

MINUTES OF PRE-CONSULTATION MEETING

EOIs were invited from the consultancy firms for the assignment namely as “**Engagement of a consulting firm for institutional Capacity Assessment and Functional review of Department of Skill Development and Employment (DSDE)**” vide procurement notice published on different newspapers on dated 21.07.2020. A pre-consultation meeting was held on dated 14.10.2020; 1100 Hrs. at SPIU, Govt Girls ITI campus, 26, EC Road, Near Survey Chowk Dehradun. Representatives of Consultant (1 Nos) participated virtually in the pre-consultation meeting through the Zoom Software (**Meeting ID: 857 4274 0720**).

The following members were present in the meeting from the Employer/Purchaser:

Sr.No	Name of the Officer	Designation	Organization
1.	Mr. Avnish jain	Project Coordinator	SPIU, UKWDP,Dehradun
2.	Mr. Rohit Fartayal	Consultant-ID	UNDP (PMC)
3.	Mr. Prasoon Pandey	Consultant-P&CM	UNDP (PMC)

The following representatives participated in the Pre-consultation meeting:

Sr.No	Name of the Consultant	Organization	Remarks
1.	Mr Mahaveer Aggarwal	M/s KPMG Advisory Services Private Ltd.	Participated Virtually
2.	Mr Bipin Raturi	M/s PricewaterhouseCoopers Pvt. Ltd	-
3.	Mr Saurabh Joshi	M/s Ernst & Young	-

The queries were also received from the prospective consultants through mail. The SPIU’s response to the queries received on mail and queries discussed in the meeting is mentioned as below:-

Sl#	Section	Page No.	EoI Text	Query	SPIU Reply
1	Annexure-1 , Evaluation Criteria , Sl. No. 3 (Experience)	3	The entity should have experience of carrying out a minimum of 5 consultancy assignments each having a contract value of >INR 30 lakhs	It is requested to clarify whether completed projects are to be submitted or whether the on-going assignments will also be considered by the client? Annexure-3 has a column mentioning ‘Date of Completion of Assignment’	Only completed project credentials are to be submitted. On-going engagements shall not be considered
2	II Objective – Para 1	4	The objective of this consultancy is to conduct a comprehensive Institutional capacity assessment & functional review of DSDE & UKSDM	It is requested to help list the department/organizations that are to be examined as part of this engagement. (Reason – under the scope of services it is mentioned DSDE, UKSDM , Vyavasaik Shiksha Parishad, etc.)	All institutions aligned to the DSDE shall have to be examined as part of this engagement

3	III. Scope of Services vi. Partners:	5	Partners : Network of Partners , roles & efficacy of various kinds of partners	Request the client to provide a list of possible partners to be evaluated as part of this assignment? Request clarification whether partners are required to be graded by the consultant based on their performance as on date on state/central skill development projects? Does it also include the training providers? If yes, will the engagement involve their evaluation too?	Specifically, Training Partners empanelled with UKSDM are not part of this assignment. However, for capacity assessment of UKSDM, a broad level assessment may be required. This (if required) shall be discussed at the project commencement stage.
4	VI. Key Tasks and Timelines Table1 S.No. 2 Institutional Capacity Assessment	6	d) Training Need Assessment framework	Could you please help clarify what is desired under the TNA framework?	Assessment of the key roles and responsibilities of the DSDE staff
5	IX. Key Experts Required for the assignment (Team Leader)	7	Should be on the payroll of the organization for a minimum duration of 3 years as on submission of the assignment Minimum work experience with 5 stakeholders	While TL being on the payroll of the firm is agreeable, it is requested to reduce the minimum duration to 1 year. Could this (1 year instead of 3 years) be considered for other 2 key-expert profiles too? Request clarification on minimum experience with 5 stakeholders	Agreed. Minimum experience with 5 stakeholders - The expert should have demonstrated experience of working with atleast 5 clients in the vocational education sector like Central Govt./state Govt./Donor agencies/Accreditation or Assessment Body.

6	IX. Key Experts Required for the assignment (Institutional Building and Capacity Building Expert)	7	<p>Minimum 8 years of experience.... in public sector/large utility sector</p> <p>Experience of working in minimum 2 states in skill development domain in Capacity Building of state government/departments</p>	<p>It is requested to add private sector experience as well along with public sector / large utility sector.</p> <p>It is requested if the requirement of working in the skill development domain be removed for this position.</p>	No change at this stage.
7	Annexure-1, Affirmative Statement	3	<p>Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the client.</p>	<p>We would request the department to kindly confirm that there is no conflict of the firm in providing services for the other EoIs issued by the department listed below. This includes but not limited to ;</p> <ol style="list-style-type: none"> 1) Hiring of Consultancy firm for Independent Verification/Third Party Validation (DLI-5) 2) Engagement of a consulting firm for conducting tracer studies of graduates(ITIs and Short-term Training) in Uttarakhand 3) Hiring of Consulting firm for Development of Job Description and/or ToR for Industry Linkage Cells at ITIs <p>We would seek further clarification from the department in case of any future engagements notified by the department.</p>	<p>This particular assignment does not have conflict of interest with any of these assignment.</p> <p>SPIU shall communicate to the respective agency if there is any potential conflict in the future.</p>
8	Annexure-1, The firm should not have unsatisfactory track record	3	<p>A notarized undertaking on Rs. 100/- non judicial stamp paper must be submitted to SPIU office by the authorized person of the firm. (A-5)</p>	<p>We would request the department to kindly consider the following verbiage in the declaration to the provided as per Annexure-5 in accordance to Annexure-1 Evaluation</p>	Agreed

	resulting in adverse action taken by Central/State Governments in India. Mandatory Certificate to be enclosed with EoI.			Criteria for selection of Consulting firm, Clause-6. "I hereby declare that our agency does not have unsatisfactory track record resulting in adverse action taken by Central/State Governments in India which restricts us from providing services as mentioned in the Terms of Reference as on date of submission of EoI".	
9	Annexure-2 Terms of Reference, Clause-III - Scope of Services, Sub Clause 2, - Point vi	5	Partners: Network of partners, roles & efficacy of various kinds of partners	We would request the department to kindly clarify that the Partners include the training partners of UKSDM empanelled under multiple schemes or Partner departments/organizations like DSDE, UKSDM, Vyavasaik Shiksha Parishad etc.	Partners mean the stakeholders and institutions that constitute the DSDE.
10	III. Scope of Services	5	The department/organizations included in the scope of the project are: DSDE, UKSDM, Vyavasaik Shiksha Parishad, etc.	The EoI majorly refers to DSDE and UKSDM. Request to please clarify on scope of work related to Vyavasaik Shiksha Parishad.	Vyavasaik Shiksha Parishad manages the admissions to the Govt. ITI ecosystem
11	III. Scope of Services	5	Undertake a functional review of DSDE, UKSDM and associated institutes at all levels of management.	Request to please elaborate on associated institutions.	UKSDM, Directorate of Training, etc are the institutions that fall under the department of skill development & employment.
12	VI. Key Tasks and Timelines	6	Completion Month: "T+..."Month(s)	It is requested to clarify on description of "T" (from contract signing or commencement of engagement)	T is the date of commencement
13	VIII		Missing	The section VIII is missing in between VII and IX.	It was an typographical error. Please ignore

14	IX A. Resource Requirement Matrix: Team Leader	7	<p>a. Should be on the payroll of the organization for a minimum duration of 3 years as on submission of the assignment</p> <p>b. Experience of working with Multiple stakeholder in the vocational education sector in Institutional Structuring / Capacity Building/Policy Support/Process Improvement. Minimum work experience with 5 stakeholders in the vocational education sector like Central Government/multiple state governments/Donor agencies/Accreditation or Assessment Bodies.</p>	<p>a. The requirement of association of the resource with the organization for minimum duration of 3 years may be relaxed. The resource will be on firm payrolls as mentioned on Point 10 at Page no. 2</p> <p>b. The experience with stakeholders in public sector, higher education and skill development can also be considered. Such experience with private clients/NGOs can also be included.</p>	<p>Expert being on the payrolls of the firm for at least 1 year.</p> <p>Demonstrated experience in higher education and/or skill development shall also be accepted in addition to that already mentioned in the ToR.</p>
15	IX A. Resource Requirement Matrix: Institution Building and Capacity Building Expert	7	<p>a. Minimum 8 years of relevant professional experience as an expert in institutional analysis and strengthening, and change management in public sector / large utility sector with proven knowledge in applying best practice change management principles , methodologies and tools.</p> <p>b. Should be on the payroll of the organization for a minimum duration of 3 years as on the day of submission of the assignment.</p>	<p>a. The required experience can be re-worded as "Minimum 8 years of total professional experience with experience in institutional analysis and strengthening, and change management in public sector / large utility sector with proven knowledge in applying best practice change management principles, methodologies and tools.</p> <p>b. The requirement of association of the resource with the organization for minimum duration of 3 years may be relaxed. The resource will be on firm payrolls as mentioned in Point 10 at Page no.2</p>	<p>a) The change in the years of relevant experience shall be appropriately examined at the RfP stage. SPIU doesn't seek any CVs at the EoI stage from the bidders.</p> <p>b) Please refer point no 5.</p>
16	IX A. Resource	7	a. Should have experience of working with various	a. Experience of working with various stakeholder in	a. No change in this regard

	Requirement Matrix: TVET Expert		<p>stakeholder in skill development ecosystem like Central Government/State Government(s)/Donor agencies</p> <p>b. Should be on the payroll of the organization for a minimum duration of 3 years as on the day of submission of the assignment</p> <p>c. Experience of working in the Uttarakhand Skill Development ecosystem will be desirable</p>	<p>skill development ecosystem like Central Government/State Government(s)/Donor agencies, private sector clients, NGOs, Accreditation or Assessment Bodies.</p> <p>b. The requirement of association of the resource with the organization for minimum duration of 3 years may be relaxed. The resource will be on firm payrolls as mentioned on Point 10 at Page no. 2</p> <p>c. The experience of working in skill development ecosystem with Central and/or State Government(s) can be considered.</p>	<p>b. Please refer point no 5.</p> <p>c. Agreed</p>
17	IX A. Resource Requirement Matrix	8	CVs of Resources: CVs of only key experts at S.No. 1 to 3 above will be evaluated at the Technical Evaluation stage.	It is requested to please clarify if CVs of key and non-key resources need to be included at EoI stage. Please suggest the format for same, if required now.	CVs are not required at the EoI stage.
18	Annexure 3: Table-1	11	Format for Credentials	It is requested to please clarify on format for details of credentials to be shared in addition to Annexure 3.	The firm may submit documents in their own format in addition to Annexure-3