



## State Institute of Urban Development

ATI Campus, Lalitha Mahal Road, Mysore – 570011

No: SIUD/TRG/CR-66/2009-10

10/03/2010

### Tender Notification

The State Institute of Urban Development is inviting Expression of Interest (EOI) from the training institutions, University Departments, Individuals, registered NGOs & training institutions of banks who have an experience in training and capacity building activities to document the entire training activities and report to the State Institute for Urban Development, Mysore.

**Job:** Evaluation of Training Programmes conducted by SIUD under KUID & FC financial assistance. Technical and Financial Bids are invited in 2 cover system from the interested agencies on or before 15<sup>th</sup> April 2010 at 4.00pm. Those qualified under technical bid may be called for presentation and those who qualify in technical bid, the financial bid will be open on a date notified later. The details of the assignment, terms and conditions of assignment and prescribed format can be seen and downloaded from the websites [www.siudmysore.gov.in](http://www.siudmysore.gov.in) & [www.atimysore.gov.in](http://www.atimysore.gov.in) and also information can be had from the office of the SIUD, ATI Campus, Mysore during the office working hours.

Sd/-  
Director

**Expression of Interest for Conducting Evaluation of Training Programmes  
Conducted by SIUD, Mysore**

**1. Introduction**

The State Institute of Urban Development is imparting training to the urban functionaries including elected representatives of ULBs in the State of Karnataka. The SIUD has prepared comprehensive project to organize training programmes to various urban functionaries with an intention of enhancing capacity of the employees as well as elected representatives who are working in the ULBs. The total number of urban functionaries to be trained is approximately 25000 which includes the pourakarmikas (except BBMP, Bangalore). The SIUD has received financial assistance from KUID&FC to conduct capacity building training programme to the different levels of urban functionaries. SIUD has identified seventeen areas to impart training as a part of capacity building training programme under KMRP. These training programmes would be organized both at the State Institute of Urban Development Mysore and Divisional level and District level head quarters across the state. Since training programmes are to be conducted in a decentralized mode it is difficult for the State Institute of Urban Development to monitor each training activities which are going to be organized at different locations simultaneously. Therefore SIUD is inviting expression of Interest from the training institutions who have expertise and experience in the training and capacity building activities to document the entire training activities both in English and Kannada and report to the State Institute of Urban Development Mysore.

**2. Objectives of Evaluation**

1. Evaluate the process involved in organizing training programmes by SIUD and findout the effectiveness of these process
2. Evaluate the availability and quality of the infrastructure and the quality of the faculty /trainers
3. Evaluate the contents of the curriculum, delivery of curriculum and its effectiveness of the training
4. Assess the impact of the training programmes conducted by SIUD on the participants knowledge, skill, attitude and performance
5. Assess the impact of the training programmes on improvements in achieving the outcomes of the SIUD

6. Suggest modifications required for making training programmes useful.

### **3. Methodology**

The study would cover all the training programmes which are going to be organized in SIUD, Mysore and Outside SIUD ie at DTIs and at divisional level Head Quarters during the period 2010-11 and 2011-12.

### **4. Organising Evaluation Study**

The evaluation work would be done by engaging an independent 3<sup>rd</sup> party agencies at the time where training programmes are going to be organized. The agencies would be selected through the process of inviting expression of interest and financial bids. For selecting the the 3<sup>rd</sup> party agencies , their financial status, proven track record, past experience, technical competency would be the main criteria for selection. The Universities Departments in Karnataka having similar experience / expertise and short listed by Government of Karnataka for evaluation work may also bid for Expression of Interest

### **5. Deliverables by the evaluating agencies**

Evaluating agency would perform the task that would be communicated to them while inviting for financial bids. However the following works are some of the illustrative.

#### **Report I**

1. Training arrangements, 2. Ambience, 3. Food and accommodation, 4. Attendance of participants

#### **Report II**

1. Curriculum, 2. Session Plan, 3. Presentation of Resource Persons, 4. PPT's, 5. Field visit, 6. Case studies, 7. Role Plays, 8. Feed Back of participants, 9. Discussions & deliberations that takes place during the course of training.

#### **Report III**

1. Interim report on day to day activities during training period (at the end of each day)  
2. Inauguration & Concluding programme details  
3. Number of persons nominated / persons attended to the training  
4. Overall impression of the training and immediate impact on the participants, as soon the training programme is over along with photo/video clippings.

## **Report IV**

Final report on each topic to be sent within one month after completion of training with photo / video clippings.

## **Report V**

Impact Assessment after 4 months of training including suggestions and recommendations for the future programmes.

## **6. Time frame**

The total period would cover from April 2010 upto 2012.

## **7. Cost of the study**

Cost would be mentioned in the financial bid submitted by the evaluating agencies.

## **8. Monitoring the progress of the training evaluation**

Monitoring will be done by the Director, SIUD.

## **9. Others**

- 1.Required man power for the evaluation to be provided by the agency
2. Payments to the 3<sup>rd</sup> party agencies would be made in 4 installments as follows

a)	Ist installment of 10% of the total amount	On submission of the acceptance letter, bond, pre – receipt etc.
b)	IInd installment of 30% of the total amount	After submission of I, II and III Reports
c)	IIIrd installment of 30% of the total amount	After submission of Report- IV
d)	IVth & final installment of 30% of the total amount or the balance amount	After submission of Report-V

3. The data generated from the study would be the sole property of the SIUD, Mysore.
4. The Evaluating Agency(s) would enter into an agreement with the Director, SIUD and furnish a bond on Non-judicial Stamp Paper of Rs 100/- (format in Annexure II) and submit pre-receipt of the amount due for installment(s)
5. **Director, SIUD reserves the right** to terminate the Evaluating Agency's contract at any point of time without assigning any reasons. In such an eventuality, the agency shall have to refund the amount released by the SIUD together with a penal interest of 12% per annum.

Sd/-  
Director  
SIUD

To,

**The Director**

State Institute for Urban Development

ATI Campus, Lalitha Mahal Road

Mysore -570011

**Expression of Interest for conducting Evaluation of Training Programmes  
conducted by State Institute of Urban Development (SIUD)**

**A. ORGANISATIONAL PROFILE**

1	Name of the Organization	
2	Name & Designation of the Contact Person	
3	Postal Address of the Organization (with PIN CODE)	
4	Physical Address, if different from postal address (With PINCODE)	
5	Telephone with STD Code	
6	FAX No. with STD Code	
7	Mobile No. of Contact Person	
8	E-mail Address of Contact Person	
9	Name & Designation of Head of Organization responsible for the Study Contract	
10	Establishment Details	
a.	Year Established	
b.	Type of Organization (Tick One)	Educational & Research Institute / Consulting Organization / Any Other (give details)
c.	Regd. No.; Name & Place of Registering Authority	(Attach attested photocopy of Registration Certificate)
d.	No. of full time employees	Professional ----- Support Staff -----
e.	No. of part time employees	Professional ----- Support Staff -----

B. EXPERIENCE in conducting evaluation in the field of training activities / projects by the organization in the past 3 (three) years that are relevant for demonstrating its expertise in the area of proposed study:

(extra – sheet may be used if activities are more than 5 in number)

Sl. No.	Type of Activity (Evaluation/ Research Study/ Other)	Title of the project/ work /job	Name & Address of the Client	Year of Completion	Value (Rs in lakh)	Sample details (no. of states, districts, etc.)	Sector / Sub-sector
1	2	3	4	5	6	7	8
(i)							
(ii)							
(iii)							
(iv)							
(v)							

C. ANY OTHER DETAIL WHICH IS RELEVANT TO THE BID

D. INTERESTED / NOT INTERESTED TO BE APPOINTED AS NODAL AGENCY

### **CERTIFICATE**

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The organization shall stand liable for any information given above which is later found to be FALSE, including the forfeiture of any payment due to it.
2. The professionals, staff, equipment and all requisite infrastructural facilities mentioned in this bid shall be made available for this study in due time
3. Our agency / organization / institution is interested to undertake the proposed evaluation
4. Our agency / institution/ organization is registered for at least three years and has a combine turnover of at least Rs 30 lakh in the last 3 years purely from research (evaluation and monitoring etc.) activities.
5. I am competent to sign this Certificate

Date:

Authorized Signatory:

Place:

Name:

Seal of the Organization:

Designation: