

**Invitation for Expression of Interest (Eoi) for conducting the Evaluation of Human Resource Development Programme implemented by Ministry of New and Renewable Energy from the Financial Year 2017-18 to 2020-21.**

<b>Sl. No.</b>	<b>Contents</b>	<b>Page No.</b>
<b>1.</b>	<b>Background for Evaluation</b>	<b>1-2</b>
<b>2.</b>	<b>Eligibility</b>	<b>2</b>
<b>3.</b>	<b>Submission of Expression of Interest</b> <b>3a. Technical Bid</b> <b>3b. Financial bid</b> <b>3c. Earnest Money Deposit</b>	<b>2-4</b>
<b>4.</b>	<b>Evaluation of EOI</b> <b>4a. Criteria for evaluation of firms</b> <b>4b. Preliminary Examination</b> <b>4c. Evaluation of Technical Bid</b>	<b>4-5</b>
<b>5.</b>	<b>Final Evaluation</b>	<b>5</b>
<b>6.</b>	<b>Period of validity of Bids</b>	<b>6</b>
<b>7.</b>	<b>Time Schedule</b>	<b>6</b>
<b>8.</b>	<b>Payment Terms and Conditions</b>	<b>6</b>
<b>9.</b>	<b>Data, services and facilities to be provided by the MNRE</b>	<b>7</b>
<b>10.</b>	<b>Output (i.e. Reports etc.) required by the Ministry</b>	<b>7</b>
<b>11.</b>	<b>Miscellaneous</b>	<b>7</b>

**342-16/4/2020-HRD**  
**Government of India**  
**Ministry of New and Renewable Energy**  
**Human Resource Development Division**  
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**Subject: Invitation for Expression of Interest (Eoi) for conducting the Evaluation of  
Human Resource Development Programme implemented by Ministry of  
New and Renewable Energy from the Financial Year 2017-18 to 2020-21.**

Ministry of New and Renewable Energy (MNRE) intends to engage national / international level reputed Consultancy Firms having registered office in India to undertake evaluation of Human Resource Development Programme of this Ministry as per Terms of Reference (ToR) given in the Annexure.

**1. Background for Evaluation**

The objective of the Human Resource Development Programme of the Ministry is to institutionalize the renewable energy education and training to cater the requirement of trained and qualified manpower in the country. MNRE has been sponsoring short-term training programmes mainly in areas of construction/manufacturing, installation, operation & maintenance and entrepreneurship of Renewable Energy Systems under its HRD Programme as well as other programmes. The trained manpower under these programmes are expected to undertake installation and post installation service of the systems installed in nearby areas of their operation. In addition some of the trainees would have been engaged by renewable energy industries, project developers, system integrators, entrepreneurs etc. Through its National Renewable Energy Fellowship component of HRD programme, Ministry is also promoting higher studies/research courses in R&D/academic institutions by providing scholarships/fellowships to students for pursuing higher studies in renewable energy to meet the demand of highly qualified manpower for implementation of various programmes of MNRE. The R&D/ research/engineering/academic institutions are encouraged and financially supported to initiate higher studies/research courses as M.Sc, M.Tech., Ph.D. in renewable energy sector by strengthening the RE based infrastructure facilities through upgrading laboratory facilities in the area of renewable energy education and research. Ministry has also been providing Internship facility to students of engineering, Science, Management and other

streams to understand various activities of the Ministry with the objective to become researchers/managers in renewable energy area.

The Ministry intends to carry out the evaluation of all the components of HRD programme including the education, research and short term training programmes in-terms of utility of the qualified and trained manpower, assessment of penetration of various renewable energy systems in selected areas, employment generated during execution/installation of the projects as well as in O&M and providing after sales service of these systems by the suppliers/installers and utility of the trained manpower in such activities. Ministry also intends to assess the availability of in-house training mechanism of RE companies/system integrators/installers / suppliers etc. Further, Ministry aims to assess the effectiveness of the fellowship and internship programmes for developing qualified manpower and strengthening of RE based infrastructure facilities in the institutions engaged in RE education and Research. During the period from 2017-18 to 2020-2021, the HRD Programme of the Ministry has following components:

- Short term training programmes / skill development programmes like Suryamitra, Varunmitra ,Vayumitra and other training programmes.
- National Renewable Energy Fellowship scheme
- Enhancement/establishment of RE based infrastructure facilities.
- National Renewable Energy Internship Scheme

## **2. Eligibility**

Reputed consultants or consulting organizations having an experience of at least 15 years in conducting such assignments and an annual turnover of at least Rs.1.00 crore (One Crore) during the last three years will be eligible. Having sector specific experience and in-house capability to manage the assignment, will be an added advantage.

## **3. Submission of Expression of Interest**

National and Internationally reputed consultancy firms having registered office in India with adequate and specific expertise in conducting such assignments are invited to submit the Expression of Interest to carry out this evaluation study to **Dr. Vasanta V. Thakur, Scientist 'D' (HRD), Ministry of New and Renewable Energy, Block No. 14, Lodi Road, New Delhi - 110003 latest by 1600 hours by 15<sup>th</sup> November, 2020** in a sealed cover

superscripting "**Expression of Interest for Evaluation of Human Resource Development scheme of MNRE**". The EOI received after the due date and time shall not be considered. The EOI will contain three separate envelopes (sealed) i.e. (i) Technical Bid, (ii) Financial Bid and (iii) Earnest Money Deposit (EMD) duly superscribed and these sealed covers to be put in a bigger cover which should also be sealed and duly superscribed. Any offer containing both the technical and financial bids in the same envelope and not found strictly as per the guidelines, shall be outrightly rejected. The incomplete proposal will be rejected.

**3a. Technical Bid** - The Technical bid document containing the following information be submitted in a separate sealed cover along with EOI duly superscribed (as mentioned in section 3 above).

- Full particulars of the Constitution, ownership, organizational structure and main activities of the prospective consultant, including details of full time professionals.
- Unabridged annual reports or audited financial accounts for the last three years.
- Understanding of the TOR (from the perspective of the bidder).
- Plan Approach & Methodology: A detailed plan indicating how it proposes to carry out evaluation study should be indicated. The Plan shall include the rationale behind the intended methodology. The Consultancy Agency shall be required to provide details in respect of : (a) Documentation review (desk study); (b) Interviews and/or consultations; (c) Field visits, if any ; (d) Questionnaires, if any proposed to be used and (e) Participation of stakeholders. The questionnaires shall be vetted by MNRE.
- The technical bid should be submitted with the details of the approach and methodology for undertaking the study and the task-wise activities to be involved as per the terms of reference (TOR) for the study as given in the **Annexure**.
- Names and short CVs of the full time and part time researchers, including field of specialization of each of the proposed key personal to be deployed on the assignment (the CVs would need to be backed by written commitment of the person of availability of his/her service). The CVs must be accurate, complete and signed by an authorized official of the consultant/consulting firm and the individual proposed.
- Implementation schedule

**3b. Financial bid** - The financial bid indicating task-wise price for the tasks mentioned in the technical bid with full details/instructions be submitted along with EOI in a sealed

envelope by the bidder in separate covers duly superscribed (as mentioned in section 3 above).

**3c. Earnest Money Deposit** - The Earnest Money Deposit (EMD) of Rs.10,000/- should accompany the technical bid by Demand Draft drawn in favour of DDO, MNRE, New Delhi and payable at New Delhi. The EMD would be forfeited if the bidder withdraws his/her bid during the validity period. EOI/Bid received without EMD shall not be considered.

#### **4. Evaluation of EOI**

All incoming expressions of interest will be examined thoroughly. Shortlisted applicants would be required to personally discuss and make a presentation on their credentials and the proposal before the Consultancy Evaluation Committee (CEC) constituted by the Ministry. The exact date, time and venue for the discussion and presentation would be communicated separately. The Technical and Financial bids of only those firms would be accepted which are found suitable to conduct the study and shortlisted by the CEC.

The Ministry would not reimburse any of the expenses incurred by the Consultancy / Agency towards preparation of the EOI document, travelling cost, boarding and lodging incurred by it for attending any pre-bid discussion or bid meeting or visiting the Ministry for making the presentation. The Ministry shall in no case be responsible for any such costs whatsoever, regardless of the outcome of the EOI/bidding process.

**4a. Criteria for evaluation of firms** - The applicant firms / parties shall be shortlisted based on their past experience of 'handling similar type of studies in RE sector, strength of their manpower and financial strength. The firms will be evaluated/assessed broadly on the following criteria:

- i. General Criteria
- ii. Organisational structure and constitution;
- iii. Core business and duration of business;
- iv. Technical and Managerial Capability of the firm;
- v. Performance record of the last five years;
- vi. Methodology and work programme for the proposed Assignment;

- vii. Experience in the field of assignment and qualification of key team members to be deployed in the work (full time and part time separately);
- viii. Likely time period indicated to completed the study and submit the report.
- ix. The firm should not be black-listed by central and any state Government / Public sector undertaking in India.

The decision regarding adequacy of the work experience/capacity of the organisation etc. will solely be at the discretion of the MNRE.

**4b. Preliminary Examination** - After receipt of the bids along with EOI, MNRE at its discretion may invite any or all the applicants for discussions with a view to sort out any minor inconsistencies and seek clarifications on the bids received.

**4c. Evaluation of technical Bid** – The shortlisted technical bids will be evaluated by the Consultancy Evaluation Committee (CEC) based on technical presentation. While evaluating the proposal the CEC will take into account (i) the consultants relevant experience for the assignment including the experience with Government sector. (ii) the quality of the methodology proposed, (iii) the qualifications of the key staff proposed and (iv) time frame for different activities (v) capability for transfer of knowledge with the firm on the subject. The technical Bid will be evaluated for the above criteria by awarding marks as per the requirement of the study.

## **5. Final Evaluation.**

The EOI will be evaluated by the Consultancy Evaluation Committee (CEC), considering the following mechanism:

- I. Stage 1- The shortlisted bidder will have to make a technical presentation on his proposal for evaluation before the CEC.
- II. Stage 2- The financial bids of only those firms will be opened who secures the minimum 60% marks in the evaluation/presentation of the technical bids (Stage-1).
- III. The CEC will adopt the Quality and Cost Based Selection (QCBS) mechanism as per the General Financial Rule. Under this, the EOIs received will be evaluated on technical and financial terms and 70% weightage will be given to technical capability and 30% to financial proposal.

## **6. Period of validity of Bids**

Bid shall remain valid for a period of not less than three months after the deadline date for bid submission. A bid valid for a shorter period shall be rejected by the Ministry as non-responsive. The MNRE may request the bidder to extend the period of validity for a specified additional period in exceptional circumstances. During this time/period the Bidders will maintain without change, the personnel proposed for the assignment and the proposed price.

## **7. Time schedule**

The final report of the study is to be completed within three months' time from the award of work including the pre submission consultations in the Ministry. (extendable not more than 30 days by the MNRE at its discretion depending upon the requirements/justification). The following schedule needs to be adhered.

- i. By the end of one month the consultancy firm shall make a presentation of the inception report of the study to the MNRE.
- ii. The first draft report of the study shall be submitted to the MNRE within two months from the date of award of the study after taking note of the points raised during the presentation.
- iii. The final report shall be submitted within one month after receiving the comments from the MNRE on the Draft final report/ presentation by the party.

## **8. Payment Terms and Conditions**

The payment terms for the consultancy will be as under:

- 20% of the total consultancy to be paid upon submission/presentation of an inception report (To be released against the Bank Guarantee for equal amount valid up to two months beyond the contracted time for the submission of final report);
- 30% of the total consultancy to be paid on submission of first draft of the evaluation report; and
- 50% to be paid on the finalization and submission of the report draft based on feedback from the MNRE.

#### **9. Data, services and facilities to be provided by the MNRE**

Data available with MNRE will be provided to the consultant by MNRE. Any facilities like office space, rest house, transport, computer, photocopying facilities and typing/stenographic assistance etc. would not be provided by the Ministry to the consultancy firm.

#### **10. Output (i.e. Reports etc.) required by Ministry**

- Inception report;
- Soft Copy of the data and information;
- 15 copies of final report in coloured printing;
- Coloured photographs of the Programme visited / evaluated;
- Presentation to MNRE upon preparation of final report.

#### **11. Miscellaneous**

The ministry reserves the right to accept or reject any or all EOIs without assigning any reasons thereof. In case, any ambiguity is observed in EOI/Documents, Ministry reserves the right to interpret the same and decision of the Ministry shall be final and binding. The contract for engaging consultant as per the above terms and conditions shall be governed by and constructed in accordance with the law of India.

For any clarification, pl. contact **Dr. Vasanta V. Thakur, Scientist 'D' (HRD), Ministry of New and Renewable Energy, Block 14, CGO Complex, Lodhi Road, New Delhi (Tele: 24360331, Email: vasanta.thakur@nic.in)**

**TERMS OF REFERENCE (ToR)**

The Terms of Reference of the Study of Impact of HRD Programme of the Ministry of New & Renewable Energy is as follows:-

1. Assess the impact of Human Resource Development Programme implemented during the period 2017-18 to 2020-21.
2. Assessment of the effectiveness of the following short term training programmes funded during the period 2017-18 to 2020-21:
  - i. Suryamitra Skill Development Programmes in terms of Modalities adopted by SNAs/training partners for identification of trainees, interactions with all stakeholders for their feedback and suggestions from trainers, trainees and training partners/centres, employed industries and other stakeholders of the Suryamitra training programme, employability of youth in Grid / off-grid connected Solar PV projects and other power sectors or generating self-employment, and to recommend the strategies for enhancing employment /self-employment opportunities.
  - ii. Varunmitra (Solar pumping technician) programme conducted by NISE and to assess the need of this programme in future.
  - iii. Solar Roof Top Grid Engineers and other training programmes conducted by Barefoot College, CSIR-NPL etc. in the area of solar energy.
  - iv. Efficacy of the Vayumitra Foundation Course and need of the Vayumitra (Wind Energy Technician) training programme.
  - v. Training programmes conducted in the area of small Hydro Power area.
3. Interactions with the academic/research institutions and to assess the effectiveness of the National Renewable Energy Fellowship programme with NRE fellows, faculty members, RE Chairs etc., employment status/opportunities of NRE fellows in RE sector /other sectors.
4. Assess the effectiveness of the Lab & Library Upgradation Financial Support provided by MNRE and also assessment of the need for continuation of this support.
5. Assessment of the National Renewable Energy Internship programme in respect of its efficiency and relevance.
6. Suggest the skill gaps and job roles and requirement of manpower in various RE technologies including introduction of short duration skill development courses / need for introduction of long term skill development courses in renewable energy especially in ITIs in wind energy, small hydro, bio-energy technologies etc.
7. Estimation of job potential in RE sector and suggest actual training needs based on discussions with various stakeholders - Government bodies/training institutes/trained manpower.

8. Assess the women participation in RE Sector, suitable job roles for women and to draw the gender specific areas gaps/levels of RE sector.
9. Suggest future course of action in improving the RE educational and training network/infrastructure in the country including the NER.
10. Suggest future actions for improving the HRD programme of the Ministry.