

REQUEST FOR PROPOSAL (RFP)

Information to Consultancy firms regarding the procedure for submission of proposal.

The eligible Consultancy firms with adequate experience and Technical capability are requested to submit their proposals duly taking note of the following timelines.

Sl No.	Critical Events	Time Line
1	Date of Issue of RFP	12.10.2022
2	Submission of Queries by Consultancy firms	19.10.2022
3.	Last date to send reply to queries through mail by NFDB	21.10.2022
4	Last Date and Time for Submission of Proposal	28.10.2022 till 5:00 PM
5	Date & Time for Opening of Technical Proposal	31.10.2022 at 11.00 AM
6	Date & time for Opening of Financial Proposal	31.10.2022 at 12.00 PM

I. Introduction:

Fisheries and Aquaculture constitute an important economic activity, with a vast potential for sustainably harnessing a wide variety of inland and marine fisheries resources in the country. The National Fisheries Development Board (NFDB) was established in 2006 as an autonomous organization under the administrative control of the Department of Fisheries, Ministry of Fisheries, Animal Husbandry and Dairying, Government of India NFDB, with the guidance of the Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, has been playing a vital role in the enhancement of fish production and productivity in the country and in coordinating fisheries development in an integrated and holistic manner. NFDB is the Nodal Implementing Agency (NIA) for Fisheries and Aquaculture Infrastructure Development Fund (FIDF) scheme, launched in 2018; to be implemented in 5 years from FY2018-19 to FY2022-23 and envisages the creation of fisheries infrastructure facilities both in marine and inland fisheries sectors in our country.

FIDF entails an estimated fund size of INR 7,522 crore, comprising INR 5,266.40 crore from Nodal Loaning Entities (NLEs) like NABARD, NCDC, all Scheduled banks; INR 1,316.60 crore as beneficiaries' contribution; and INR 939.48 crore as budgetary support from Government of India (GOI). The scheme aims to achieve a sustainable growth of 8- 9 per cent, in a move to augment the country's fish production to the level of about 20 million tonnes by 2022-23. FIDF will be implemented in all the States and Union Territories of India. FIDF focuses on the creation and modernization of capture & culture fisheries infrastructure in marine and inland areas of our country, thus reducing post-harvest losses and improving domestic marketing facilities through this infrastructure support. The scheme also focuses to bridge the resource gap and facilitate the completion of ongoing infrastructure projects. NFDB is the Nodal Implementing Agency for the FIDF scheme.

As on date, NFDB has received 224 proposals out of which 105 has been recommended by CAMC. 24 Fishing Harbours, 16 Fish landing Centers, 26 State fish seed farms, 15 projects under innovative activities etc. are been recommended by CAMC. For more details please see www.fidf.in.

II. Terms of Reference (ToR).

The NFDB has received 224 proposals with a total project cost of Rs. 7621.04 Crore from 23 States/UTs. Out of 105 recommended by CAMC, 40 proposals have been sanctioned by National Loaning Entities and for 14 proposals the loan is released. FIDF is in the last year of its implementation. It has been therefore decided to carry out the evaluation of this scheme through an independent consulting firm to assess its achievements, impact, performance etc., and arrive at the recommendations/findings for restructuring of the scheme to cater to the present requirements of the fisheries sector. The duration of the assignment is **one month** from the date of signing of the acceptance of the work order.

NFDB now invites eligible consulting firms with a proven track record of conducting evaluation studies with fieldwork, experience in monitoring and evaluation of projects in the fisheries sector and specific experience in evaluation of infrastructure projects in the fisheries sector to submit their proposals along with the information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The objective of the study: The objective of the evaluation study is to assess the physical and socio-economic status of the fishers in the project areas and their households where the FIDF projects are being implemented. In addition, using the Focus Group Discussions (FGD) and case studies methods, the aim is to assess beneficiaries' experiences and their perceptions of the project's effectiveness, document successes, challenges and lessons learned, and develop recommendations for the future.

Scope of the Study: The evaluation study should:

- (i) Focus on key indicators required to measure the goals, outcomes and impact of the planned activities under FIDF
- (ii) Provide a comparison with the other infrastructure projects implemented by the Government of India under Rural Development, Animal Husbandry, Dairying and Agriculture etc.
- (iii) Assess how the FIDF was successful in relation to the five evaluation criteria (Policy, Planning, Implementation, Gaps/Issues, Livelihoods & Fish production, Lessons learnt etc.) and
- (iv) Evaluate the current methods of creating awareness, approval system efficacy, the performance of the FIDF scheme w.r.t to physical, financial, livelihoods, fish production etc.
- (v) Bring forth recommendations/ findings for restructuring of the scheme to cater to the present requirements of the fisheries sector.

The assessment of Project performance should have a special emphasis on:

- (i) Policy: - to what extent do the project interventions contribute to the project's high-level objectives and outcomes. What changes needs to be made at the policy level for development of infrastructure in fisheries sector
- (ii) Planning: what all changes needs to be brought out w.r.t planning of the project, implementation, monitoring and evaluation of the project activities.
- (iii) Implementation: Are the project inputs and resources translated into concrete economically feasible results (based on the assessment of implementation delays, technical capacity issues; operational efficiency, and the economic rates of return)? What all improvements to be made for the improvement in implementation of this project?
- (iv) Livelihoods and fish production – to what extent the project contributed to the enhancement of livelihoods and fish production in the country as outlined in the FIDF guidelines?
- (v) Issues / Gaps – what are the major issues/gaps identified in the implementation of the scheme w.r.t private entrepreneurs, cooperatives, SHGs, FISHCOPFEDs, State governments/UTs etc.?
- (vi) Lessons Learned: What are the key results (both positive and negative), insights, stories, and messages learned from FIDF worthwhile reporting to improve the design and implementation of future projects?

Main Deliverables

- (i) Inception Report – to be submitted within three working days of accepting the work order. This report will include the elaborate evaluation proposal including the approach and proposed survey instruments, sampling frames and sampling methodology, interviewing method, number of FGDs and the number of participants and locations, draft questionnaires and other survey tools, data processing and analysis methodology, outline of the final report and schedule of activities;
- (ii) Draft Evaluation Study Report –to be submitted within 3 calendar weeks of the date of accepting the work order.
- (iii) Final Evaluation Study Report – to be submitted after one calendar week of the date of submission of draft impact survey report. The final report should be written in a clear and simple style, documenting the results of the Evaluation Study in accordance with the above terms of reference. The report shall be written based on the submitted and approved outline during the preparation phase;
- (iv) Final Presentation – within three working days of the of the submission of the Evaluation Study Report, the results should be presented to FIDF Cell and NFDB staff and representatives of different stakeholders. If necessary, separate meeting shall be held with the officers from Department of Fisheries, Ministry of Fisheries, Animal Husbandry and Dairying.

III. Eligibility criteria

- a. The firm should have been in consulting business for at least 5 years.

- b. The firms shall be financially sound with a minimum annual turnover of more than INR 1 Crore for the last three financial years.
- c. The firms should have at least five similar studies in the impact evaluation of infrastructure/fisheries infrastructure projects, assess achievements/performance and providing recommendations for restructuring of the projects during the previous three years.
- d. Availability of skills among staff, Project Coordinator, Senior Analysts etc. having experience in evaluation studies, planning, implementation, monitoring & MIS.
- e. The firms should have working experience with fisheries infrastructure-related projects or evaluation of fisheries infrastructure projects.

IV. General Terms and conditions:

The general terms and conditions are as follows:

a. Submission of Proposals:

Proposals shall be submitted in two cover system. **Technical proposal in Cover-I** sealed and super scribed as “**Technical Proposal for Fisheries and Aquaculture Infrastructure Development Fund (FIDF) Evaluation Study**” and **Financial proposal in Cover-II** sealed and super scribed as “**Financial Proposal for Fisheries and Aquaculture Infrastructure Development Fund (FIDF) Evaluation Study**”. These two covers will be put in another cover sealed and super scribed as “**Proposal for consultancy services for Fisheries and Aquaculture Infrastructure Development Fund (FIDF) Evaluation Study**”.

The Proposals submitted by Consultancy firm shall not contain any terms and conditions, printed or otherwise. Any conditional Proposal will be summarily rejected.

b. Late Proposals

NFDB shall not be responsible and liable for the delay in receiving the proposal for whatsoever reason.

c. Evaluation of proposals

Proposals of firms meeting the eligibility criteria will only be evaluated. The Proposals will be evaluated in two steps.

- i. The Technical Proposals in Cover-1, will be examined based on eligibility criteria as stipulated, to shortlist the Consultancy firms.
- ii. Financial Proposals in Cover-II of only the short listed eligible Consultancy firms shall be opened for final evaluation. The shortlisted Consultancy Firms will be informed through mail. Representatives of the shortlisted

Consultancy Firms may attend NFDB at the time of opening financial proposals.

iii. Evaluation of Technical Proposals

- a. The Technical Proposals shall be opened by the Consultancy Evaluation Committee, as constituted by NFDB. The Committee shall evaluate the Technical Proposals as per the eligibility criteria as listed in the RFP and all such Proposals which fulfil the eligibility criteria shall be considered for further evaluation process.
- b. Any Technical Proposals which deviate from the terms and conditions of this RFP shall be rejected.
- c. Submission of Technical Proposals by any Consultancy firms shall be construed as acceptance of all the terms and conditions of this RFP.
- d. The consultancy firms are requested to fill the eligibility criteria as per Annexure-I. Necessary proofs to the eligibility criteria shall be enclosed in the proposal submitted.
- e. Cut off marks to qualify a Proposal, will be decided by the Consultancy Evaluation Committee.

iv. Evaluation of Financial Proposal:

- a. The consultancy firm should submit their financial proposal in the Standard format at Annexure-II.
- b. Financial proposal of Consultancy firms qualified in Technical Evaluation shall only be evaluated for the final selection of the Consultant/ Consultancy firm.
- v. The method of selection / Evaluation of this consultancy will be done according to Quality and Cost Based Selection (QCBS) method. The weightage given for the quality and cost is in the ration of 70:30. The proposal with the highest weighted combined score will be selected.
- vi. If more than one Consultancy Firm happens to have the highest weighted combined score, then the consultancy firm having more experience will be awarded the work and if experience of both firm remains same, NFDB reserves the right to decide the criteria and further process for awarding the Work, decision of NFDB shall be final for awarding the Work.
- vii. All the contents of the Proposal should be appropriately filled. The Proposal submitted with incomplete information shall be treated as Non-responsive and will be summarily rejected.
- viii. All pages of the Proposal submitted including the supporting documents shall be signed by the Authorized Signatory of the firm with stamp and date.

d. Prices

- i. Broad scope of work is given in terms of reference.
- ii. The price quoted shall be considered final and no negotiation in price will be permitted.
- iii. The prices quoted must be inclusive of all costs including logistics and taxes except GST.

e. The consultancy firm should submit their time lines in the Standard format at Annexure-III.

f. Award of Work

NFDB shall issue work order to the selected Consultancy firm.

g. Payments:

10 % of the contract amount will be paid upon signing of the contract. 40% upon submission of the draft evaluation study report and the rest 50% upon the submission and acceptance of evaluation study report and presentation to NFDB.

V. NFDB's Right to Amend/Cancel.

- i. At any time prior to the deadline for submission of proposal, NFDB may, for any reason, whether on its own initiative or in response to the clarification request by a Consultancy firms, modify the RFP document.
- ii. The amendments to the RFP, if any, will be notified in website. The amendments/modifications will be binding on the Consultancy firms applying.
- iii. NFDB, at its discretion may extend the deadline for the submission of Proposals, if it thinks necessary to do so or if the RFP document undergoes changes before last date, in order to give prospective Consultancy firms time to take into consideration the amendments while preparing their Proposals.
- iv. NFDB reserves the right to amend the eligibility criteria, Financial proposal terms & conditions, Scope of Work, technical specifications etc. before last date of submission.
- v. NFDB reserves the right to cancel the entire work without assigning any reasons thereof.
- vi. NFDB reserves the right of accepting and rejecting any proposal without assigning reasons thereof.

VI. Timeline for Evaluation Study:

Sl No	Time Schedule for Evaluation Study	WEEK (After Contract Sign)			
		1	2	3	4
1	Inception and Planning				
2	Field Works (data collection, FGD, entry)				
3	Analysis and Submission of Draft Report				
4	Submission of Final Report				
5	Reporting and Presentations				

VII. Proposed terms.

- a. The consultancy firm has to assess the evaluation study and shall propose necessary project staff for the study.
- b. The travel to the field location (Tamil Nadu, Andhra Pradesh, Odisha) has to be undertaken by the Consultant. The travel / accommodation /food expenditure shall be met from the total consultancy cost proposed in the financial proposal.
- c. The study should be completed in 30 days/4 weeks from the date of acceptance of Work order.
- d. The Consultants work will be monitored on weekly basis by NFDB through the progress reports submitted by the selected firm.

VIII. Confidentiality Clause:

Except with the prior written consent of the FIDF Cell, NFDB, the consultant and their personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the agency and the personnel make public the recommendations formulated in the course of, or as a result of, the services.

NFDB-FISHERIES AND AQUACULTURE INFRASTRUCTURE DEVELOPMENT FUND (FIDF) – EVALUATION STUDY

1. Information of the Consultancy firm:

Sl. No.	Particulars	Details
1	Name of the Consultancy firm	
2	Address of the Consultancy firm	
3	Date of Registration with Registration No.	
4	GST No.	
5	PAN No.	
6	Name and designation of the contact person	
7	Telephone & Mobile no.	
8	E-mail address of the contact person	
9	Website	

2. Eligibility requirement and documents required for Evaluation of Technical Proposal:

S. No	Criteria	Details
1	The firm should have been in consulting business for at least 5 years. (10 marks)	
2	The firms shall be financially sound with a minimum annual turnover of more than INR 1 Crore for the last three financial years. (10 marks)	
3	The firms should have at least five similar studies in the impact evaluation of infrastructure/fisheries infrastructure projects, assess achievements/ performance and provide recommendations for restructuring of the projects during the previous three financial years. (30 marks)	
4	Availability of skills among Project staff, having experience in evaluation studies, planning, implementation, monitoring & MIS. (30 marks)	
5	The firms should have working experience with fisheries infrastructure-related projects or evaluation of fisheries infrastructure projects. (20 marks)	

Signature and name of Authorized Signatory with Stamp/ Seal

Place:

Date:

Annexure-II

Financial Proposal

NFDB-FISHERIES AND AQUACULTURE INFRASTRUCTURE DEVELOPMENT FUND (FIDF) – EVALUATION STUDY

Name of the Consultancy firm & Address:

S. No	Description	Total Cost (Rs) In figures and words
1.	FISHERIES AND AQUACULTURE INFRASTRUCTURE DEVELOPMENT FUND (FIDF) – EVALUATION STUDY	

* Excluding GST. GST as applicable will be paid extra.

** In case of any mistake / overwriting the amount quoted in Words will be taken in to consideration

Signature and name of Authorized Signatory with Stamp/ Seal

Place:

Date:

Annexure –III

Time lines for Consultancy services for the project “FISHERIES AND AQUACULTURE INFRASTRUCTURE DEVELOPMENT FUND (FIDF) – EVALUATION STUDY”

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Week	Description of Task to be completed
1 st week	
2 nd week	
3 rd week	
4 th week	

Signature and name of Authorized Signatory with Stamp/ Seal

Place:

Date: