. Perception on Fellows and their projects
2. Support for Fellows' projects
3. Focus areas of the NGO
4. Current systems of the NGO
5. Current knowledge networks and programme ideas
6. Relationship with on-ground staff; etc.

E. Evaluating outreach, long-term positioning, and scale of the Fellowship

1. Example: SWOT Analysis, etc.

F. Evaluating the programme against other Fellowships of similar nature

1. Application profiles and background
2. Size of the Fellowship – Applications & Acceptance Rate

3. Number of employees – Salary & Role
4. Mode of functioning – Size, scale, support mechanisms
5. Budget of the Fellowship
6. Branding and communication avenues
7. Partnerships and collaborations
8. Stipend and amenities provided
9. Perception of SBI YFI among other Fellowship Fellows
10. Best practices of the Fellowship
11. Alumni networks of the Fellowship

G. Evaluating the outreach and communication of the Fellowship programme among its intended target audience

1. Reach among intended audience
2. Brand value strength
3. Value of communication & reporting among intended audience
4. Perception of SBI YFI among its applicants
5. Perception of SBI YFI among other Fellowships among its applicants & intended audience

H. Understanding and evaluating the current processes and systems of the Fellowship programme

1. Targeted audience of the Fellowship
2. NGO partner relationships
3. Application selection and procedures
4. Interview procedures
5. Internal management and finance related procedures
6. Marketing and communication strategy
7. Branding of the Fellowship programme
8. Current and past team of SBI YFI – Selection, Salary, Role, etc.
9. Selection of third-party vendors

Guidelines for Technical Proposal

Technical Proposal should comprise of the following:

1. The technical proposal should contain a detailed description of how the agency will cover the study requirements outlined in this RFP. It should articulate in detail, as to how the agency's Technical Solution meets the requirements specified in the RFP.
2. Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. SBIF will evaluate agency's proposal based upon its clarity and the directness of its response to the requirements of the program.
3. This will not include any price quotes.

Guidelines for Financial Proposal

Financial Proposal should comprise of the following:

1. Prices shall be quoted entirely in Indian Rupees.
2. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project.
3. The contract price shall be the only payment payable to the agency for completion of the contractual obligations by the agency under the Contract, subject to the terms of payment specified in the RFP.
4. The price quoted would be inclusive of all taxes, duties, charges and levies as applicable.
5. SBIF reserves a right to negotiate on the financial terms in any case.
6. Besides agreed terms & conditions, payment shall not be released under any circumstances

*(Both the proposals must be submitted before the due date of submission at our Head Office
Address: SBI Foundation – Youth for India Fellowship, 6th Floor, Air India Building, Nariman Point,
Mumbai- 400021)*

Technical Scoring Criteria

Sr. No	Evaluation Parameters	Max. Marks
1.	Overall response <ul style="list-style-type: none">• Understanding of, and responsiveness to, SBI YFI fellowship requirements;• Understanding of scope, objectives, directness and completeness of response;• Overall concord between SBIF requirements and the proposal.	15
2.	Amount of technical expertise (man power)	20
3.	Experience in similar kind of work done in the past	20
4.	Framework/Approach utilized for Impact Study	25
5.	Coverage of Associated Stakeholders & Processes for Study	20
	Total marks	100

Note: Minimum Technical score required for qualifying the Technical Evaluation is 50 marks. Any agency who scores less than 50 will not be considered for financial evaluation.

Financial Proposal Format

The Financial Proposal shall include professional charges for executing the project. The professional charges should be inclusive of Project cost/ Management cost/ etc. and all other costs incidental to execution of the project, but exclusive of associated taxes and out of pocket expenses.

Description of Activity	Remuneration per unit of time (e.g. day/ month/ etc.)	Total Rate for the period
I. Project Costs/ Activity/ Item		
II. Other Costs		
III. Associated Taxes		
IV. Out of Pocket Expenses a. Travel b. Stay c. Others	At actuals and as per submission of bills	