

**GOVERNMENT OF WEST BENGAL**  
**FINANCE DEPARTMENT**  
**Budget Branch**  
**NABANNA, Howrah**

No. 441–FB

Dated: 16<sup>th</sup> September, 2021

**ADDENDUM TO THE REQUEST OF EXPRESSION OF INTEREST**

**Ref: Memo no 08/Secy(SKS)/2021 dated 28.08.2021**

**DRAFT REPLIES TO QUERIES RAISED BY PROSPECTIVE APPLICANTS ON THE EOI FOR SELECTION OF IVA FOR WOMEN EMPOWERMENT  
AND INCLUSIVE SOCIAL PROTECTION PROGRAMME**

Following the World Bank guidelines, all the interested participants are requested to note that Request for Proposal (RFP) will be following the Expression of Interest (EOI) publication.

Query	Suggested changes	Present stipulation	Suggested Answer
Would “ <u>Post Graduate Degree in Planning or Ph. D in Economics or Social Science</u> ” be considered a Minimum Qualification for the position of <u>Team Leader cum Social Sector Expert</u> ?	Post Graduate Degree	A Graduate in Engineering/ MBA with at least 10 years’ experience in monitoring and evaluation/ policy formulation/ analysis/ implementation of social protection/social welfare programs.  (Clause- 1.8.2.)	Higher qualification will be considered in related field of social science.
Would “ <u>Post Graduate Degree in Planning or Ph. D in Economics</u> ” with experience in M & E Frameworks design and Implementation be considered a Minimum Qualification for the position of <u>Monitoring and Evaluation Expert</u> ?	Post Graduate Degree	MBA/CA/B.Tech with at least 7 years’ experience in developing/ managing M&E systems for public sector projects and in rolling out large scale IT solutions  (Clause- 1.8.2.)	Do
Is a Consortium eligible for application??		Consultants may associate with other firms in the form of a joint venture	Yes. Refer Page- 2

Query	Suggested changes	Present stipulation	Suggested Answer
While laying down the scope of the consultant, it is mentioned as ‘Including but not limited to’,	We would like to seek clarity on the scope on exhaustive basis rather keeping it inclusive	Some of the specific tasks of the IVA will include, but not necessarily be limited to,.... (1.6.12)	To achieve the DLRs it may become absolutely necessary to enlarge/change the Scope of Work. However, in such cases of enlargement of Scope of Work, additional fees will be decided, unless the changes are marginal.
Since we are left with 1 year 4 months from now till the end of year 2022, so it will be difficult to conduct 4 semi-annual assessments within this time period.	Either the gap between the Assessments will be very less or the disbursement has to take place more frequently in order to complete the entire verification by 2022	Starting with the baseline in 2021, followed by 04 semi – annual assessment missions up till 2022	Timelines may change, if necessary.
It will be important to know the disbursement cycle along with milestone as the semi-annual assessment has to be planned accordingly	Same		Disbursement cycle from World Bank shall entirely be dependent on the submission of various Interim Reports and Final Report without any pre-fixed schedule as per present reckoning.
“Verify the calculation of the amount to be disbursed against each verified DLI, based on a disbursement formula/modality, agreed between GoWB and the World Bank	Hope the department would share the amount of disbursement and the formula in advance.		Amount of disbursement & formulae are given in <b>Annexure-1</b>
c) Inspection and verification (on-site) of the Primary Data and evidence provided by the relevant implementing Departments on a random sample basis.	To share the names of different departments and type of stakeholders involved in the scheme implementation		Will be ensured through RFP

Query	Suggested changes	Present stipulation	Suggested Answer
<p>IVA shall develop verification mission templates for verification of each of the DLI</p> <p>These templates may cover at least the following</p> <p>a. Pre-verification b. Verification c. Post verification</p>	<p>Request for description of type of activities the EOI</p>	<p>List of activities related to</p> <ul style="list-style-type: none"> <li>• Pre-verification</li> <li>• Verification</li> <li>• Post verification</li> </ul>	<p>Basically such activities stem out from the Templates, the IVA are required to design, based upon Desk Research and Surveys, they are to conduct.</p>
<p>Does the agency have the liberty to propose additional personnel to meet the assignment</p>			<p>Yes. Of course, same may come up during post award of Contract.</p> <p>However, no changes in the Professional fees will be allowed.</p>
<p>The IVA should expect to begin work within 2 weeks of receipt of request for verification of DLR by GoWB and complete the verification within 8 weeks from the date of start of verification. The IVA shall be offered a terms of employment shall be “on call” basis.</p>			<p>Within overall responsibility of starting the work and submitting the work as stated under 1.9.1 &amp; 1.9.2 the IVA may have to respond to any call to discuss/comply any urgent requirement.</p>
<p>Payments terms and clause also need to be known while submitting the proposal</p>			<p>The same will be available in the RFP</p>

Query	Suggested changes	Present stipulation	Suggested Answer
The consultant understands that for the FY 2021-21, the audited financial statement would not be available, so the last three financial years would include 2017-18, 2018-19, and 2019-20.	To include FY 2017-18 for calculating last three financial years	Average Annual Turnover during last 3 (three) financial years (2018-19, 2019-20 and 2020-21) .	FY 2017-18 will also be considered for the last three financial year calculation.
The document is silent on the format of EOI submission. Kindly confirm if there is any format or the consultant would submit the EOI in any format as appropriate	Format of EOI		The EOI are to be submitted duly signed by the authorized representative of the organization. Interested entities may submit the documents justifying the short listing criteria given in EOI along with supporting credentials. All the documents are to be sent in non editable pdf format only.
The consultant would request to extend the date of submission of bid from 17 <sup>th</sup> Sep 2021 to least 24 <sup>th</sup> Sep as the pre bid response would be shared by 15 <sup>th</sup> Sep and post receipt of the response to the queries the consultant would require time to finalize and submit the EOI.	Request of extension of timeline to submit the bid upto 24 <sup>th</sup> Sep 2021	Latest by 3.00 pm on 17.09.2021	Extended upto 21 <sup>st</sup> Sep 2021 upto 3.00 PM
Considering the Covid -19 situation since last 2 years, the consultant would relax the average turnover during last 3 years FY from Rs 10 crores to 8 or 9 crores.	Request to reduce the turnover criteria from 10 crores to 8 or 9 crores	Average Annual Turnover during last 3 (three) financial years (2018-19, 2019-20 and 2020-21) of Rs 10 crores (minimum).	It remains unchanged.