

Guidelines for
Hiring Agency to Provide Block Coordinators to the Offices of Block Resource Centers (BRCs)

1. Introduction:

With the coming into effect of National Rural Drinking Water Programme (NRDWP), there has been a shift in focus from mere coverage of habitations to drinking water security at household level and a shift from a supply driven approach to a demand -managed approach. The Total Sanitation Campaign aims at ensuring total sanitation coverage by motivating village communities and the Gram Panchayat to lead the campaign and make their village open - defecation free. In ensuring adequate safe drinking water and sanitation to all households in rural areas on a long- term basis, Gram panchayat and their Standing committee, viz. village Water & Sanitation Committees and Gram sabhas have to play a critical role. NRDWP also aims at fully empowered, aware and skilled Gram Panchayats capable of planning, implementation, operation, maintenance and management of water supply at village levels.

In order to ensure that GPs/ VWSCs develop understanding of the rural drinking water supply and sanitation programmers, and are empowered to shoulder their responsibilities, they need to be provided with continuous support in terms of creating awareness, training and handholding on various aspects of drinking water supply and sanitation.

2. Strategy– Block Resource Canters (BRCs):

The role of Block Panchayats in rural drinking water and sanitation sector needs to be strengthened to provide guidance, support and monitor water supply and sanitation status in villages. Block Panchayat is the ideal unit for providing support as it is nearer to the Gram Panchayats than the Zila Panchayat. To achieve this objective, Block Resource Centres (BRC) shall be the institutional set up at the block level to provide continuous support in terms of awareness generation, motivation, mobilisation, training and handholding to village communities, GPs and VWSCs. The BRC will serve as an extended delivery arm of the District Water & Sanitation Mission in terms of software support and act as a link between it and the GPs/ VWSCs/ village communities.

Capacity building and generating awareness among the village community on various aspects of safe drinking water by BRCs will be the first step in improving their understanding to achieve drinking water security in terms of quantity and quality. It will also help the villages in achieving Nirmal Gram status, sustaining and building on it with effective and low cost management of solid and liquid wastes.

3. Functions of BRCs:

The BRC shall be responsible for following functions:

- I. Helping the village community in formation of VWSCs in all villages;
- II. Taking up awareness generation and development communication activities among GP and VWSC members and the village community;
- III. Conducting training courses at block and village level for members of VWSCs and GPs and other grassroots level workers in the village (ASHA worker, Anganwadi worker, school teachers, self-help groups, Mahila and Yuvak mandals etc.) on various aspects of water and sanitation. This can be through classroom training, hands on support in villages and exposure visits;
- IV. Preparing an Annual Activities Calendar mainly focusing on IEC and training activities and will be responsible for its implementation;

- V. Helping the GPs/ VWSCs in baseline surveys, sanitary survey of drinking water sources and systems falling within their jurisdiction;
- VI. Helping the village community/ VWSCs/ GPs in preparation of their Village Action Plan and its approval by the Gram Sabha;
- VII. Guiding VWSCs in implementing and monitoring the works relating to water supply schemes and sanitation as envisaged in the Village Action Plan;
- VIII. Coordination and follow up with grassroots level workers trained in water quality monitoring and surveillance and ensuring that they take up water quality testing and surveillance activities;
- IX. Interacting regularly with Panchayats, ASHA workers, anganwadi workers, Self help groups, Mahila and Yuvak mandals to ensure that issues relating to Water supply, quality and sanitation get regular attention;
- X. Visiting schools to deliver talks to sensitize teachers and students to adopt improved hygiene practices, improved sanitation and safe handling of water to keep it potable.
- XI. Helping in conducting social audits
- XII. Coordinating with water quality testing laboratories for water quality testing, reporting to villages, cautioning the GPs/ VWSCs/ PHEDs to take effective steps for maintaining potability and guiding on remedial steps.
- XIII. Assisting in gathering information for updating habitation status on the IMIS.

4. Role of Block Panchayats in BRCs:

The BRCs will be under the administrative control and supervision of Block Panchayats. BRC shall be supervised by the DWSM at the district level. It shall function according to the Plan approved by the DWSM. The Block Panchayat will supervise the BRCs to ensure that the functionaries carry out their activities in accordance with the Plan formulated by the Block Panchayat and approved by the DWSM.

5. Location of BRC:

The BRC shall be located in the office of the Block Panchayat.

6. Setting up of BRCs:

The hiring of block coordinators in the BRCs is being outsourced by the SWSM to a reputed Agency. The selected Agency will be required to depute block coordinators in the allocated Development Blocks.

The functionary engaged by the Agency for each development block should have the following educational qualifications, experience and age limit:

| Name of Functionary | Minimum Educational Qualification Experience | Monthly Remuneration | Age limit |
|----------------------------|---|-----------------------------|--|
| Block Coordinator | Graduate Degree, Preferably in Mass Communication/ Social Sciences/ Rural Studies. Preference will be given to the candidates having two years experience of working on VWSC/ WQM&S/ Sanitation, etc. | Rs. 5,000 /- | Between 25-35 years. Upper Age Limit relaxable in case of ex-servicemen to 45 years. |

Number of days of village visit has to be between 10-15 days in a month. They will have to attend evening meetings in the villages, preferably with night stay.

The agency shall select and depute block coordinators strictly as per the Qualifications and experience given above. The detailed CVs along with photograph of the block coordinators engaged by the agency shall be submitted to SWSM/WSSO/DWSM. In case any block coordinator is changed by the agency, it should be done in concurrence with SWSM / WSSO.

The remuneration of the Block Coordinator shall be Rs. 5,000/- per month, which will be paid through the agency. The agency will be required to quote the Service Charges for deputing the Block Coordinator to Development Blocks in the format of Financial Bid. The agency shall be required to provide the services of personnel within a period of **ONE MONTH** from the date of receipt of work order.

Based on the need and the State's plan to converge other activities at the BRC level, State can enhance the qualifications, experience or remuneration of the block coordinators. However, the additional expenses will be borne by the State Government out of their own resources. The functionary of the BRC will work in coordination with their counterparts in the Total Sanitation Campaign.

The block coordinators deputed by the agency will be required to travel extensively to the Gram Panchayats and Villages. They will also be given an initial orientation by the SWSM/WSSO.

7. Roles & responsibilities:

Each Block Coordinator shall carry out the following roles and responsibilities:

- I. Carrying out all functions of the BRC listed above in para 3;
- II. Doing fieldwork in the Gram Panchayats assigned;
- III. Handling matters relating to community mobilization in drinking water and sanitation;
- IV. Helping the Gram Sabhas in selecting/electing VWSCs in all villages in the block, opening of the Bank account, etc. coordinating with PHED officers in-charge Of rural water supply and sanitation;
- V. Training VWSC/GP members about planning, implementation, operation and maintenance of water supply systems, keeping water quality surveillance, maintaining sanitation facilities, etc.;
- VI. Assisting GPs/ VWSCs to operate and maintain their water supply systems;
- VII. Getting water samples tested in the water quality testing laboratory and reporting the results to village community/ GPs, VWSCs;
- VIII. Distribution of chlorine tablets if so decided by the Public Health authorities;
- IX. Coordinating and exchange of information to and from the block level engineer to the block-level health officer for taking corrective action in cases of incidence of water and sanitation related diseases;
- X. Documenting case studies and success stories from villages;
- XI. Handling day-to-day accounting of BRC expenditure.

The Block Coordinator shall work in collaboration with block level staff of other programmes like NRHM, Block Resource Centre of SSA, MNREGS, ICDS, etc. and not as a standalone entity. Training and IEC activities under programmes like TSC, NRHM, ICDS, etc. shall be dovetailed with BRC activities and convergence of efforts achieved.

Suitable reporting software will be developed and provided by Department of Drinking Water and Sanitation for keeping the BRC accounts and for reporting on their physical and financial performance on the Integrated Management Information System (IMIS) of the Department.

8. Outputs of BRCs:

The SWSM shall quantify the targeted outputs from each DWSM in terms of the following success indicators at the beginning of every year for the year. In turn the DWSM shall quantify the targeted outputs for each BRC against the same indicators. The DWSM is advised to converge IEC and training activities under NRDWP, TSC, NRHM, SSA, ICDS etc. at the district level so that the messages given under these different programmes cover the aspects of safe water, safe sanitation, hygiene, health and nutrition and the activities in the villages are spread out over the targeted villages:

- i.) Number of village visits done
- ii.) Number of VWSCs formed – all villages
- iii.) Number of VWSCs A/c opened – for all VWSCs
- iv.) Number of Gram Sabhas in which BRC functionary participated and talked about water, sanitation and hygiene issues
- v.) Number of schools visited and sensitization/ awareness talks given
- vi.) Number of Anganwadis visited and workers sensitized
- vii.) Number of trainings conducted at a) village level b) block level for i) VWSC members ii) GP members iii) other grassroots level workers
- viii.) Number of man days of training provided at a) village level b) block level to i) VWSC members ii) GP members iii) other grassroots level workers
- ix.) Number of villages where water quality testing is done by using kits and number of times such tests carried out for all drinking water sources –each drinking water source to be tested minimum 2 times in a year

9. Role of DWSM:

The DWSM shall monitor the overall functioning and activities of the BRCs and provide necessary guidance to them. It shall ensure training of BRC functionary, training materials, IEC materials, etc. As per the Annual Action Plan approved by the Block Panchayat and then by the DWSM, the BRC shall prepare a monthly activity plan and put it in the public domain, especially outside the BRC on a notice board. The same shall be monitored on a monthly basis in DWSM meetings.

10. Eligibility Criteria for agency:

The eligibility criteria for the hiring of agency to provide block coordinators to the offices of Block resource Centre (BRC) are as follows:-

1. The agency must be registered under the Indian Company Act, 1956.
2. The agency must have at least 03 years of working experience in the area of supply of technical manpower to Government Departments/ PSUs/ Autonomous Govt. Bodies. Copies of at least two completed work orders of the contracts during last 3 years must be attached. A satisfactory execution certificate must also be enclosed for each work from the organization.
3. The agency must have undertaken works of min. Rs 3 Cr in the last 3 financial years.
4. The agency must produce copies of balance sheet for the last three years, duly audited by the chartered accountant.
5. The agency must have service tax registration.
6. The agency must have PAN/GIR registration number.
7. The agency must have labour registration certificate issued by competent authority.
8. The agency must have PF & ESI registration certificates issued by competent authority.
9. The agency must have an office in the State or must give an undertaking that they will setup an office in Uttar Pradesh within two months of award of work.

10. The agency must not have been blacklisted or deregistered by any Government agencies or Public sector undertaking. The agency has to submit the undertaking in this regard.

11. Process of Evaluation:

The agencies meeting the Eligibility Criteria may submit the Technical and Financial proposals in the prescribed format (enclosed) in separate sealed envelopes super-scribing "Technical Bid and Security Amount (envelop-1)" and "Financial Bid (envelop-2)". Both the sealed envelopes are required to be submitted to this Office in a common sealed envelope clearly super-scribed "**Bids for Hiring of Manpower for BRC**", and bearing the name and complete address of the bidder. The agency(s) has to deposit a Security Amount of Rs. One (1) Lakh in the name of the Executive Director, SWSM and in the form of Bank Guarantee/ Fixed Deposit Receipt issued by a Nationalised Bank valid for four months from the date of submission of the bids. The bids should reach the office of Water & Sanitation Support Organizations (WSSO), G-3, Akshay Apartment, 2-Sarojini Naidu Marg, Lucknow-226 001, **on or before- 03.00 PM on January 30th**, 2013. Bids received after this time, or not received in prescribed format, will not be considered.

The "Technical Bid and Security Amount (envelop-1)" shall be opened first on the **same day at 04:30 PM** in the presence of the bidders or their authorized representative. The Technical Bid will be opened even no representatives are presented and would thereafter be evaluated by a Technical Review Committee (TRC) constituted for the purpose. The Committee will evaluate the Technical Bids based on the above eligibility criteria. Agencies meeting the above criteria will only be eligible for consideration of their Financial Bids. The Agencies are necessarily required to give a detailed breakup of cost with respect to meeting expenses on various heads such as Application Invitations and Processing, Deployment, Management, Monitoring, Financial Audit and miscellaneous etc. in their financial bids. The work will then be assigned on minimum bid rates. If the Committee so feels, the bidder(s) may be requested to make a presentation. The allotment of Development Blocks to the successful bidder(s) will be the sole right of the Executive Director, SWSM. The winning bidder(s) will be required to enter into a contract with the SWSM/ WSSO and furnish a performance security for an amount equal to 10% of the approved project cost in the form of Bank Guarantee/ Fixed Deposit Receipt from a Nationalised Bank. The performance security should remain valid for a period of 3 Months beyond the date of completion of all contractual obligations. Evaluation of applications is sole right of State Water & Sanitation Mission, Department of Rural Development, Government of Uttar Pradesh.

The Executive Director, State Water & Sanitation Mission reserves the right to reject any or all applications without assigning any reason, whatsoever. Further, no claims of applicants shall be considered in this regard.

Technical Format

**Application for Providing Block Coordinators to the Offices of Block Resource Centre
(BRC)**

(Use Capital Letters Only)

1. Name of Organization:

2. Name of Contact Person:

3. Phone No. of Contact Person:

4. E mail ID: _____

5. Registered Office Address:

a) Contact No. (STD Code)

b) Fax No.:

c) Mobile No.

d) Email ID _____

6. Local Office Address:

a) Contact No.(STD Code)

b) Fax No.:

c) Mobile No.

d) Email ID _____

7. Names alongwith educational qualification and experience of Key Person(s) managing the assignment (attach separate sheet, if required) :

- 1.
- 2.
- 3.

8. Work experience related to providing manpower (attach separate sheets, if required):

| Organization/ Department | Name of Districts in which works/worked | Nature of Work | Duration |
|-------------------------------------|--|-----------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

9. Annual Turnover Details (attach copy of last three years Audited Balance sheets):

| Year | Amount in Rs. (Lakh) |
|----------------|-----------------------------|
| 2011-12 | |
| 2010-11 | |
| 2009-10 | |

10. Registration number and date of registration under the Indian Companies Act, 1956 :

11. Registration No. and date (enclose photocopy of documents):

- a. Income Tax -----
- b. Service Tax -----
- c. P.F. -----
- d. E.S.I. -----
- e. PAN/GIR -----
- f. Labour -----

12. An undertaking on affidavit that company is not blacklisted or deregistered by any Government agencies or Public sector undertaking must be attached.

I certify that the information furnished above is true.

**(Signature of Applicant)
Seal of Organization**

Date:

Place:

(To be kept in separate envelop marked as "Envelop-2")

To

The Executive Director,
State Water and Sanitation Mission,
G-3, Akshay Apartment, 2-Sarojini Naidu Marg,
Lucknow- 226 001.

Sub: Financial Bid for providing Block Coordinator in Block Resource Centre (BRC).

Name of Bidder with address, contact no., fax no. and e-mail:

| Sl. No. | Details of Work: | Quoted Amount (%) |
|---------|---|-------------------|
| | Service Charges for supply of Block Coordinator in BRC. (in term of percentage against the remuneration amount). Estimated Breakup of cost per District (Assuming Average 10 Blocks per District) :- | |
| 1. | Application Invitations and Processing: | |
| 2. | Deployment: | |
| 3. | Management: | |
| 4. | Monitoring: | |
| 5. | Financial Audit: | |
| 6. | Miscellaneous: | |
| 7. | Any other: | |
| | Total: | |

NOTE :

1. Rates must be quoted in Figures and Words both.
2. Taxes and Duties or any other levies which are applicable under Government Regulations shall be paid to the agency separately.
3. Bids offered should be unconditional. Conditional bid/bids shall be summarily rejected.

Date:

Authorized Signatory

Place:

Name:

Seal of the Organization:

Designation: