

Notice inviting offers from reputed agencies to act as Training Partners for NABFOUNDATION's project 'MY PAD | MY RIGHT'



N A B F O U N D A T I O N

LAST DAY FOR SUBMISSION: 20/05/2022

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Notice inviting offers from reputed agencies to act as Training Partners for NABFOUNDATION's project 'MY PAD | MY RIGHT'

NABFOUNDATION invites quotations for hiring **an agency** on contractual basis to provide training to our partner SHGs on production, administration, marketing and sales strategies under our project '**MY PAD | MY RIGHT**'(MPMR).

2.0 Introduction about NABFOUNDATION in brief:

NABFOUNDATION, is a Section 8, Not for Profit company floated by National Bank for Agriculture and Rural Development (NABARD), India's apex level development financial institution working in and for rural India for nearly four decades.

The Foundation has been set up to execute development projects across the country, either on its own, or, in partnership with other stakeholders. The company has been formed in 2019. The organization draws its strength and experience from the thousands of development projects grounded by NABARD over the years in multiple domains with a vast array of development partners like central and state governments, civil society organizations, banks, multilaterals, bilaterals, agri universities and a host of other channel partners.

The Foundation will develop and execute scalable projects in various fields like climate proofing, smart agriculture, handicrafts, farm technology, financial inclusion, agri marketing linkages, tribal development etc.

Core activities being undertaken by NABFOUNDATION

The main objectives of the company are initiating/ executing a wide array of development projects listed under Schedule VII, Section 135 of Companies Act, 2013, with special focus on: **Rural income and livelihood generation ; Sustainable agriculture and rural development; Natural Resources Management ; Climate proofing of Indian agriculture; Skilling; Rural off-farm activities, Agri marketing; Rural Innovation ; Gender sensitization; Micro finance; Water conservation; Financial Inclusion.**

Project 'MY PAD | MY RIGHT' is NABFOUNDATION's first PAN India project designed to tackle the dual objective of creating livelihood among rural women and promote menstrual hygiene in rural India.

2.1 About the project

NABFOUNDATION has been implementing project 'MY PAD | MY RIGHT' with support from NABARD since October 2020. Preliminary studies conducted on the subject of Menstrual Hygiene revealed alarming facts and project 'MY PAD | MY RIGHT' was designed to address the issues of:

Awareness: Most rural women lack adequate knowledge of menstrual hygiene, they are susceptible to myths and assumptions. The project aims at encouraging door to door sales, initiate dialogues, share knowledge, and break myths on menstruation. This creates tangible awareness among rural women leading to increased demand for sanitary napkins by them.

Accessibility: There is a severe shortage of quality sanitary pads in most of rural India. The project aims at improving access through the local production process and door to door sales. Rural women are more comfortable buying sanitary products from fellow women than male shopkeepers.

Affordability: Most of the commercially available pads are beyond the reach of women from low-income groups. The decentralised model of the project brings this tabooed product into the secure environment of the Self Help Group, shortens the supply chain, eliminates middlemen, reduces marketing costs due to which the sanitary napkins can be sold at an affordable price.

Acceptance: The SHG women members promote the product along with emphasizing on its need. The rural women identify with the sanitary napkins manufactured locally by the women of their region.

The primary aim of "My Pad | My Right" project is to provide one sanitary pad making machine to one select Self Help Group of rural women in each and every district of India. The project intends to create a business model among SHG women to run the enterprise by themselves and nurture entrepreneurship among them. The project aims at promoting financial independence of the rural women as also ensure access to affordable menstrual protection and hygiene. The SHG women will be trained in production, marketing and sales of the pads.

Quotations are called from agencies working in the development sector, particularly in the field of health and sanitation and having experience in working with

Government Organizations/Societies/ Foundations etc, and having the expertise to provide the services as per the scope of work stated below:

3. Scope of Work:

- 3.1 To be a knowledge partner for the project and assist NABFOUNDATION in providing capacity building support to the selected Self Help Groups and helping them in running Project 'My Pad | My Right' successfully.
- 3.2 To conduct an integrated 2-day intensive training for the SHG members in select locations covering the following aspects:
 - a. MENSTRUAL HEALTH MANAGEMENT along with STRESS UPON SAFE AND HEALTHY DISPOSAL OF PADS
 - b. BUSINESS STRATEGY (running a small unit like this, payment of wages to staff, ordering raw material in time, estimating sales, lowering costs, enhancing margins etc.) FOR SANITARY PAD UNITS
 - c. STOCK MANAGEMENT OF SANITARY PADS
 - d. QUALITY CONTROLS
 - e. PACKAGING
 - f. STORAGE
 - g. BASIC ACCOUNTING AT SHG LEVEL TO RECORD INFLOW AND OUTFLOW OF CASH
 - h. SALES AND MARKETING OPTIONS WITH STRESS UPON OPTIMIZING THE SHG NETWORK (With stress upon district level convergence with Education Department, Health Department other social welfare Departments; involvement of village level bodies; targeting local schools/ SC hostels/ KGBV's and Navodaya Vidyalayas for sales avenues)
 - i. To provide telephonic support to the participating SHGs as and when they need the same.
- 3.3 **NABFOUNDATION may choose to appoint more than one training agency for handling training programmes around the country.**

4. Time period of Engagement:

- 4.1 The selected agency will be required to provide the above mentioned services for the entire period of Phase II of the project, i.e 70 locations which may last till the year 2024 or more depending upon field level situations. During the course of the project, the organisation will be required to conduct trainings in locations where the project will be implemented by NABFOUNDATION, either with support from NABARD or in collaboration with other funding partners.
- 4.2 Notwithstanding anything contained herein above, NABFOUNDATION reserves the right to discontinue the services of the organisation at any time during the period by serving one month's notice.

5. Eligible vendors/ agencies

- i. The Bidder shall be either a company incorporated under the Companies Act, 2013 or Companies Act, 1956 or a trust established under Indian Trust Act, 1882 or a Society established under Indian Societies Registration Act, 1860 and no other entity.
- ii. The Bidder should be registered with the GST/PAN/TAN number
- iii. Vendors with adequate and proven experience of having organized similar training programmes with documentary evidence of the same (along with details of such trainings and contact numbers of key persons) will be eligible.
- iv. The firm shall not have been blacklisted by any Government or any other donor/ partner organization in the past (Declaration to be given in the form of affidavit)

6. Submitting of information by interested vendors

All interested organizations/ training agencies/ vendors are required to submit the following documents:

- i. Copy of incorporation
- ii. Two years returns of the agency along with annual report
- iii. UNDERTAKING ABOUT VERACITY OF INFORMATION SUBMITTED (Annexure II)
- iv. Two documents to be submitted separately

Part A: FORMAT FOR APPLICATION (Annexure 1) : Basic agency information with details of past experience in providing such training programmes with documentary evidence of the same (along with details of such trainings and contact numbers of key persons). The vendor may take care to provide each information which will help the agency in establishing its role as a serious and dependable partner in this project.

Part B:

- 3.3.1.1 The financial quotation may be provided as per the format shown in Annexure III.
 - 3.3.1.2 The financial quotation **may include only cost of training, travelling and accommodation of the trainers. A composite amount** may be shown for one full and entire training programme without break up of various sub components.
 - 3.3.1.3 It may be noted that no fixed or variable additional expense over and above this composite amount will be allowed.
 - 3.3.1.4 **Separate costing** may be provided for NER, J&K and the rest of India.
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- v. Training manuals will be provided by NABFOUNDATION. The agency may also use its own training material.
 - vi. All other training related expenditure incurred on stipend, refreshments etc during the training will be settled directly between NABFOUNDATION and the partner NGO at field level which is associated with the SHG.
 - vii. **No other cost**, other than that decided upon, **will be reimbursed** during the training.

7. Pay out terms and conditions:

- 80% on placing the request for the training
- 20% on completion of training and submission of completion certificate

8. Pre-qualification criteria:

The quotes of only those agencies will be considered, which provide the required information. All other proposals will be considered incomplete and summarily rejected.

9. Evaluation criteria

Bids will be evaluated on the following criteria:

Parameters	Marks
Part A. Previous Experience in the field	5
Part B. Financial quote	5
Total	10

Selection will be based on the total marks obtained under the various parameters indicated in the evaluation criteria.

10. SUBMISSION AND EVALUATION OF THE APPLICATION:

Interested agencies meeting all the pre-qualification criteria as mentioned above may submit their application along with relevant details in a sealed envelope super scribed as **'Application for empanelment as official training partners for NABFOUNDATION's project 'MY PAD | MY RIGHT'**.

The Application should reach the following address latest **by 5.00 p.m. on 20th May 2022** -Address: NABFOUNDATION, 2nd floor 'B' Wing, NABARD Head Office, 'G' Block, Bandra Kurla Complex, Bandra East, Mumbai- 400051.

The Foundation reserves the right to accept or reject any, or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.

11. Notification of Award

- i. The acceptance of a bid, will be communicated in writing at the address supplied by the agency. Any change of address should therefore be promptly notified to NABFOUNDATION.
- ii. NABFOUNDATION reserves the right to accept or reject any proposal and to annul the empanelment process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected

agency/ies or any obligation to inform the affected agency/ies on the grounds for the act.

- iii. NABFOUNDATION will notify the successful agency on acceptance of the proposal.
- iv. Upon mutual acceptance, an MoU of the contract will be signed between NABFOUNDATION and the agency. All unsuccessful bidders will be notified thereafter.

ANNEXURE I

FORMAT FOR APPLICATION

NAME OF THE AGENCY	
ADDRESS	
CONTACT PERSON (S)	
CONTACT NOS	
EMAIL	
EXPERIENCE IN HANDLING SIMILAR TRAINING PROGRAMMES WITH CONTACT DETAILS OF AGENCIES INTERACTED WITH / TRAINED FOR	

Annexure II

UNDERTAKING ABOUT VERACITY OF INFORMATION SUBMITTED

We certify that all information provided by us in this application are true and complete, and we understand that if any false information, omissions, or misrepresentations are discovered, our application may be rejected.

Signature

Place:

Date:

ANNEXURE III

FINANCIAL QUOTE

Sr. No	REGION	Amount (In figures)
1	Districts in all States in India except NER and J&K	
2	Districts in NER and J&K	