



NOTIFICATION

RURAL DRINKING WATER AND SANITATION DEPARTMENT (RDWSD)

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF COMMUNITY RADIO SERVICE IN KARNATAKA

Rural Drinking Water and Sanitation Department (RDWSD) invites Expression of Interest from interested organisations for empanelment of Community Radio Services.

This EOI document can be downloaded from the RDW&SD website rdpr.kar.nic.in

Interested organisations who meet the eligibility criteria may submit their applications to The Commissioner, Rural Drinking Water & Sanitation Department, 2nd Floor, KHB Complex, Cauvery Bhavan, K.G.Road, Bengaluru 560009 on or before 15/10/2019.

Incase of any Clarifications please contact in writing to the following address

Commissioner
RDW&SD, 2nd Floor, E Block,
KHB complex, Cauvery Bhavan,
K G Road Bengaluru-560009

**Expression of Interest (Eoi)
for Empanelment Of Community Radio
Service (CRS) in Karnataka**

Rural Water Supply and Sanitation Department

2nd Floor, E Block
KHB complex, Cauvery Bhavan
K G Road, Bengaluru-560009

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Part I: General Terms

INVITATION FOR EXPRESSION OF INTEREST (EOI)
FOR
EMPANELMENT OF COMMUNITY RADIO SERVICES

1. Objective of the Expression of Interest (EOI)

The objective of this EOI is to solicit applications from interested organizations who are into Community Radio Service. Each selected organization will be required to organize multiple Workshops / Programmes during the year and as per the terms and conditions contained in this Document.

2. EOI Issuing Authority

This EOI is issued by the RDWSD, herein after referred to as "Authority", to select organizations into CRS for conducting workshops / Programmes. Rural Drinking Water Supply and Sanitation Department decision with regard to the short-listing the organizations through this EOI. RDWSD reserves the right to reject any or all the EOIs without assigning any reason.

#	Item	Description
1.	Project Title	Empanelment of Community Radio Service
2.	Name of the Department	Rural Water Supply and Sanitation Department (RDWSD)
3.	Contact Person	Commissioner
4.	Contact Details	RDW&SD , 2 nd Floor, E Block, KHB complex, Cauvery Bhavan, K G Road Bengaluru-560009

3 Availability of EOI Document and Deadline for submission

This EOI Document can also be downloaded from website rdpr.kar.nic.in. The applicants should go through all documents and other details. Failure to furnish complete information as mentioned in the EOI document or submission of Application not fully responsive to the EOI Document in every respect, will lead to rejection of the application.

Applications complete in all respect, as specified in the EOI, must be submitted to the Commissioner, Rural Drinking Water & Sanitation Department, 2nd Floor, KHB Complex, Cauvery Bhavan, K.G. Road, Bengaluru – 560009 on 15/10/2019 before 1600 hours . In exceptional circumstances and at its discretion of RDWSD, deadline may be extended for submission of Applications and the same shall be indicated on the website.

Part-II: Scope of Service

1. Background

Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Government of India (GoI) is implementing the Swachh Bharat Mission Gramin (SBM-G) and National Rural Drinking Water Programme (NRDWP) in co-ordination with the Rural Drinking Water and Sanitation Department (RDWSD), Government of Karnataka (GoK). These programmes are focused on achieving the desired goals viz Open Defecation Free State, Effective Management of Solid and Liquid Waste, Healthy Sanitation Practices and Providing Safe Drinking Water and Conservation of Water through good practices.

To achieve the above said goals, a robust IEC strategy is very much essential to disseminate the objectives of these programmes to the general public. The IEC activities are to be carried out by involving various stakeholders inputs and consultations. Thus in the present day scenario, an effective way of communication and outreach to general public is via audio, video, print media and social media etc.

RDWSD, has taken multiple initiatives to spread awareness in the state on various schemes that are being implemented by use of audio and video through social media, print media, television advertisements and through radio etc. With an intention to have grass root level impact through IEC activities, RDWSD intends to empanel eligible entities to have effective outreach in various themes of focus such as drinking water, sanitation, water management and conservations, hygiene etc

1.1 Community Radio

Community Radio (CR) is a crucial communication tool particularly in Communities where most people can neither read nor write. It is also an extraordinary and invisible medium to give voice to the voiceless as it provides an opportunity to the community to speak about issues concerning their lives.

Community Radio Stations (CRS) are essentially low power radio stations which are meant to be set up and operated by the local community. Since CRS is permitted only to Non Profit organizations they are not driven by profit motives like commercial FM Radio Stations. CRS is also rooted in the local community which gives it a distinct advantage to focus on development goals for health, nutrition, education etc. Since the broadcast is in the local language, people are able to relate to it instantly.

The unique position of CRS as an instrument of positive social change makes it an ideal tool for community empowerment.

1.2 Need for Expression of Interest

The RDWSD has planned to organize multiple workshops/Programmes on importance of drinking water, sanitation, open defecation free (ODF), water management and conservation, hygiene etc, during the year at the various places throughout the state. Through this Expression of Interest (EOI), RDWSD intends to empanel experienced and competent organizations who are into Community Radio Service to ensure that the information on various schemes, programmes are reaching the rural public to bring in a behavioral change among the rural public.

2. Scope of Work

The Workshops/programmes will have to be organized across the state. The scope of work of the Organization would be as follows:

- a) Make logistics arrangements for conducting the workshops/programmes.
- b) Pre and post workshop/ programmes follow-up
- c) Documentation of the Programme with Video and Audio along with Time stamp
- d) Submission of suitable suggestions on regular basis for effective conduct of workshops/Programmes.
- e) Submission of report at the end of each workshops/Programmes.

Efforts must be made to include local media reporters and other local government development workers as observers, so that they are also sensitized and support the workshop/Programme in the long run.

External Experts and Resource Persons

Apart from the core team, a team of experts from the region and the following groups may be pooled in as speakers and experts for the sessions

- i. Representatives from community radio association
- ii. Representatives from operating CR Stations
- iii. Representatives from Government Department concerning to the workshop/Programme
- iv. CR practitioners and promoters
- v. Non-Governmental Organizations who promote the objective of the workshop/programmes undertaken by Government
- vi. Representatives from, Central and State welfare departments, District Magistrates etc.
- vii. Representatives from UNICEF, UNDP, World Bank, Ford Foundation, CEMCA

3. REQUIRED OUTPUTS

- i. The benefits/interventions required by RDWSD would need to be clearly passed on to the community radio service through the Workshop/Programmes.
- ii. Submission of suitable suggestions on regular basis for effective conduct of workshops.
- iii. Submission of report at the end of the each workshop
- iv. Submission of comprehensive report after completion of all workshops followed by presentation before the Authority or Authorities Representatives.

This is an indicative list of deliverables.

4. PERIOD OF ENGAGEMENT

The Organization will be empaneled for a period of 3 year with a provision for extension of one more year, based on performance, subject to the approval of competent authority.

Part III: Eligibility Criteria and terms & Conditions

1. Eligibility Criteria

The Applicants shall have to meet the following eligibility criteria for selection and the same would need to be supported by documentation or self-declaration

- a. The applicant organization should be a "Not-for-Profit" organization registered under Societies Act or any other such act relevant to the purpose.
- b. Letter of Intent from Ministry of Information and Broadcasting and Wireless Operating License from Department of Telecommunication
- c. The applicant organization should have experience in organizing workshops/programmes on Education, Rural Development, Social and Basic Hygiene etc. and should have organized at least two workshops in social sector in the field of Health, Education and Empowerment etc. Experience of working/engagement in the Community Radio Sector will be given weightage.
- d. The applicant organization should have a local office/presence in District Headquarters/Taluk / Villages or in Bangalore.
- e. The applicant organization should not have been blacklisted by any Central or State Government Ministry/Departments, PSU etc.
- f. The applicant organization should have a well-qualified Infrastructure and experienced team to undertake the work.
- g. Past experience of key professionals in handling similar assignment would be preferred.

2 Selection criteria:

The criteria that would be adopted for Empanelment of the Organization is detailed below.

Parameters	Marks
i. Experience in conducting programmes on Drinking water supply, Sanitation and Rural Development	10
a) 0 - 3 years	4
b) 3 - 6 years	8
c) More than 6 years	10
ii. Experience of community ratio on following Themes such as	20
a) Drinking Water/ Water Supply	5
i. Less than 2 Programmes in a year	0
ii. More than or equal to 2 Programmes in a year	2
iii. Number of Broadcast	
a. More than 90 Events per months	2
b. Less than 90 Events per months	1
iv. Total number of Outreach per Program	
a. Less than 2,00,000 population	1
b. More than 2,00,000 population	2
b) Sanitation	5
i. Less than 2 Programmes in a year	0
ii. More than or equal to 2 Programmes in a year	2

iii.	<i>Number of Broadcast</i>	
	a. <i>More than 90 Events per months</i>	2
	b. <i>Less than 90 Events per months</i>	1
iv.	<i>Total number of Outreach per program</i>	
	a. <i>Less than 2,00,000 population</i>	1
	b. <i>More than 2,00,000 population</i>	2
c) Health and basic hygiene		5
i.	<i>Less than 2 Programmes in a year</i>	0
ii.	<i>More than or equal to 2 Programmes in a year</i>	2
iii.	<i>Number of Broadcast</i>	
	a. <i>More than 90 Events per months</i>	2
	b. <i>Less than 90 Events per months</i>	1
iv.	<i>Total number of Outreach per program</i>	
	a. <i>Less than 2,00,000 population</i>	1
	b. <i>More than 2,00,000 population</i>	2
d) Rural Development		5
i.	<i>Less than 2 Programmes in a year</i>	0
ii.	<i>More than or equal to 2 Programmes in a year</i>	2
iii.	<i>Number of Broadcast</i>	
	a. <i>More than 90 Events per months</i>	2
	b. <i>Less than 90 Events per months</i>	1
iv.	<i>Total number of Outreach per program</i>	
	a. <i>Less than 2,00,000 population</i>	1
	b. <i>More than 2,00,000 population</i>	2
iii.	Community radio Station Infrastructure	15
	a. <i>Minimum 1 Transmitter and Antenna with a feeder cable mounted on tower,</i>	5
	b. <i>Minimum 1 -Studio equipment comprising of Recording and Playback equipment,</i>	5
	c. <i>Minimum 1 - Studio Console/ Mixer and Monitoring equipment</i>	5
iv.	Organization Strength	15
	a. <i>Radio Anchor / Jockey – (Local language)</i>	5
	b. <i>Programme/Event manager – (Local language)</i>	5
	c. <i>Support Staff – (Local language)</i>	5
v.	Approach paper not exceeding two pages indicating how the workshops/programmes will be organized making it dynamic and innovative	10
vi.	Presentation on the how the workshops/programmes will be organized (cover the number of locations of Community Radio stations, outreach in term of population, languages presented etc)	30
Marks		100

Event definition: Any broadcast that is more than 30 seconds which would include jingles, advertisement, interviews, awareness conversations or story play with respect to water and sanitation, hygiene and water conservation.

Only those organizations who score more than 75 marks shall be considered for empanelment by RDWSD.

3. Duration of Empanelment

The empanelment is initially for a period of one year. Based on the performance of the agency the empanelment may be extended for one year at a time.

4. Possession of Rights

- 4.1. The content and concept developed is the exclusive property of RDWSD
- 4.2. The empaneled agencies shall not go on air / public on the content or concept in any location till the same is approved by the department for dissemination.
- 4.3. The empaneled agencies shall not disclose or share any of the information related to RDWSD projects/ schemes/programmes with prior approval from the department
- 4.4. The electronic media content (hard disk/drive, pen drive, DVD, etc) used shall be handed over to the Department at the end of every programme and the end of the assignment.

5. Response Requirements

The response to the EOI shall be made in accordance with the requirement specified in the EOI Document and in the prescribed format as given in part of IV of the EOI document. Each page of the application including annexures, if any, should be signed by authorized signatory.

- Application must be direct, concise and complete. All information not directly related to the EOI should be omitted. The EOI MUST be accompanied by all the relevant documents in support of the statements or claims made in the application including:
 - a) Organizational structure and composition of the team which will remain associated with the proposed CR workshops.
 - b) CVs of Key professionals/team members who would be associated with the assignment in the prescribed form attached to the Form IV.
 - c) A statement regarding experience of CR sector (not more than two pages)
 - d) Approach paper not exceeding two pages indicating how the workshops/programmes will be organized making it dynamic and innovative
 - e) Evidence of registration of the organization: Certificate of registration/incorporation and memorandum of Article & Association.
 - f) Annual Report of last year.
 - g) Audited Financial Statements including Balance Sheet, Profit and loss account, for the last preceding year.
- RDWSD reserves the right to seek further information /clarification at any stage of the process.
- Any response received after the due date or not found to be in accordance with the above procedure, will be rejected out rightly and the decision of the RDWSD in this regard shall be final.

6. Submission of EoI

The eligible agency shall submit their Applications to the Commissioner, Rural Drinking Water & Sanitation Department, 2nd Floor, KHB Complex, Cauvery Bhavan, K.G Road, Bengaluru – 560009 on 15/10/2019 before 1600 hours.

Any Submission after due date shall be rejected.

R 27/09/19.
Commissioner
RDW&SD, Bengaluru

Part IV: Response Formats

FORM I: COVERING LETTER

(On Organization's letter head)

[Date]

To,

Commissioner

RDW&SD, 2nd Floor, E Block,
KHB complex, Cauvery Bhavan,
K G Road Bengaluru-560009

Dear Sir,

Ref: Expression of Interest for Empanelment of Community Radio Service.

Having examined the Expression of Interest (Eol), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit an Application in response to the Expression of Interest (Eol) for empanelment of Community Radio Service.

We attach hereto the response as required by the Eol, which constitutes our Application. Contacts details for our organization are:

#	Item	Particular
	Name:	
	Designation:	
	Mailing Address	
	Phone	
	Mobile	
	Fax. No	
	E-mail Address	

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to RDWSD is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the process, we are liable to be dismissed from the selection process or termination of the engagement during the engagement, if engaged to do so, for organizing workshops/programmes.

We agree for unconditional acceptance of all the terms and conditions set out in the Eol document.

It is hereby confirmed that I/We are entitled to act on behalf of our organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of **2019**

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the EOI for and on behalf of:

(Name and Address of Organization)

Seal/Stamp of organization

Witness Signature:

Witness Name:

Witness Address:

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, _____, the Secretary/President of _____, certify that

Ms/Mr. _____ Who signed the above EOI is authorized to do so and bind the organization by authority of its board/ governing body.

Signature:

Date:

(Organization Seal)

(Name)

FORM II: GENERAL DETAILS OF THE ORGANIZATION

#	Item	Particular
1.	Name of organization	
2.	Registration Details (Date of registration and registration No etc.)	
3.	Nature of activities	
4.	Address of Head Office	
5.	Address of Registered Office	
6.	Local Address (of District / taluk / Village)	
7.	Other Relevant Information	
8.	Total number of years of experience of the organization in such projects	
9.	Mandatory Supporting Documents: 1. Certificate of Registration/Incorporation from Registrar of Societies/ROC/Trust Deed etc. 2. Statement regarding experience of CR sector (not more than two pages) 3. Approach paper not exceeding two pages indicating how the workshops will be organized making it dynamic and innovative 4. Memorandum of Association of the organization 5. Annual Report 6. Audited balance sheet 7. Organizational structure and composition of the team which	

Form III: Details of workshops organized in past

No	Name of workshop	Description of the workshop	Organization for which organized	Number of People Covered	Period of Works hop	How Past experience would be useful for this assignment	Details of current assignment	Remarks

Note: One row may be used for one project. Additional Columns may be added required.

Form IV: Details of key professional staff.

1. Name of the key Professional Staff :
2. Position Held in the Applicant Organization.
3. Date of Birth:
4. Nationality:
5. Educational Qualifications:

S.N.	Examination passed	Name of Institution/college	Name of Board/University	Year of passing

6. Membership of Professional Associations:
7. Other Training:
8. Employment Record (with following details)

S.N.	Name of Staff	Name of organization	Position Held	Task assigne

9. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described therein may lead to my organization's disqualification or dismissal, if engaged.

[Signature of key staff member
authorized representative of the applicant Organization]

Date:

Form V: Output Reporting Format Used for earlier Programme

The output reporting format shall include

1. Name of the Programme
2. Name of the Department Organization for which organized
3. Total number of villages covered by Community Radio
4. Programme Scheduled – Daily, Alternate Days, once a week, once a month etc
5. Broadcast Time – 9-10 AM, 9-10 PM etc
6. Total number of people outreach – 5000 Nos
7. Programme Theme
8. Key Partners
9. Any impact Assessment recorded – Increase in Awareness, Improvement in Health, etc

