



**Date of Issue: 30<sup>th</sup> June 2010**  
**Closing Date: 21<sup>st</sup> July 2010**

**(Reference NO. UNDP/2010/002)**

## **REQUEST FOR QUOTATION**

### **“For Preparation of Model Curriculum and IEC Material for Adult Education as well Training Module for Adult Educators”**

The Department of Justice (DOJ), Ministry of Law and Justice, Government of India and UNDP invite proposals from individuals/consultants/organizations for preparation of a model curriculum and IEC material for adult education as well a training module for adult educators on basic rights and entitlements of the people belonging to the marginalized groups and the processes to access these rights/entitlements. Marginalized groups for the purpose of this RFP include (but are not limited to) women, people belonging to the Scheduled Castes and Tribes, children, people living with disabilities, and minorities. The selected consultant/organization is also required to collate existing legal awareness material. The intervention will be financed in the context of the GoI – UNDP Project on Access to Justice for Marginalized People.

Funds will be allocated as per the decision of the Selection Committee formed for this purpose, and a Service Contract will subsequently be signed between UNDP and the responsible party. The Contract will serve to register the commitments and results that the recipient consultant/organization has agreed to produce. Fund will be released in 3 installments (1<sup>st</sup> upon signing, and 2<sup>nd</sup> upon receiving an interim report, and the 3<sup>rd</sup> upon receiving the final report and based on satisfactory deliverables).

#### **Objective**

The Project on Access to Justice for Marginalized People seeks to evolve a convergence between its initiatives on legal awareness and those of the National Literacy Mission Authority, Department of School Education and Literacy (DSEL), Ministry of Human Resource Development on adult education under the scheme “SAAKSHAR BHARAT”. The objective is that basic legal awareness programmes become a part of the post literacy and continuing adult education scheme.

#### **Criteria for selection**

- Minimum three years working experience in area of access to justice, legal awareness or legal empowerment
- Expertise and experience in preparation of legal literacy/IEC Material as well Training Modules
- Experience of working with Government Departments, non-profit making organizations, International Funding Agencies, and/or community-based projects.
- Quality of the proposal submitted and alignment of the proposal with the RFP, project objectives and deliverables
- Feasibility
- Gender sensitive and inclusive design

### **Expected Outputs**

- A needs assessment report that also reviews the existing material on adult education
- Model Curriculum for adult legal education (not just limited to written material but also including audio-visual components)
- IEC Material for adult legal education (not just limited to written material but also including audio-visual products)
- Training Module on legal education for Adult Educators (Training of trainers)
- Training/capacity development of identified resource institutions for properly utilizing the IEC Material for Adult Education as well Training Module for Adult Educators
- A report highlighting the outcomes of the project on creation of IEC Material for Adult Education as well Training Module for Adult Educators

**Proposal Format:** The proposal must be submitted in the prescribed format along with a completed individual/ organization profile (see the Terms of Reference)

### **Project Duration**

- 6 months

**Please find below detailed Terms of Reference for creation of resource material creation or legal literacy material creation.**

The consultant/ organization is responsible for achieving the objective and reporting (i.e. interim report and a final report after closure).

**How to Apply:-**

Quotations should be preferably sent by email to [bids.india@undp.org](mailto:bids.india@undp.org) Or addressed to the Procurement Division, United Nations Development Programme, 55, Lodi Estate, New Delhi-110003.

**Deadline for submission is 1700 hrs India Time on 21<sup>st</sup> July 2010.**

**Note: Bidders are requested to mention the RFQ Title / RFQ Reference No. in their mail.**

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## Terms of Reference

### **Preparation of Model Curriculum and IEC Material for Adult Education as well Training Module for Adult Educators**

#### **Objectives to be achieved**

The objectives of the preparation of a Model Curriculum and IEC Material for Adult Education as well a Training Module for Adult Educators are:

- Enhancing people's awareness on basic concepts of laws, rights and entitlements, and processes to access these.
- Training adult educators on basic legal rights, entitlements and mechanisms of redress

#### **Expected Outputs**

- A needs assessment report that also reviews the existing material on adult education
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- Training Module on legal education for Adult Educators (Training of trainers)
- Training/capacity development of identified resource institutions for properly utilizing the IEC Material for Adult Education as well Training Module for Adult Educators
- A report highlighting the outcomes of the project on creation of IEC Material for Adult Education as well Training Module for Adult Educators

#### **Essential Criteria for Selection:**

- Justification
- Minimum three years working experience in area of access to justice, legal awareness or legal empowerment
- Expertise and experience in preparation of legal literacy/IEC Material as well Training Modules

- Experience of working with Government Departments, non-profit making organizations, International Funding Agencies, and/or community-based projects.
- Quality of the proposal submitted and alignment of the proposal with the RFP, project objectives and deliverables
- Feasibility
- Gender sensitive and inclusive design

**Proposal Format:**

The Proposal must be submitted in 2 parts: technical and financial

**A. Technical Proposal:**

The proposal must include the following information:

1. Name of the Individual/ Organisation
2. Contact Details
3. Brief CV/Background of the Individual/ Organisation
4. Collaborating Partners (if any)
5. Project Description
6. Laws/schemes/issues to be covered in the module and IEC material
7. Time schedule with milestones. The time frame should include specific timelines for the completion of each component along with its testing.
8. What are the likely risks to the Project, if any, and how will you deal with these?
9. Technical Competencies of the Project Staff /consultant
  - a. Provide an individual/organisation profile, length of time in business and core competencies.
  - b. Briefly describe your/organizational capacity to produce this kind of materials (e.g. staff strengths, experience, understanding on laws, human rights etc.).
  - c. What type of team, if any, will be assigned to this project?
  - d. Please discuss any partnerships with other individuals/ organizations for technical support.
  - e. Please provide brief details of prior projects on legal literacy material creation.
  - f. Provide reference information for three former or current clients.
10. Project Evaluation and Monitoring Indicators.
11. Key deliverables of the project.
12. Copy of the organization's Registration Certificate.
13. Names and contact details of 2 funding agencies that have supported the work of the consultant/ organization in the last 3 years.

**B. Financial Proposal (to be submitted separately in a sealed envelope)**

Kindly provide a detailed budget (with breakups)

**Reporting and Monitoring Arrangements**

The consultant/ organization will be required to produce:

1. A needs assessment report within a month of the contract.
2. A mid-term progress report on the project progress, achievements and challenges faced in achieving the project objectives
3. A Project Completion Report within a month of the completion of the project