



Selection of External Training Consultant
RFP No: IN-SUCM-352888-CS-QCBS

Corrigendum 1

S: No	RFP Reference	As per original RFP Guidelines			Revisions in the RFP			
1	Section 4 – Financial Proposal - Standard Forms FORM FIN-5 BILL OF QUANTITY Page No 66 Footnote Point No 2.	The amount quoted for item A (Inception report and Course Design) and item B (Content Development) should be limited to 5% and 20% respectively of the amount in I (Total of A+B+C)			The amount quoted for item A (Inception report and Course Design) and item B (Content Development) should be limited to 10% and 20% respectively of the amount in I (Total of A+B+C)			
2	Section 7-Terms of Reference, Sub-section 6 Timeline for Completion of Tasks, Deliverables and Payments	Sl. No	Topic	Timeline	Sl. No	Topic	Timeline	
		A	Inception Report & Course Design	T+ 1 Month	A	Inception Report & Course Design	T+ 2 Month	
3	Section 7-Terms of Reference, Sub-section 6 Timeline for Completion of Tasks, Deliverables and Payments	Sl. No	Topic	Timeline	Sl. No	Topic	Timeline	
		2	50 training videos each of minimum duration 30 minutes on different subjects in the curriculum identified by the SPMU shall be prepared and delivered (as presented by the respective expert). The content shall include lectures supported by proper graphical explanatorics and learning materials. The video shall be in HD format maintaining quality	T+6 Months	2	50 training videos each of minimum duration 30 minutes on different subjects in the curriculum identified by the SPMU shall be prepared and delivered (as presented by the respective expert). The content shall include lectures supported by proper graphical explanatorics and learning materials. The video shall be in	T+9 Months	

		production standards.		HD format maintaining quality production standards.	
4	Section 7-Terms of Reference, Sub-section 5 Skillset Required for the Assignment	1	Training coordinator	1	<ul style="list-style-type: none"> • Post - Graduate in civil Eng./Environmental Eng. • Minimum of ten years' individual/combined experience in urban infrastructure/municipal solid waste management/training and capacity building activities is required. • Experience in coordinating content development/capacity building activities in urban infrastructure/Municipal solid waste management projects is desirable. • Must have good communication skills in English. • Communication skills in Malayalam is desirable.
				1	<ul style="list-style-type: none"> • A Post Graduate in Civil Eng./ Environmental Eng./ MBA/ PG in Social Work/ PG in Human Resource Management or equivalent. • Minimum of ten years' individual/combined experience in urban infrastructure/municipal solid waste management/training and capacity building activities is required. • Experience in coordinating content development/capacity building activities in urban infrastructure/Municipal solid waste management projects is desirable. • Must have good communication skills in English. • Communication skills in Malayalam is desirable.

5	Section 2. Instructions to Consultants and Data Sheet, Data Sheet, Clause 21.1, Part A- Mandatory Criteria, Item No 2	SN	Eligibility Criteria	Documents/ Copies to be submitted	SN	Eligibility Criteria	Documents/ Copies to be submitted
		2	Should have successfully completed training delivery of Minimum of two (2) training/ capacity building projects completed for Local Self Governments or Public Utilities in India in areas like good governance/ solid waste management (SWM) practices / Waste management processes / Environmental Safeguard Trainings with a minimum consulting fee of INR 40 Lakhs.	Completion Certificates issued by the employer	2	Should have successfully completed training delivery of Minimum of two (2) training/ capacity building projects completed for Central/State Government or Local Self Governments or Public Utilities in India in areas like good governance/ solid waste management (SWM) practices / Waste management processes / Environmental Safeguard Trainings with a minimum consulting fee of INR 40 Lakhs..	Document (s) relating to details of assignments shall be supported by Completion Certificate or Work Order along with final payment confirmation by the Authority. The supporting documents shall clearly state the scope of work and contract value undertaken by the applicant. * In cases where training delivery was part of a larger project, such works shall be considered even if they are ongoing, provided the client issues a Partial completion certificate clearly indicating value of completed work

			related to delivery of training.				
6	Section 2. Instructions to Consultants and Data Sheet, Data Sheet, Clause 21.1, Part B - Evaluation Criteria, Item No 2	Sl.No.	Particulars	Required Documents	Sl. No.	Particulars	Required Documents
		1 a	Should have successfully completed training delivery of Maximum of 5 (Five) training/ capacity building projects completed for Local Self Governments or Public Utilities in India in areas like Good governance/ solid waste management (SWM) practices / Waste management processes / Environmental Safeguard Trainings with a minimum consulting fee of INR 40 Lakhs.	Work order/ relevant document proving experience & Completion Certificates	1 a	Should have successfully completed training delivery of Maximum of 5 (Five) training/ capacity building projects completed for Central/State Government or Local Self Governments or Public Utilities in India in areas like Good governance/ solid waste management (SWM) practices / Waste management processes / Environmental Safeguard Trainings with a minimum consulting fee of INR 40 Lakhs	Document (s) relating to details of assignments shall be supported by Completion Certificate or Work Order along with final payment confirmation by the Authority. The supporting documents shall clearly state the scope of work and contract value undertaken by the applicant. * In cases where training delivery was part of a larger project, such works shall be considered even if they are ongoing, provided the client issues a Partial completion certificate clearly indicating value of completed work related to delivery of training.

17-05-2023 .



Kerala Solid Waste Management Project (KSWMP)

**Clarifications to RFP No : IN-SUCM-352888-CS-QCBS,
Consulting Services for: Selection of External Training Consultant**

SI No	Clause No / Pg No	Reference to RFP	Queries	Response
1	Page 34 FIN 5 Bill Of Quantity	Inception Report & Course Design	Q1 As delineated on page no 34, FIN-5, we understand the payment for the inception report and course design is 5%. We request you to make it minimum 10 % as the same shall be required to mobilize the experts at the beginning of the exercise and to have a healthy cash flow.	R1 Please Refer Corrigendum 1
2	Page 35 Delivery of training 1a-Delivery of trainings on e-platform – 720 Hrs 1b- Delivery of trainings as classroom trainings- 1670 Hrs	The amount quoted for item A (Inception report and Course Design) and item B(Content Development) should be limited to 5%and 20% respectively of the amount in I (Total of A+B+C)	Q2 The payment terms during the delivery of Training (Component C) are not clear. Request to clarify the same.	R2 Payment schedule is provided in ToR page Number 82-84. Payment shall be released monthly, on the basis of hours of training delivered. For organizing exposure visits payment shall be released monthly on pro-rata basis. The Consultants remuneration is broadly divided into 3 Categories, namely A- Inception Report and Course Design B- Content Development C- Delivery of Trainings The intention in placing an upper cap for categories A and B is to ensure that the bidder should not frontload a good part of total Remuneration
3	Page 35 Delivery of training D. Percentage Management fee for the Consultant for the Cost of logistics and other infrastructure facilities for the trainers, content developers. E. Percentage Management fees for the consultant for coordinating, implementing the project	Spaces filled in GREEN (Item D & E) should be filled as a percentage management fee against the Lumpsum indicative logistics cost estimated of the Client. The percentage management fee would be payable to the Consultant as the percentage of actual bills paid to third party service providers, which are pre approved by the Client against specific Proposals received from the Consultant ahead of the scheduled training session.	Q3 As per the RFP, Section D and E provides a figure of sum 30,00,000 and 4,00,00,000. We believe this is the total maximum budget available for the respective section and the consultant has to quote a percentage of this amount. Request to clarify.	R3 The consultant shall be paid only a management fee (which shall be quoted as a percentage of the indicative lumpsum total expenditure expected). KSWMP shall make direct payments to the third party for logistics. At this stage it is premature to quantify a precise amount towards the actual cost of logistics. The bidder may quote the anticipated percentage management fee. This only for completing the total financial evaluation by discovering the total value of the financial proposal.

4	<p>Page 39 Skillset required for the assignment</p>	<p>This should include a Content Developer to design the training material and an IT Expert to develop online courses</p>	<p>Q4 We understand the assignment requires to produce high quality online videos which shall require scripting, storytelling and video editing. Therefore, a position of video editor shall be essentially required. Request to include the position.</p> <p>Q5 Considering the intense nature of training and course content development for this exercise, it is suggested that apart from the 7 Key Experts, the below-mentioned experts may be added to the list of essential Key Experts. The suggested expertise of the additional 2 experts is given below:</p> <p>I) Expert : Capacity Building Specialist Required Minimum Expertise : At least 8 years of total experience in capacity building initiatives in development sector projects and working in large-funded programs for governments/ public sector. Experience of working with local governments / in urban planning domain. MBA / Master's degree in Human resource, social science, economics, Urban planning, engineering, or any related field. Tasks: 1. Support Key Experts in review and align existing/prepare new or additional Training Program, Modules and Handbooks. .2: Plan, supervise and conduct training programs. Develop Toolkits for Training Impact Evaluation</p> <p>II) Expert : Content Developer Required Minimum Expertise : At least 3 years' experience in Capacity building assignments, learning content development. Experience in government sector would be an added advantage. Experience in Instructional design/Graphic design and related field. Tasks : 1 Assist key experts to develop emodules for training programs. 2. Pilot testing of the training module through an appropriate mechanism. 3: Storyboarding for emodules along with Key Experts.</p> <p>In case of any change please provide the revised scoring criteria as per the update.</p>	<p>R4 and R5 Please refer the ToR, part-5: Skill sets required for the assignment. In page no.81, it is mentioned that 'The Consultant shall deploy adequate other support staff, as and when required, in order to achieve the objectives and scope of this assignment. This should include a Content Developer to design the training material and an IT Expert to develop online courses'</p>
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5	Page 39 Skillset required for the assignment	Time -period of the engagement of the experts	Q6 Since the RFP do not highlight on the engagement period of the key expert, we request to clarify the period of engagement of each expert as the total period of engagement shall be initially for 2 years and extendable to 4 years (Page 42-Period of contract)	R6 The project period is from 2023 to 2027. Training is required for the entire project period. The time allotment of the key experts will be based on the training calendar. It is not a full time deployment over 48 months. The Key Experts Role is for the purpose of content creation and content delivery as per the training design
6	Page 39 Skillset required for the assignment	Counterpart expert facilities	Q7 We understand that the content design and training material shall need 2 weeks prior approval and time to time consultation for the feedback and approval of content. Therefore, we request to clarify the availability of counter staff facility available who shall facilitate with the experts for timely discussion and approval.	R7 KSWMP will engage a Lead Agency for reviewing the course content. KSWMP shall ensure timely review of content and approval. The timelines shall be finalized upon discussion with the winning bidder.
7	Page 41 Section 21.1 Timeline for Completion of Tasks, Deliverables and Payments	Inception Report & Course Design T+ 1 Month Inception Report & Module wise course design	Q8 We request to extend the timeline to be 2 months as the course design may need to assess the primary situation of capacity and available training course structure. This shall be important to identify the gaps in the different areas of training and hence methodology to content design shall have required measures accordingly.	R8 Please Refer Corrigendum 1
8	Page 41 Section 21.1 Timeline for Completion of Tasks, Deliverables and Payments	Content Development- T+6 months 50 training videos each of minimum duration 30 minutes on different subjects – T+ 6 videos.	Q9 The timeline for the content development and production of 50 training videos is overlapping. We request to revise the timeline to have suitable allocation timeline for both of the activities.	R9 Please Refer Corrigendum 1
9	Page 42 C. Delivery of Training as per the Schedule attached in Annexure-1	Delivery of trainings both digital platform based and classroom trainings, including the course materials & certificates to the participants. -As per training calendar and specified time limits	Q10 We believe the training calendar is expected as part of the inception report in approval with the client	R10 Bidder's understanding is correct
10	Page 42 C. Delivery of Training as per the Schedule attached in Annexure-1	Monthly payments upon certification of successful completion	Q11 Do the consultant require to get certification of completion for each training delivered. Also request to clarify if the payment shall be made based on monthly input of the experts	R11 Payment is linked to deliverables listed, comprising of Inception report, Content Development and Delivery of trainings. For convinence of managing payments the remuneration for content development and delivery of trainings is proposed to be released on a monthly basis after due certification by the Agency to be designated by the client.

11	Page 15 Eligibility Criteria	Should have successfully completed training delivery of Minimum of two (2) training/capacity building projects completed for Local Self Governments or Public Utilities in India in areas like good governance/solid wastemanagement (SWM) practices /Waste management processes /Environmental Safeguard Trainings with a minimum consulting fee of INR 40 Lakhs. Completion Certificate issued by the employer	<p>Q 12 Please clarify if the completion certificate is required even if the training component/capacity building assignment is part of an overall assignment.</p> <p>We have delivered big ticket size assignment wherein training/ capacity building exercise has been the main proponent of the assignment. We request to accept such assignment as client certification for individual training activity delivered under an assignment shall be difficult (Specially for completed assignments). Therefore we request to have acceptance of these assignment where the prime objective is to have capacity building and prepare communication program.</p> <p>Q 13 The bidder shall be eligible with having minimum (2) ongoing or completed training/ capacity building projects as well. Reason: We request you to consider the work order of the ongoing projects since they might be ongoing long time, where completion certificate is not possible for the bidder to submit. This would showcase more recent participation in similar assignments</p>	R12 and R13 No change. RFP condition shall prevail.
12	Page No. 15 21.1- Part A: Mandatory Criteria: Point 3	The average annual turnover of the company in any three of the last five financial years shall be at least INR 500 Lakhs. (FY 2021-2022, FY 2020-2021, FY 201 9-2020, FY 201 8-201 9, FY 201 9-201 8)	Q14 We insist to increase the turnover of the bidder to minimum INR 100 Crore or more Reason: Though the project includes a mammoth of the work hence we request you to increase the annual turnover for credibility and effective deliveries of the services by the bidders.	R14 No change. RFP condition shall prevail.
13	Page No. 15 Part B: Evaluation Criteria: Point 1a	Should have successfully completed training delivery of Maximum of 5 (Five) training/ capacity building projects completed for Local Self Governments or Public Utilities in Indian areas like Good governance/ solidwaste management (SWM) practices /Waste management processes /Environmental Safeguard Trainings with a minimum consulting fee of INR 40 lakhs.	Q15 Should have successfully completed training delivery of Maximum of 5 (Five) training/ capacity building projects as a main or sub vertical of completed/ongoing projects for Local Self Governments or Public Utilities in India in areas like Good governance/ solid waste management (SWM) practices / Waste management processes / Environmental Safeguard Trainings with a minimum consulting fee of INR 40 Lakhs. Reason: Capacity building/ training is often part of large transformation projects and is embedded within sectoral scope of work. The bidder might have experience in relevant projects, that include the training and capacity building in their scope of work, however it may not be a Capacity Building or Training project exclusively	R15 Should have successfully completed training delivery of Maximum of 5 (Five) training/ capacity building projects completed for Local Self Governments or Public Utilities in India in areas like Good governance/ solidwaste management (SWM) practices / Waste management processes /Environmental Safeguard Trainings with a minimum consulting fee of INR 40 lakhs. In cases where training delivery was part of a larger project, such works shall be considered even if they are ongoing, provided the client issues a Partial completion certificate clearly indicating value of completed work related to delivery of training.

25	Page No. 37 Part B: Evaluation Criteria:	Trainers' profile: Education and relevant experience	Q27 We kindly ask the authorities to permit experts to self-declare their qualifications and experience for the compilation of proposal. Our request in this regard may please be accepted via corrigendum.	R 27 CV to be submitted as per the format in Form Tech 6.
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Date 17/05/2023




Deputy Project Director, KSWMP