

**National Agriculture Higher Education Project (NAHEP)**

**Component 2**

**Project: Investments in ICAR Leadership in Agriculture Higher Education**

**At**

**ICAR-IASRI, New Delhi**

**Hiring of Individual Consultant**

**(Selection through Short List)**

**Time Based**

## LETTER OF INVITATION

Dear Sir/ Madam,

**Subject:** Consultancy services required for management, co-ordination, execution and maintenance of the services to be created for strengthening agricultural higher education in India under the project “**Investments in ICAR Leadership in Agriculture Higher Education**”

1. You are hereby invited to submit technical and financial proposals for consultancy services required for management, co-ordination, execution and maintenance of the services to be created for strengthening agricultural higher education in India under the project “**Investments in ICAR Leadership in Agriculture Higher Education**” which could form the basis for future negotiations and ultimately a contract between you and Dr. L.M. Bhar, Director, ICAR-IASRI, & Dr. Sudeep, PI of the Project at ICAR-IASRI, New Delhi.

2. The purpose of this assignment is to:

Seek and engage consultancy and technical support for management, co-ordination, execution and maintenance of the services to be created for strengthening agricultural higher education in India as proposed under the project “**Investments in ICAR Leadership in Agriculture Higher Education**”.

Briefly the infrastructure and services that would be developed and/or strengthened for agricultural higher education includes:

- a) ICT infrastructure as technical assistance to Agricultural Universities;
  - b) Digital information systems for agricultural education, data collection, analysis and dissemination;
  - c) Implementation of next-generation management systems covering information with regard to procurement to contract management and financial management areas.
3. The following documents are enclosed to enable you to submit your proposal:
    - (a) Terms of reference (TOR) (Annexure 1);
    - (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure 2); and
    - (c) A Sample Form of Contract for Consultants' Services under which the services will be performed (Annexure 3).
  4. The client (IASRI) has received (or, has applied for) a loan from the International Bank for Reconstruction and Development (IBRD)/ credit from the International Development Association (IDA) in various currencies toward the cost of NAHEP, ICAR and intends to apply a portion of this loan to eligible payments under this Contract. Payments by IBRD

will be made only at the request of client and upon approval by IBRD/IDA, and will be subject, in all respects, to the terms and conditions of the Loan/ Credit Agreement. The Loan/ Credit Agreement prohibits a withdrawal from the Loan/ Credit Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the client shall derive any rights from the Loan/ Credit Agreement or have any claim to proceeds.

5. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the "Supplementary Information for Consultants."

5.1 The "**Technical**" and "**Financial**" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information for consultants. The first envelope marked "**Technical proposal**" should include your general experience in the field of assignment, the qualification and competency for the assignment and the proposed work plan methodology and approach in response to suggested terms of reference. The first envelope should not contain any cost information whatsoever. The second envelope marked 'FINANCIAL PROPOSAL' must also be sealed with sealing wax and initialed twice across the seal and should contain the detailed price offer for the consultancy services.

You will provide detailed breakdown of costs and fees as follows:

- Remuneration;
- Reimbursable such as per diem, transportation etc.; and

Both the sealed envelopes should again be placed in a sealed cover which will be received in the office of the Director, Indian Agricultural Statistics Research Institute, Library Avenue, PUSA, New Delhi upto 12.00 hours on 7/6/2019.

5.2 The estimated budget for the assignment is Rs. 17,60,000/- for 22 months (@ Rs.80,000/month) excluding TA, DA, etc. as per actual and your financial proposal should not exceed this budget.

5.3 **Opening of proposal**

The proposals (first envelope containing technical proposal only) will be opened by the Director, Indian Agricultural Statistics Research Institute, Library Avenue, PUSA or his authorized representative in his office at 12.00 hours on 7/6/2019. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved and notified to all consultants.

## 6. **Evaluation**

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened. The technical proposals will be evaluated using the following criteria:

- (i) the consultant's relevant experience for the assignment (20points);
- (ii) the quality of the methodology proposed (20 points); and
- (iii) the qualifications and experience of the Consultant (60 points).

Curriculum vitae of the Consultant for assessing the qualifications and experience should be included with the proposal (in the format of the sample curriculum vitae). You will be rated in accordance with:

- (i) General qualifications - (30 points)
  - Post-Doctorate- 30
  - Ph.D - 25
- (ii) Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the firm etc.) - (65 points)
  - Experience (No. of Years) in the design and development of IT based Higher Education Systems- (25 Points)
    - 25 Points for 25 Yrs Experience >; 20 Points for 20 Yrs Experience; 15 Points for 15 Yrs Experience)
  - Number of Projects handled as Principal Investigator in the area of Higher Education (A Summary of Each) - (20 Points)
    - 5 Points for each project
  - Coordination with Various Institutes/Universities for Implementing the IT based Systems(Summary) - (10 Points)
  - Publications in the Area (A List to be provided) - (10 Points)
- (iii) Involvement in skills transfer program and training ability - (5 points)

## 7. **Deciding Award of Contract**

Quality and competence of the consulting service shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

- (a) Technical proposals scoring not less than 75 % of the total points will only be considered for financial evaluation.

The client (IASRI) shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. IASRI, shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening of Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

- (b) The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. IASRI (Client) shall prepare minutes of the public opening.
- (c) The evaluation committee will determine whether the Financial Proposals are complete [i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price], correct any computational errors. The evaluation shall exclude local taxes. **IASRI will select the firm that submitted the highest ranked technical proposal within the budget (evaluated price).**
- (d) During negotiations the consultants must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by him, as may be required. If the negotiations with this consultant are successful, the award will be made to him and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consultant, the consultant obtaining second highest score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.
8. Please note that the Director, IASRI, New Delhi is not bound to select any of the Consultant submitting proposals.
9. You are requested to hold your proposal valid for 90 days from the date of submission without changing the personnel proposed for the assignment and your proposed price. Director, IASRI, New Delhi will make its best efforts to select a consultant firm within this period.
10. Please note that the cost of preparing a proposal and of negotiating a contract including visits to IASRI, if any is not reimbursable as a direct cost of the assignment.
11. Assuming that the contract can be satisfactorily concluded in 31st March 2021, you will be expected to take-up/commence with the assignment in June 2019, 15 days after the award of the contract.

12. We wish to remind you that you and any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.

13. An invitation to submit the proposals has also been placed on ICAR-IASRI' website and NAHEP' website.

14. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to the normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard, if required.

15. We would appreciate if you inform us by Telex/Facsimile:

- (a) Your acknowledgment of the receipt of this letter of invitation; and
- (b) Whether or not you will be submitting a proposal.

Yours faithfully,

(L.M Bhar)  
Director, IASRI, New Delhi

Enclosures:

- 1. Terms of Reference.
- 2. Supplementary Information to Consultants.
- 3. Draft contract under which service will be performed.

**TERMS OF REFERENCE**

The Terms of Reference should include the following:

**1. Background**

The mandate of ICAR/DARE includes promotion and coordination of education in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences in the country. ICAR, through series of efforts over years strove and brought about uniformity in norms and standards in academics, governance and finance management, quality and relevance of education, and policies on human resource development in the country. ICAR is now embarking upon an ambitious step in further strengthening the National Agricultural Education system in the country through National Agricultural Higher Education Project (NAHEP) with financial assistance of the World Bank by investing on infrastructure, competency and commitment of faculty, and attracting talented students in agriculture.

**2. A Concise statement of objectives**

For strengthening Agricultural Higher Education in India as proposed under the project “**Investments in ICAR Leadership in Agriculture Higher Education**”, major objectives for the services and infrastructural development are as follows:

**At ICAR-IASRI**

- To develop ICT infrastructure as technical assistance to Agricultural Universities
- To develop digital information systems for agricultural education, data collection, analysis and dissemination;
- To develop and implement next-generation management systems covering information in regard to procurement to contract management and financial management areas

**3. An outline of the tasks to be carried out/Job Description**

- To provide consultancy and technical support for management, co-ordination, execution and maintenance of services to be created for strengthening agricultural higher education in India as proposed under the project “**Investments in ICAR Leadership in Agriculture Higher Education**”. Briefly it includes the following activities:

**i. Development of ICT infrastructure as technical assistance to AUs**

- Establish Virtual Class rooms with video streaming in participating agricultural universities.

- Assist in preparation of RFP for procurement of equipment for setting up of Virtual Class Room.
- Advise on hosting of video streaming and video conferencing solution at Data Center.

ii. **Establishment of e-learning/m-learning systems through LMS system for participating AUs.**

- Assess the ICT readiness of institutes in order to design the e-learning solution with a virtual classroom network across the assigned number of ICAR institutes. Handhold/ support ICAR-IASRI to develop and design the solution, prepare plan that include- procurement, supervision, cost control, scheduling, risk management, monitoring, auditing, reporting, and ensuring compliances required for the project.
- Provide consultancy for preparation of RFP for selection of implementation partners to carry out essential activities, such as to develop and implement the eLearning solution in all participating universities.
- Coordinate with VC's/ Deans of participating Agricultural Universities for the allocation of prestigious faculty for the development of eLearning material under UG, PG and Ph.D courses.
- Coordinate with the allocated faculty for development and deployment of e-courses on LMS platform.
- Coordinate with the faculty for timely completion of the eLearning material for the allocated Course/ Unit as per the time limit specified.
- Implementation support on establishment of virtual Class rooms at participating AU's in phased manner.
- Support and consultation on class management procedures to be implemented in the virtual classroom system
- Advice on strengthening of exiting portal - revision of UG courses and content creation for PG and PhD e-courses.
- Advise on development & maintenance of website/mobile app to manage links for the lectures and other material contents
- Carry out necessary quality control activities to ensure high quality of delivery that conforms to the desired specifications
- Visit to different places to oversee the implementation
- Supervise and monitor development work of each contracted module

**4. Schedule for completion of tasks**

The tasks to be carried out by the consultant need to be completed on monthly basis as per the time schedule of each activity defined by him/her in a bar chart, which will indicate periods in months and reporting schedule defined in the project. The work will be reviewed quarterly on completion of every half-year and on its completion a final review report will be made by the committee which will be submitted to the higher authorities of the project.



## 5. Data, services and facilities to be provided by ICAR-IASRI

The domain knowledge on various sub domains of agriculture will be provided by ICAR-IASRI. Working space, Computer, Internet will be provided. The TA/DA for the tours undertaken to perform the desired job will be admissible as per entitled class of principal scientists of ICAR.

## 6. Final outputs (reports, drawings etc.) that will be required of the Consultant

A Brief Manual on specific technology and methodologies with illustrations used in the study and the final detailed output report and analyzed results on the infrastructure and services developed under different objectives. The consultant needs to assist in compilation of inception, progress, intermediate and draft final reports of the project.

## 7. Composition of review committee and review procedure to monitor Consultant's work

A review committee will review all reports of the consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 15 days of receipt.

### Review procedure

- At the time of inception of their duties, they will submit an outline of how they will plan the assigned activities along with the time schedules of activities
- It will be mandatory for them to submit a Monthly Progress Report (MPR) at the end of each month.
- The progress of activities will be reviewed as per their time schedules.
- The review committee will review the progress half yearly and will make a review report to be submitted to the higher authorities of the project.

## 8. Qualification and Experience Required

Designation	Qualification	Experience	Duration
Senior eLearning Consultant	Ph.D degree in Agriculture/ Allied Sciences	Retired Principal Scientist/Emeritus Professor/Professors of ICAR, Non-ICAR institutes/AUs with minimum 15 years of experience in the field of IT/e-learning Systems, projects planning, design, development, coordination, implementation, maintenance, etc.	22 Months

**SUPPLEMENTARY INFORMATION FOR CONSULTANTS****Proposals**

1. Proposals should include the following information:
  - (a) **Technical Proposals**
    - (i) Curriculum Vitae of Consultant (F-2).
    - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the **last three years** in the format given in Form F-3.
    - (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
    - (iv) A description of the manner in which Consultant would plan to execute the work. Work plan time schedule in Form F-4 and approach or methodology proposed for carrying out the required work.
    - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by ICAR-IASRI indicated in the Terms of Reference (TOR).
  - (b) **Financial Proposals**

The financial proposals should be given in the form of summary of Contract estimate in Form F - 5.
2. Two copies of the proposals should be submitted to Dr. L.M. Bhar, Director, ICAR-IASRI, New Delhi.
3. **Contract Negotiations**

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in months and reporting schedule. Once these matters have been agreed, financial negotiations will take place.
4. The Consultants should note that the Contract for this study will be with ICAR-IASRI. Payments to the Consultants will be made in accordance with an agreed estimated schedule, assuring the Consultants of regular deposits in local and foreign currency as long as the work proceeds as planned and invoices with relevant supporting documents are submitted for approval on a timely basis.

5. **Review of reports**

A review committee will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 15 days of receipt.

**FORM NO.F-1**

From

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To

Dr. L. M. Bhar  
Director (IASRI, New Delhi)  
New Delhi - 110012

Sir:

Hiring of Short Term Individual Consultancy Services for **World Bank Project - Investments in ICAR Leadership in Agriculture Higher Education**- Regarding

I \_\_\_\_\_ Consultant herewith enclose Technical and Financial Proposal for selection as consultant for — — — — —.

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

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Signature: \_\_\_\_\_  
Full name \_\_\_\_\_  
and address: \_\_\_\_\_

**FORM F-2****SUGGESTED FORMAT OF CURRICULUM VITAE****FOR CONSULTANT**

1. Name:

2. Profession/  
Present Designation:

3. Years with Firm/Organization:    Nationality:

4. Area of Specialization:

5. Key Qualifications:

(Under this heading, give outline of Consultant's experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page.)

6. Education:

(Under this heading, summarize college/university and other specialized education, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

7. Experience:

(Under this heading, list all positions held since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three quarters of a page.)

8. Languages:

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.)

Signature of Consultant

Date:

**FORM F-3****ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 15 YEARS**1. Outline of recent experience on assignments of similar nature:

<u>Sl.No.</u>	<u>Name of assignment</u>	<u>Name of project</u>	<u>Owner or sponsoring authority</u>	<u>Cost of assignment</u>	<u>Date of commencement</u>	<u>Date of completion</u>	<u>Was assignment satisfactorily completed</u>
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below the rank of Superintending Engineer or equivalent.)

**FORM F-4****WORK PLAN TIME SCHEDULE**A. Field Investigation

Sl. No.	Item	Monthwise Program											
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

B. Compilation and submission of reports

1. Draft Final Report
2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment.

D. Comments or suggestions on "Terms of Reference."

**FORM F-5****Cost Estimate of Services****Remuneration**

<b>Consultant Name</b>	<b>Daily (Monthly) Rate (in currency)</b>	<b>Working Days (Months)</b>	<b>Total Cost (in currency)</b>
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Sub-Total (Remuneration)

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Out-of-Pocket Expenses<sup>2</sup> :

a) Per Diem <sup>3</sup> :	Room <u>Cost</u>	Subsistence _____	Total _____	Days _____	_____
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b) Air fare: \_\_\_\_\_

c) Lump Sum Miscellaneous Expenses<sup>4</sup> : \_\_\_\_\_

Sub-Total (Out-of-Pocket) \_\_\_\_\_

Contingency Charges: \_\_\_\_\_

**Total Estimate:** \_\_\_\_\_**Consultancy Services Tax @ ..... %** \_\_\_\_\_

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<sup>2</sup> Reimbursable at cost with supporting documents/receipts unless otherwise specified.

<sup>3</sup> Per Diem is fixed per calendar day and need not be supported by receipts.

<sup>4</sup> To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portorage fees, in-and-out expenses, airport taxes, and such other travel related expenses as may be necessary.



**Consulting Services****Draft Letter of Agreement for Short Term Assignments of Individual Consultants****Subject:** (Name of Assignment)

(Name of Consultant)

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes Dr. L.M Bhar, Director, IASRI has been assigned to administer the assignment and to provide the Consultant with all relevant information needed to carry out the assignment. The services will be required in (NAHEP) for about 22months, during the period from 1st June'2019 to 31st March'2021.. These dates are estimates and Dr. L.M Bhar, Director, IASRI may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide the Dr. L.M Bhar, Director, IASRI with any reports or parts thereof, or any other information and documentation gathered under this Agreement prior to the date of termination.

This Agreement, it's meaning and interpretation and the relations between the parties shall be governed by the law of union of India.

Set out below are the terms and conditions under which you have agreed to carry out the assignment for Dr. L.M Bhar, Director, IASRI. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Agreement will become effective upon confirmation of this letter by you and will terminate on 31st March'2021, or such other date as mutually agreed.

Payments for the services will not exceed the total amount indicated in the attached cost estimate for the assignment.

You will be paid monthly as follows within 30 days' of receipt of invoice, a fee at the rate of (INR, 80,000) per [month] as follows :

Currency : INR Rate : 80, 000 Per : Month

The above fee will include all overhead and any taxes imposed. The Client will perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.

In addition, the TA/DA for the tours undertaken to perform the desired job will be admissible as per entitled class of principal scientists of ICAR.

You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the ICAR-IASRI against any and all claims, demands, and/or judgements of any nature brought against the ICAR-IASRI arising out of the services under this Agreement. The obligation under this paragraph shall survive the termination of this Agreement.

All materials produced or acquired under the terms of this Agreement written, graphic, film, magnetic tape or otherwise shall remain the property of the (Director, IASRI). The ICAR-IASRI retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Agreement or the execution of it's other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without ICAR-IASRI's prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the ICAR-IASRI written permission.

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed

Signature & Name of Consultant

Place:

Date:

Signature & Name of ICAR's Representative

## **LIST OF ANNEXES**

Annexure A – Terms of Reference and Scope of Services

Annexure B – Consultant's Reporting Obligations

Annexure C – Cost Estimates of Services, List of Personnel & Schedule of Rates

**Cost Estimate of Services****Remuneration**

<b>Consultant Name</b>	<b>(Monthly) Rate (in INR)</b>	<b>Working Days</b>	<b>Total Cost (in Months)</b>	<b>(in INR)</b>
	80,000		22	17,60,000

Sub-Total (Remuneration)INR. 17,60,000

**Travelling Expenses:**

The TA/DA for the tours undertaken to perform the desired job will be admissible as per entitled class of Principal Scientists of ICAR.

TOTAL MAXIMUM PAYMENT :INR17,60,000/- excluding TA/DA as per actual

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<sup>1</sup> Reimbursable at cost with supporting documents/receipts unless otherwise specified.