



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
National Agricultural Higher Education Project (NAHEP)
2nd Floor, Room No- 225, New Campus, Panch-marg,
Off Yari Road, Versova, Andheri West,
Mumbai- 400061
Website: www.cife.edu.in



Request for Proposal (RFP) for Consultancy Services under NAHEP

National Agricultural Higher Education Project (NAHEP) of ICAR-Central Institute of Fisheries Education, entitled as “**Energy efficient and environment protective Aquaculture Technologies for degraded soil**” a world Bank funded Project invites Request for Proposal from qualified and experienced Consultants for **Developing Online Course on *P. vannamei* farming in Inland Salt-affected Areas**

General Instructions:

- ❖ Detailed scope of work for developing online course on *P. vannamei* is given below as well as in the Annexure. The same is also available for download at CIFE website: www.cife.edu.in
- ❖ Further enquiry regarding above consultancy services may be obtained from NAHEP Office, ICAR-CIFE, and Mumbai or Email: nahep@cife.edu.in, ananthan@cife.edu.in; Phone: 022-26361446/7/8 (Extension No.-219), Mob-8210050139.
- ❖ **Address for Submission of Hard Copy of Proposal / Correspondence –**
NAHEP Office (#225, II Floor), ICAR- Central institute of Fisheries Education, New Campus, Panch Marg, Off Yari Road, Verosva, Andheri West, Mumbai - 400061; Email: nahep@cife.edu.in, ananthan@cife.edu.in; Mob-8210050139.

Last Date for Receipt of Proposals (Hard Copy): 25th Feb 2019; 4 pm.

TERMS OF REFERENCE FOR HIRING A CONSULTANT
ICAR- Central Institute of Fisheries Education, Mumbai-400061

Title of the position: Consultancy Service

The Client: ICAR-Central Institute of Fisheries Education.Mumbai-400061

Reporting Lines: Principal Investigator, NAHEP-CAAST& Director, ICAR-Central Institute of Fisheries Education, Mumbai-400061

Particulars	Contents/ Comments
<p>1)Background information on the project and the assignment</p>	<p>The Organization: ICAR-Central Institute of Fisheries Education (CIFE) is a leading Fisheries University having a distinguished heritage and has nurtured many illustrious scholars and leaders over the years. In over 50 years of existence; CIFE has emerged as a centre of excellence for higher education in fisheries and allied disciplines. The Institute was established on 6th June 1961, under the Ministry of Agriculture, Govt. of India with assistance from FAO/UNDP. It came under the administrative control of Indian Council of Agricultural Research (ICAR) on 16th April 1979 and subsequently, the scope and mandate have been widened to include education, research and extension.</p> <p>The Project: India has 6.74 million ha of salt-affected soils, with almost 40% lying in states of Haryana, Punjab, Uttar Pradesh, Delhi and Rajasthan, which have become less productive or increasingly unfit for farming. Thus, new technologies for alternative land use have become crucial. Identifying aquaculture as one of the viable options, ICAR-CIFE has successfully developed and demonstrated culture of <i>Penaeus monodon</i> and <i>Litopenaeus vannamei</i> in inland saline areas. Adoption of shrimp farming in Haryana, Punjab, Rajasthan and Delhi has already begun to transform farmers' lives with doubling of area and production during 2017. This significant contribution of the institute has also been recognised by various state governments. In order to further strengthen the flagship program on inland saline aquaculture from a long term sustainability perspective, ICAR-CIFE has initiated a mega project entitled as “Development of Energy Efficient and Environment Protective Aquaculture Technologies for Degraded Soils”. The project is funded by World Bank and Govt. of India under the ambit of National Agricultural Higher Education Project (NAHEP) and Centres for Advanced Agricultural Science and Technology (CAAST). The expenditure/financing for the consultancy/assignment will be made from the NAHEP Fund of ICAR-CIFE, Mumbai.</p>
<p>2) Precise statement of the objectives of assignment</p>	<p>In order to improve the information dissemination process, ICAR-CIFE wishes to develop series of blended online courses (MOOCs). The first course will be on Shrimp (<i>P. vannamei</i>) farming in Inland Salt-affected Areas. The blended online courses have the potential to extend the knowledge, expertise, and skill of unemployed youth, farmers and students in the subject. The course is to be developed in a bilingual format i.e. in English and Hindi.</p> <p>Full project management and related consulting services from customizing course content, video production of lectures, preparing short animations where required, making illustrations where required, editing and authoring web and</p>

	<p>video courses, hosting it online in CIFE & own or third party servers, online course implementation (scheduling, registration / enrolment, discussion forums, conducting online quiz, assignments, issue of certificates on payment basis, etc.).</p> <p>Make video lectures (40-50 hours) in a format appropriate for broadcasting that would provide quality content.</p> <p>Create multimedia courseware (video and/or PDF files) in English and Hindi.</p> <p>Create web-based (e-learning) material and make it available in the form of a portal tailored to meet learner needs.</p> <p>Make the web course available round the clock through hassle free support system.</p> <p>Provide training to CIFE admin, coordinators and faculty in online course development and delivery.</p> <p>Provide assessment and feedback reports to ICAR-CIFE regarding enrolment, registration for exam, evaluation, learner profile, etc.</p>
3) An outline of the tasks to be carried out (Scope of services) including transfer of knowledge, if any.	<p>a) Content creation:</p> <ul style="list-style-type: none"> • Finalizing course outline • Theory sessions • Practical sessions • Hands on training • Customizing course content for online delivery <p>b) Video production:</p> <ul style="list-style-type: none"> • Video capture of lectures & practicals both indoor and outdoor • Video editing including adding textual and visual effects <p>c) Course implementation:</p> <ul style="list-style-type: none"> • Hosting • Authoring and publishing • Student enrolment • Scheduling & course delivery • Conducting online quiz • Conducting contact hands-on classes • Decision forum/ Designing interaction mode among learners • Assessment and feedback • Certification process
4) Schedule for completion of tasks:	<p>Most of the work related to this will be done at ICAR-CIFE, Mumbai Campus however certain specific works of the consultancy may have to be carried out off-campus also.</p> <p>Duration and Length of the Assignment: 2 months</p> <p>Financing and Payment Schedule: The assignment will be financed under NAHEP-CAAST project entitled “Development of Energy Efficient and Environment Protective Aquaculture Technologies for Degraded Soils”. The budget available will be 5 Lakhs. The payment will be made after the successful completion of the work.</p>
5) Description of key professionals whose CVs would be evaluated	<p>Brief CV of the team members may be provided with respect to their qualification and experience regarding online course development and implementation.</p>
6) Outputs and Deliverables	<ul style="list-style-type: none"> • 30-35 hours of video production & editing in English, online web hosting and delivery. • 10-15 hours of video production & editing in Hindi, online web hosting and delivery. • Customizing course content

	<ul style="list-style-type: none"> • Video production of lectures • Preparing short animations • Illustrations • Editing • Authoring web and video courses • Hosting it online in CIFE & own or third party servers • Online course implementation (scheduling, registration / enrolment, discussion forums, conducting online quiz, assignments, issue of certificates on payment basis, etc.). • Multimedia Production • Training of CIFE Team • Web technologies • Admin Support 								
7) Data, services, personnel, and facilities to be provided by the Client	<ul style="list-style-type: none"> • Should provide course curricula including the textual course content in the form of lecture notes, ppts, manuals, few related video materials, quiz questions, type of assignments, etc. • Facilitate by providing logistic support like arranging faculty for listed lectures, arranging practical sessions for video production, etc. • Provide hands on experience events - Student of these courses also require practical experience in order to get the certificate • Mobilize potential target audience for course enrollment • Coordinate the entire project from course development to course delivery and assessment 								
8) Composition of review committee to monitor consultants' work.	<p>A review committee will be formed to monitor the progress and performance of the service provider i.e. consultant (s)/consultancy firm. The composition of the review committee will be as follow:</p> <table border="1" data-bbox="475 1137 1396 1352"> <tr> <td>Hon. Vice Chancellor/Director /PI</td> <td>Chairman (<i>de facto</i>)</td> </tr> <tr> <td>HOD, FEES Division</td> <td>Executive chairman</td> </tr> <tr> <td>Nodal Officer, NAHEP</td> <td>Member</td> </tr> <tr> <td>Co-PI of NAHEP (core group)</td> <td>Member secretary</td> </tr> </table>	Hon. Vice Chancellor/Director /PI	Chairman (<i>de facto</i>)	HOD, FEES Division	Executive chairman	Nodal Officer, NAHEP	Member	Co-PI of NAHEP (core group)	Member secretary
Hon. Vice Chancellor/Director /PI	Chairman (<i>de facto</i>)								
HOD, FEES Division	Executive chairman								
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Co-PI of NAHEP (core group)	Member secretary								
10) Others	<p>A) Modifications or Variations</p> <p>Any modification or variation of the terms and conditions of the assignment, including any modification or variation of the scope of the Services, may only be made by written permission from PI-NAHEP. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.</p> <p>B) Force Majeure</p> <p>For the purposes of this assignment, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the assignment impossible or so impractical as to be considered impossible under the circumstances.</p> <p>B.1) Extension of Time</p> <p>The consultancy should be completed positively by 20th March, 2019</p> <p>B.2) Payments</p> <p>During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under</p>								

the terms of the work order, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

C) Termination

C.1) Termination by the Client

The Client may terminate this Contract in case of the occurrence of any of the events specified in following paragraphs

(a) If the consultant does not remedy a failure in the performance of their obligations under the work order, within Fifteen (15) days after being notified or within any further period as the client may have subsequently approved in writing.

(b) If the consultant becomes insolvent or bankrupt.

(c) If the consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the assignment.

(d) If, as the result of Force Majeure, the Consultant are unable to perform a material portion of the Services for a period of not less than fifteen (15) days.

(e) If the client, in its sole discretion and for any reason whatsoever, decides to terminate this work order.

C.2) Termination by the Consultant

The Consultants may terminate this work order , by not less than thirty (30) days written notice to the client, such notice to be given after the 10 occurrence of any of the events specified in following paragraphs

(a) If the client fails to pay any money due to the consultant pursuant to this assignment.

(b) If, as the result of Force Majeure, the consultant is unable to perform a material portion of the services for a period of not less than thirty (30) days.

(c) If the client fails to comply with any final decision reached as a result of arbitration

C.3) Payment upon Termination

Upon termination of this work order the Client shall make the following payments to the Consultant:

(a) payment for services satisfactorily performed only prior to the effective date of termination

D) Conflict of Interests

The consultant shall hold the client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests. the consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this work order or to the services or in the discharge of their obligations under the work order, and the consultant shall use their best efforts to ensure that the personnel, any sub-consultants, and agents of either of them similarly shall not receive any such additional payment. The consultant shall not engage, and shall cause their personnel as well as their sub-consultants and their personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them

	<p>under this assignment.</p> <p>E)Confidentiality</p> <p>Except with the prior written consent of the client, the consultant and the personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the consultant and the personnel make public the recommendations formulated in the course of, or as a result of, the Services.</p> <p>F) IPR and Publication</p> <p>The entire course content including the web based course materials developed under the Project will be the sole property of ICAR-CIFE.</p> <p>G) Arbitration</p> <ul style="list-style-type: none"> • It is hereby agreed between the two Parties that TOR shall be executed in manner and form outlined in this Agreement. Any dispute, controversy, difference of any kind whatsoever or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties. If no amicable resolution or settlement is reached within a period of thirty (30) days from date on which above-mentioned dispute or difference arose, such dispute or difference shall be referred to an Arbitrator, appointed by mutual consent of both the Parties herein. • If the Parties cannot agree on the appointment of an Arbitrator within a period of two months from the notification by the party to the other of existence of such dispute, then the Arbitrator shall be appointed by ICAR-CIFE, Mumbai. • The seat of arbitration shall be CIFE, Mumbai and arbitration shall be conducted in English language. • The arbitration will be carried out in accordance with the provisions of Indian Arbitration and Conciliation Act of 1996, or of any modifications or re-enactments thereof. • The arbitral award will be final and binding, subject to legal remedies available under the law. • Existence of any dispute or difference or initiation or continuance of arbitral proceedings shall not postpone or delay performance by Parties of their respective obligations under or pursuant to this Agreement. Further, this Agreement shall remain subsisting and operative during the arbitral proceedings and no payment due and payable to either Party shall be withheld except payment in dispute, if any. • This Agreement shall be governed by, construed, and enforced in accordance with the prevailing laws of India. <p>H) Recommended Presentation of Proposal</p> <p>The technical proposal and financial proposal should be submitted in separate envelopes. The technical proposal should contain the step by step work flow, methodology, timeline and the details of team members to be involved. The technical proposal will be evaluated as given in the below table.</p> <p>I) Eligibility Criteria for Consultant</p> <ul style="list-style-type: none"> • Any public institution, private institution or firm, an individual with required expertise and fulfilling following criteria can participate • Already have or can arrange at their own expense the necessary infrastructure, both hardware and software, for production and delivery of
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the said web based online course

- Have demonstrated experience and necessary expertise in course development and delivery of similar web based online courses during the last 3 years (details of proof need to be enclosed)
- Should be willing to work in collaboration with CIFE team and make sufficient number of visits to CIFE for video production & delivery at their own expense (other than the committed fund for the Project, CIFE will not bear any other expenses)
- Capability to deliver within the committed timelines
- The Technical Proposal of the participating consultant shall consist of the technological platform to be used, few illustrative screenshots of proposed home page and App features, and execution plan along with necessary documents outlined above.
- Criteria for evaluation of technical bids have been specified in the Table 1 below. All the bidders who secure a Technical Score of 50 or more to be considered as eligible for consideration.

J) Technical Evaluation Criteria

S. No.	Criteria	Maximum score
1.	<u>Experience in similar project:</u> Up to 2 Projects :10 Marks More than 2 and up to 5 projects :15 Marks More than 5 projects :20 Marks	20
2.	<u>Value of the total Projects in the last three years :</u> Upto 10 Lakhs :10 Marks 10 to 25 lakhs :15 Marks More than 25 lakhs :20 Marks	20
3.	<u>Project Team :</u> Team Leader & Resources upto 3 yrs experience : 10 Marks Team Leader & Resources 3 to 5 yrs experience : 15 Marks Team Leader & Resources with >5 yrs experience : 20 Marks	20
4.	<u>Technical Proposal</u> • Quality of completed projects (in terms of curricular design, features / comprehensiveness, usage, etc.) : 20 Marks • Strengths of Technical Proposal including type of proposed solution, execution strategy, Project Plan, etc. : 20 Marks	40

K) Evaluation Process

The technical and financial proposals are to be submitted in separate envelopes. Minimum of 50 marks (out of 100) needs to be scored against the criteria given in the table to be considered technically eligible. Financial proposals of only the technically qualified firms will be opened. Financial proposals shall take in to account all costs including taxes for quoting the rates. Kindly note that the maximum budget available for this Consultancy is Rs. 5 lakhs only. Any proposal with cost more than Rs. 5 lakhs are bound to be rejected. In this regard no claim for any extra payment for any reason shall be entertained. Among the technically and financially eligible firms, the one with highest technical score / ranking will be awarded the contract. The participating firms are encouraged to be present at the time of opening of bids. Documentary proof must be submitted in support of all the necessary technical eligibility criteria being claimed.

Annexure

Request for Consultancy Proposal (RFP) for

Developing Online Course on *P. vannamei* farming in Inland Salt-affected Areas

1. About the Project

ICAR-Central Institute of Fisheries Education is a Deemed University and institution of higher learning for fisheries science in Mumbai, India under the administrative control of Indian Council of Agricultural Research (ICAR), New Delhi.

In order to improve the information dissemination process, ICAR-CIFE wishes to develop series of blended online courses (MOOCs). The first course will be on ***Shrimp (P. vannamei) farming in Inland Salt-affected Areas***. The blended online courses have the potential to extend the knowledge, expertise, and skill of unemployed youth, farmers and students in the subject. The course is to be developed in a bilingual format i.e. in **English** and **Hindi**.

It proposes to develop the web based online course by engaging a Consultant through competitive criteria based selection process.

2. Scope of the Consultancy

Consultant's RESPONSIBILITIES

SNo	Our requirements	Services involved
1	Full project management from customising course content, video production of lectures, preparing short animations where required, making illustrations where required, editing and authoring web and video courses, hosting it online in CIFE & third party servers, online course implementation (scheduling, registration / enrolment, discussion forums, conducting online quiz, assignments, issue of certificates on payment basis, etc.).	<ul style="list-style-type: none">• Customizing course content• Video production of lectures• Preparing short animations• Illustrations• Editing• Authoring web and video courses• Hosting it online in CIFE & own or third party servers• Online course implementation (scheduling, registration / enrolment, discussion forums, conducting online quiz, assignments, issue of certificates on payment basis, etc.).
2	Make video lectures (40-50 hours) in a format appropriate for broadcasting that would provide quality content	Video production
3	Create multimedia courseware (video and/or PDF files) in English and Hindi	Multimedia Production

4	Create web-based (e-learning) material and make it available in the form of a portal tailored to meet learner needs	Web technologies
5	Make the web course available round the clock through hassle free support system	Server/Hosting Support
6	Provide training to CIFE admin, coordinators and faculty in online course development and delivery	Training
7	Provide assessment and feedback reports to ICAR-CIFE regarding enrolment, registration for exam, evaluation, learner profile, etc.	Admin Support

CIFE's RESPONSIBILITIES

- Will provide course curricula including the textual course content in the form of lecture notes, ppts, manuals, few related video materials, quiz questions, type of assignments, etc.
- Facilitate by providing logistic support like arranging faculty for listed lectures, arranging practical sessions for video production, etc.
- Provide hands on experience events - Student of these courses also require practical experience in order to get the certificate
- Mobilize potential target audience for course enrollment
- Coordinate the entire project from course development to course delivery and assessment

3. Course Curricula

- The objective is to make high quality learning material available to students, entrepreneurs and farmers across the world for self-paced learning by exploiting the advances in ICT.
- The Course would be in two formats:
 - In English with content for 12 weeks duration and primarily meant for unemployed youth, entrepreneurs and students leading to considerable skill development in ISA.
 - In Hindi with content for 4 weeks duration primarily meant for farmers and entrepreneurs equipping them to take up shrimp farming
- The modular Course will consist of theory sessions, practical sessions and Onsite hands-on training sessions.

- **Course outline: English (12 weeks)**

Week	Tentative Topics & No. of Sessions (each about 45 min.)	Indoor	Outdoor	AV Aids
Week 1	Introduction to aquaculture-Overview of Capture, Culture practices- Evolution of shrimp culture in India - 2L	Studio lecture	Field clips	Video/animation/illustrations
Week 2	Introduction to inland saline aquaculture; Shrimp farming in inland salt affected areas - 2L	Studio lecture	Field clips	Video/animation/illustrations
Week 3	Site selection and pond preparation - 2L + 1P	Studio lecture	Field clips	Video/animation/illustrations
Week 4	Seed selection, screening and stocking - 2L + 2P	Studio lecture	Field clips	Video/animation/illustrations
Week 5	Water quality management- Part I - 2L + 2P	Lecture in the Lab	Field clips	Video/animation/illustrations
Week 6	Water quality management- Part II - 2L + 2P	Lecture in the Lab	Field clips	Video/animation/illustrations
Week 7	Feed management - 2L + 1P	Lecture in the Lab	Field clips	Video/animation/illustrations
Week 8	Disease management- Part I - 2L + 2P	Lecture in the Lab	Field clips	Video/animation/illustrations
Week 9	Disease management- Part II - 2L + 2P	Lecture in the Lab	Field clips	Video/animation/illustrations
Week 10	Harvesting and Post-harvest Handling - 1L + 1P		Field	Video/animation/illustrations
Week 11	Marketing, Biosecurity Protocol and Responsible Aquaculture - 3L + 2P	Studio Lecture	Field	Video/animation/illustrations
Week 12	Better Management Practices - 2L + 1P	Studio Lecture	Field	Video/animation/illustrations

In total there will be about 24 lectures (indoor lecture video capture) and 16 practical sessions (indoor/outdoor practical sessions video capture) that would roughly translate into **30-35 hours of video production & editing in English, online web hosting and delivery.**

Course outline in Hindi would be an abridged version of English course meant for 4 weeks, and would consist of **10-15 hours of video production & editing in Hindi, online web hosting and delivery.**

4. Work Flow / Step Wise Activity Flow Chart

a) Content creation:

- Finalizing course outline
- Theory sessions
- Practical sessions
- Hands on training
- Customizing course content for online delivery

b) Video production:

- Video capture of lectures & practicals both indoor and outdoor
- Video editing including adding textual and visual effects

c) Course implementation:

- Hosting
- Authoring and publishing
- Student enrolment
- Scheduling & course delivery
- Conducting online quiz
- Conducting contact hands-on classes
- Decision forum/ Designing interaction mode among learners
- Assessment and feedback
- Certification process

5. Copyright/ IPR

The entire course content including the web based course materials developed under the Project will be the sole property of ICAR-CIFE.

6. Eligibility Criteria for Consultant

- Any public institution, private institution or firm, an individual with required expertise and fulfilling following criteria can participate
- Already have or can arrange at their own expense the **necessary infrastructure**, both hardware and software, for production and delivery of the said web based online course
- Have **demonstrated experience and necessary expertise** in course development and delivery of similar web based online courses during the last 3 years (details of proof need to be enclosed)
- Should be willing to work in collaboration with CIFE team and make sufficient number of visits to CIFE for video production & delivery at their own expense (other than the committed fund for the Project, CIFE will not bear any other expenses)
- Capability to deliver within the committed timelines

- The Technical Proposal of the participating consultant shall consist of the technological platform to be used, few illustrative screenshots of proposed home page and App features, and execution plan along with necessary documents outlined above.
- Criteria for evaluation of technical bids have been specified in the Table. All the bidders who secure a Technical Score of 50 or more to be considered as eligible for consideration.