

Date: 1-April-2025

Request for Proposal (RFP)

1. Proposal for a bid is invited from intending organisations for carrying out an **Organization System Development and Capacity Building for Foundation for Education and Development (FED)**. Terms of Reference for the proposed study is presented in Annexure-A.
2. Date and time for submission of proposals and bids (soft copies via email on doosra.dashak@fed.org.in): Before **11:59 pm on 17-April-2025**.
3. **Eligibility of bidder:**
 - a. The bidder can either be a research organization, partnership firm, company or any other institution registered in India.
 - b. The bidding organisation is required to have multiple years of experience in dealing with issues related to Organization System Development and Capacity Building of organization staff. Prior experience in carrying out similar assignments will be an added value.
4. **Procedure for submitting Bids:**
 - a. The Bid shall be in two parts, Technical & Financial
 - b. Technical part should consist of the following:
 - i. Proposal detailing approach and methodology
 - ii. Plan of work including timelines
 - iii. Functionalities covered as per Scope
 - c. Financial part: Bidder shall quote total cost with detailed breakup of cost justification inclusive GST, if any.

Incomplete Bids will be rejected without stating any reason and will not be considered for further evaluation and shortlisting.
5. **Evaluation of the Bids:** The Selection Committee duly constituted by FED authority will evaluate the bid and recommend selected bidder / firm for award of work.

6. **Validity:** The bids shall have to remain valid for minimum 180 days and an undertaking must be submitted to this effect.
7. The successful bidder shall have to complete the work within the stipulated completion period as stated in the RFP document. The completion period will be counted from the date of issue of work order.
8. The selected bidder shall sign (by authorized signatory) all the related documents and submit in hard copies at FED.
9. **Extension of deadline and cancellation:** FED Authority reserves the right to extend, as necessary, the deadline for submission of quotations or cancellation of bid due to unforeseen circumstance.
10. **Language:** The bid of the bidder, as well as all documents attached to bid by the bidder and all correspondences relating to the bid exchanged by the Bidder and FED shall be written in English language.
11. **Documents to be submitted along with the bids:**
 - a. Information mentioned in the profile of the bidder (Annex. B) should be submitted.
 - b. Registration Certificate – Firm/Society/Trust/Institution etc.
 - c. Audit Report for last 1 year.
 - d. PAN Card of organization.
12. **Payment:** Bidders will propose the payment schedule which will be negotiated by FED for finalization.
13. FED will deduct TDS as per Govt. rules.

Annex. B

Profile of Bidder

Name of the bidder:

.....

Registered Office Address:

.....

Year of establishment/incorporation:

Principal place of business

Legal Status of the Firm: Proprietorial/ Partnership/ Company/ Coop Society/ Trust

Name of the Authorised signatory:

Designation of the Authorised signatory:

Address of the Authorised signatory:

Mobile Phone Number Authorised signatory:

E-mail address of the Organization:

E-mail address of the Authorised signatory:

Signature of the bidder
(Designation & Official Stamp)

ANNEXURE – A

Terms of Reference

Introduction: Introduction of Foundation for Education and Development

(Doosra Dashak): The Foundation for Education and Development (FED) is a public charitable trust established by five renowned educationists. FED works with the most deprived, excluded and vulnerable adolescents by making their lives more productive and meaningful. In order to fulfil the above mandate, FED initiated a project called 'Doosra Dashak' (DD) in 2001 for holistic and integrated education of adolescents. The need for initiating DD was based on the following grounds:

- i. Non-fulfilment of the goals of universal primary education and adult literacy in our country;
- ii. Increased nationwide realization about the critical importance of youth and adolescents of 11-20 age group; and
- iii. The vast possibilities which could be opened by a good programme of education and development for rural adolescents.

Vision: The vision of FED is creation of a new social order through community participation based on the values of equality and justice; providing a second chance at integrated and holistic education to unschooled adolescents and the preparation of a cadre of committed adolescents and youth equipped with relevant skills and democratic values who can work towards building a society "Where the mind is without fear...and the head is held high."

Management Structure -FED is managed by a Board of Trustees comprising eminent educationists, former civil servants and representatives of civil society who are committed to social development. The Board of Trustees of FED has constituted an Executive Committee for management of the Doosra Dashak project and has delegated to it full administrative and financial powers with regard to Doosra Dashak. At the state level, there is a Steering & Coordination Unit (SCU) headed by the Director along with a team of professionals. This unit is responsible for the day to day

management of Doosra Dashak, coordination, monitoring and review of implementation. In each block, a Field Extension and Support Unit (FESU) has been set up under the leadership of the Project Director. The Project Director is responsible for preparing block specific plans and ensures effective monitoring and review as per the specificities of the context, adhering to the overall vision, objectives and value framework of FED.

The approach and strategies of DD: DD is an innovative and process-oriented project that seeks to provide value based and skills oriented education to harness the leadership potential of youth and women for social transformation. Strategies of DD's are given below:

- Community mobilization (eg. - *Social mapping and Nazri Naksha*)
- Four months residential camps for holistic education, functional literacy and preparation for Open Board Exam (RSOS).
- Continuing Education for lifelong learning (e.g. – Ikhvelo)
- Life Skills Education
- Building community organizations for sustainable development (eg. - youth groups and mahila samoochs).
- Improving service delivery of welfare schemes and development projects.

Work with community:

Doosra Dashak is a decentralized, community-based and participative project that seeks to build a deep relation of trust with disadvantaged groups.

- Social mapping is conducted at the village level with the active participation of the community, including members of Panchayati Raj Institutions (PRIs), retired government employees, and current government workers. The data collected is then shared and discussed openly at the village level in their presence. This analysis, along with their inputs, forms the basis for project planning.
- Community groups, specifically youth groups and women's collectives, are formed at the village level. After receiving relevant training, these groups become actively involved in addressing village issues and facilitating access to rights-based entitlements and welfare schemes for eligible

needy persons. At the block level, Jagrit Mahila Sangthan (JMS) and Yuva Shakti Sangthan (YSS) are also formed, incorporating two members from each village organization. These groups play a crucial role in ensuring the long-term sustainability of the DD program.

- FED is working in 9 units of 7 Districts: Bap (Phalodi), Kishanganj (Baran), Pisangan(Ajmer), Bassi (Jaipur), Laxmangarh (Alwar), Abu Road and Pindwara (Sirohi),Bali & Desuri (Pali).

FED is seeking proposal from experienced and reputed research institutions for following task –

1. The Task - Organization System Development and Capacity Building for Foundation for Education and Development (FED):

FED is seeking an external agency to board the Organization System Development and Capacity Building Exercise (OSDCBE) for the Foundation for Education & Development. This will support and strengthen the organization in improving its existing systems and processes and enhancing its capacity.

- 2. Geographical Coverage –** Doosra Dashak Project in implemented in 9 blocks of 7 districts of Rajasthan, covering more than 1 lakh adolescents in 1143 villages of 238 Panchayats. The nine blocks differ in geographical conditions and are inhabited by diverse communities. Coverage for impact assessment table is mentioned below:

Sr. No.	Unit	Numbers
1.	District	7
2.	Blocks	9
3.	Panchayats	238
4.	Villages	1143
5.	Adolescents	more than 1 lakh
6.	Total Staff	100
7.	Core Leadership	25

3. Objectives of this Exercise –

Conduct a comprehensive organizational review in response to evolving scenarios, preserving and strengthening core strengths. Provide clear recommendations and guidance for the development of the FED's System. Organize capacity-building sessions to enhance the skills of approximately 25 core human resource team members. Strengthen the leadership team's fundraising capabilities to secure organizational growth (approx. 10-15 members). Establish long-term, process-driven systems that ensure a balanced approach to management, monitoring, and decentralization, preventing dependency on any single individual.

4. Expected Outcomes:

- This exercise is expected to:
 - i. Enhance capacity building of staff for fundraising and digital skills.
 - ii. Key points of organization system development for improvement in existing system.

5. Methodology

- Organization is expected to submit the details of methodology and timeline of OSDCBE.

6. Duration – June 2025 to May 2027 (Two Years)

Phase 1: Inception (Diagnostics)

Duration: 3 Months

The Inception phase is focused on diagnosing the current state of the FED (organizational and activities) and identify the areas of capacity-building interventions.

Phase 2: Implementation (Capacity Building Support)

Duration: 18 Months

The Implementation phase is designed to build the NGO's capacity in targeted areas.

Phase 3: Closure (The Closure phase focuses on evaluating the outcomes of the partnership and documenting the learnings.)

Duration: 3 Months

7. Task Timeline –

S.No.	Tasks / Documents	Deadline/ timeline
1.	Diagnostics Exercise	June – August, 2025
2.	Diagnostic Report of organization	September, 2025
3.	3 year organizational goal document	October 2025
4.	18 month Capacity Building Plan (Thematic, group wise and individually)	October 2025
5.	Implementation (Capacity Building Support including training)	October 2025 – March 2027
6.	Detailed programme end report	May 2027

8. Deliverables:

- Diagnostic report of the current state of FED (organizational and activities) and identified areas of capacity building for project interventions under the FED project.
- Three year (June 2027 to May 2030) organization development plan.
- A document of staff capacity building plan for future.
- Trainings specifically for fund raising and on Solstice portal and its App (<https://solstice.world/>).
- Documentation and system development along with outcome report.
- Submission of detailed program end report.
- Design a leaflet and organization PPT which will be used for dissemination and fund raising.

9. Proposal Submission:

Interested institutions are invited to submit detailed proposals addressing the following:

- Institutional experience and qualifications of core team members Details of previous similar work conducted in following format:
 - Particulars of work done
 - Period of contract
- One sample of previous similar documents



Foundation for Education and Development

C-113, Shivaji Marg, Tilak Nagar,
Jaipur, Rajasthan, 302004

E-mail:- doosra.dashak@fed.org.in

Tel: +91-141-2624820

- Organization may be asked to give their presentation on the methodology of the Organization System Development.