

**REQUEST FOR EXPRESSION OF INTEREST(EOI)**

**For**

**Empanelment of Swachhata Knowledge Partners (SKPs) to strengthen the capacity of the state and ULB officials in the key focus area of Swachh Bharat Mission-Urban (SBM-U) 2.0**

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**Issued By**

**Deputy Secretary**

Swachh Bharat Mission-U 2.0 Bihar

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Urban Development & Housing Department, Government of Bihar

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Urban Development & Housing Department, Government of Bihar, invites Expression of Interest (EOI) from Swachhata Knowledge Partners (SKPs) limited to those empaneled under SBM-U 2.0 (**DO Letter No.12/2/2022-SBM-III dt.08-12-2023** ) by the Ministry of Housing & Urban Affairs (MoHUA) to strengthen the capacity of the state and ULB officials in the key focus area of SBM-U 2,0

## 1. Introduction

The Government of Bihar, through the Urban Development & Housing Department (UD&HD), is implementing the **Swachh Bharat Mission (Urban) [SBM-U]** with the objective of achieving scientific solid waste management, improving urban sanitation, fostering behavioral change, and ensuring long-term sustainability across all Urban Local Bodies (ULBs) in the State.

In order to strengthen technical expertise, enhance institutional capacity, and provide continuous training and handholding support, the State proposes to empanel **Swachhta Knowledge Partners (SKPs)** duly empanelled by the Ministry of Housing and Urban Affairs (MoHUA). The empanelled SKPs shall function as technical, academic, and capacity-building partners for supporting various initiatives under SBM-U.

The SKPs will be responsible for providing structured training programs, capacity-building support, knowledge creation, documentation and dissemination of best practices, and continuous handholding support to ULBs and other relevant stakeholders, thereby contributing to effective and sustainable implementation of SBM-U objectives across the State.

The list of agencies who are eligible to submit the proposal in response to this EOI are as follows:

S. No	Name of the Organization
1	All India Institute of Local Self Government
2	Administrative Staff College of India
3	Hasiru Dala
4	Skill Council for Green Jobs
5	Feedback Foundation Charitable Trust
6	IORA Ecological Trust DDNH
7	TERI School of Advanced Studies
8	Goa Waste Management Corporation
9	CEPT Research and Development Foundation
10	Shriram Institute for Industrial Research
11	CDD India
12	Water Sanitation and Hygiene Institute
13	Saahas
14	Regional Centre for Urban and Environmental Studies-All India Institute of Local Self-Govt, Mumbai
15	Himalayan Institute for Environment, Ecology & Development (HIFEED)
16	University of Science and Technology Meghalaya
17	National Institute of Urban Management
18	Mahatma Gandhi State Institute of Public Administration
19	Urban Management Centre

27

20	TNIUS
21	Regional Centre for Urban and Environmental Studies – Lucknow
22	Center for Good Governance, Dr. R.S.T. Uttarakhand Academy of Administration, Nainital (ATI)
23	Amity University Uttar Pradesh (Ritnand Balved Education Foundation)

The SKP will carry out a multi-stage capacity building training to the Administrative/Executive officials, technical staff, sanitary inspectors, IT/MIS/Data Entry Operators/Public Representatives and other stakeholders under Swachh Bharat Mission (U) 2.0

## 2. Objectives

Urban Development & Housing Department, GoB aims to enhance the capacity and work efficiency of sanitation workers to achieve this, UD&HD seeks to engage a knowledge partner initially for a period of one year which may be extended further at the complete discretion of UD&HD.

The broad objective of the project are:

- Capacity building of ULB officials, field staff, and sanitation workers
- To enhance ULB performance and rankings in Swachh Survekshan 2026-27.
- Development and delivery of structured training modules
- Setting up knowledge-sharing mechanisms and innovation platforms
- Technical guidance for sanitation, waste management, and Swachhata interventions
- Documentation of success stories and communication materials

## 3. Schedule of Key Events

Particulars	Details
Availability of EOI document	From Dt.15.06.2026 ( 01:00 PM) to Dt. 24.06.2026 (till 6 PM)
Last Date & Time for receipt of Presentations from intending SKPs	24.06.2026 (till 6 PM)
Physical Presentation	25.06.2026 (At 11.30 AM)
Date and time of opening of financial proposal	To be communicated by UD&HD, GoB

## 4. Scope of Work

The selected Swachhata Knowledge Partner is required to tailor their focus to each stakeholder segment, aligning with their existing skill sets and anticipating the skills needed for upcoming challenges. The onboarded SKP will execute the following tasks:





**Capacity Building Program:**

- Conduct a gap analysis of stakeholders' performance and skillset, assess the gap in sanitation practices and related aspects for a comprehensive training need assessment
- Develop subject-specific training modules, content, designed to cover essential skills and knowledge for Swachhata activities and protocols.
- Capacity Building of sanitation staff emphasis on the entire value chain of waste from source segregation to processing and disposal
- Organize and facilitate training for ULB officials, Staff, Safai karamchari, sanitary inspector, City Manager, Safai Mitra, Sewer worker, and other stakeholders at ULB/Divisional/State level
- Training directed towards sensitizing and enabling the key officials to proactively take measures for creating a safe occupational space for frontline sanitation workers and safaimitras
- Provide short-term skill development training to sanitation workers/officials and upon completion of each level of training, ensure measurable learning outcomes
- Training on financial modelling of projects, DPR preparation, leveraging and operationalizing PPP models, and enhancing own revenue sources
- Conduct awareness drives within marketplaces to educate vendors and visitors on recyclable waste management protocols
- Enhancing the technical capacity of smaller ULBs which have hitherto faced a challenge of not only in-house capacities but also in accessing training and knowledge resources, in order to ensure their inclusion within a modernizing solid waste management ecosystem.
- Developing an understanding of monitoring, evaluation, policy review, and documentation of best practices within the solid waste management public sector ecosystem, developing the capacity of ULBs (as the frontline service provider) to capture key insights from ground level implementation and use these insights to design robust programs, and developing the administrative capacity to capture data, formulate reports and briefs, and develop basic skills for evidence based decision making at the ULB level in particular.

**Workshop:**

- Organize a series of state-level workshops focused on cross-learning among ULBs, sanitation workers, and stakeholders, highlighting innovative sanitation practices and successful Swachhta initiatives.
- Facilitate knowledge-sharing sessions with state-level experts in sanitation and urban management.
- Organized State/District/Divisional/ULB-level workshop for all the elected members to enhance their knowledge of the scheme.
- Provide digital learning materials and reports from each workshop, along with video documentation for future reference and training

**Real-Time Monitoring and Reporting System Development:**

- Generate daily, weekly, and monthly reports on ULB performance

29

- Create video tutorials to guide ULB officials on how to use the system effectively for data entry, tracking, and reporting
- Establish digital system for real time tracking and monitoring of ULBs

#### **Peer Visit Programs, Peer Surveys and Peer Learning Visits:**

- Organize structured peer visits and survey for GFC, ODF and Survekshan and video documentation of knowledge-sharing initiatives amongst ULBs
- Develop a **peer visit toolkit** for use by participants to streamline planning, reporting, and feedback collection
- Document all peer visits and learning sessions through video recording and best practices

#### **GFC Star Rating and Swachh Survekshan Ranking Improvement**

- To improve the overall ranking of Swachh Survekshan at the ULB and state level
- To undertake an extensive review of the field situation that will include all components of GFC under Swachh Survekshan
- Training key staff to improve GFC star rating and Swachh Survekshan 2025
- Establish a progress tracking system to monitor real-time performance against the criteria set in the Survekshan and GFC frameworks
- Analysis of Swachh Survekshan (SS) 2025 shortcomings of ULBs and suggestions/recommendations for improvement in the current context of Swachh Survekshan ranking
- Assistance in documentation like Star Rating Protocol, ODF+, ODF++ and ODF-SS validation
- Gap assessment of Ganga town ULBs as per the toolkit of Swachh Survekshan for improving the rank of Ganga town
- Gap Assessment of overall processing of waste as per the toolkit of Garbage Free City (GFC) for improving of star rating in Swachh Survekshan
- Organize ward Sabha with specific ward members and the community for the awareness of onsite composting and overall processing
- Continuously guiding ULBs in the implementation of key parameters of Swachh Survekshan 2025 and developing reports
- Prepared format of all the indicators of Swachh Survekshan and ensured to upload them within the timeline
- Maintaining and regularly updating SBM(U) MIS and ensuring the availability of updated data at all times, supporting and answering data queries from various authorities
- Generating report/data required as per the requirements of SS 2025

#### **Gap Analysis and Action Plan Development**





- Conduct skill gap analysis of the sanitation workers and by identifying these gaps, targeted programs can be developed to enhance the skills and knowledge of sanitation workers, improving their performance and contributing to a more effective waste management system
- Conduct data collection, perform geospatial mapping, prepare detailed analysis reports, and develop actionable plans for each ULB.
- Conduct ULB-specific gap analysis using geospatial mapping and predictive analytics to inform and create actionable plans
- Undertake Training Needs Analysis at State and ULB level
- Any other task assigned by UD&HD

## 5. Key Deliverables

- Develop a **comprehensive month-wise calendar** for one year that outlines key events, activities, and milestones as per the scope of work and implement the same within the timeline
- Identify **key milestones and measurement metrics** for each activity and implement the same within the timeline
- **Training Schedule-** A clear and structured schedule outlining the duration, frequency and key milestones of the training session
- **Training materials-** This includes participant manuals, facilitator guides, presentations, handouts and any other resources used during the training session
- **Training modules/Curriculum:** - A structured set of modules or a curriculum outlining the topics, learning objectives, and activities for the training program
- **Swachh Survekshan Ranking Improvement Plan** for each ULB and getting it implemented
- **Video recording** of the training session
- Documentation detailing the selection of the qualified trainers
- **Capacity Building Assessment tool-** Pre- and post-training assessments, case studies, and other evaluation methods to measure the effectiveness of the training
- **Training Need Assessment report**
- **Monitoring and Evaluation Plan**
- **Training Feedback and Evaluation Report**
- **Action plan** for sustainability and continuous improvement
- Submission of the Monthly Progress Report (MPR) and the Final Year Report
- Submission of a **status report** on a daily basis to officials concerned about the implementation, shortcomings, and targets achieved

29

## 6. Mode of Selection

The selection of Swachhata Knowledge Partners (SKPs) shall be carried out through a two-stage evaluation process, comprising Technical Evaluation followed by Financial Evaluation. The Technical Proposals submitted by the applicants shall be evaluated on the basis of presentations made before the designated committee. The evaluation parameters, maximum number of slides permitted, and marks allocated for each criterion are as follows:

#	Particular	No of Slides	Max.Marks
1	Brief Profile of the SKPs	2	10
2	Similar Experience as per the scope of work	3	20
3	Understanding of SBM Content	2	20
4	Approach & Methodology	3	25
5	Proposed Team Strength	1	15
7	Sample deliverables	As per TOR	10

### Qualification Threshold

- Only those applicants who secure 80 marks or above out of a total of 100 in the Technical Evaluation shall be considered technically qualified.
- Financial bids of only the technically qualified applicants shall be opened

### Financial Evaluation

- The lowest financial quote (L1) shall be considered for selection.
- Financial rates quoted for each activity shall be evaluated independently.
- For each activity, the lowest rate quoted among the qualified bidders shall be considered as the benchmark rate for empanelment.

## 7. Penalty Terms

- **Delay up to 15 days:** A penalty of 0.5% of the total cost of the delayed activity will be levied for each day of delay beyond the agreed timeline, capped at a maximum of 10% of the total cost of that activity.
- **Delay beyond 15 days:** If the delay exceeds 15 days, the Department reserves the right to levy a 1% penalty per additional day, capped at a total penalty of 10% of the activity's cost. The Department may also choose to terminate the contract for non-performance if no satisfactory explanation is provided by the agency.
- The cumulative penalty imposed on the agency for any or all defaults under this contract shall not exceed 10% of the total contract value. In the event that penalties exceed this limit, the Department





reserves the right to review and assess further actions, including potential termination of the contract.

## 8. Method of Selection

The selection of agencies shall be carried out using the **Least Cost Selection (LCS)** method. Under this approach, only those agencies that qualify in the technical evaluation shall be considered for financial evaluation. The **financial quotes submitted for each activity** shall be evaluated **individually**, and the **lowest rate (L1) quoted for each respective activity** among the technically qualified bidders shall be considered. The identified lowest rates for each activity shall be **applicable uniformly to all selected agencies**.

## 9. Termination

- Either Party may terminate the contract before its expiration in case of a material breach of contractual obligations by the other Party
- The termination party shall provide a written notice of termination, specifying the reasons for termination and the effective date of termination

## 10. Change of Terms

- Any changes or modifications to the terms and conditions of the contract shall be made in writing and require mutual agreement between Urban Development and Housing Department, GoB and the empaneled agency
- Changes may include alterations in quantity, delivery schedule, pricing or any other relevant provisions
- Both parties shall document any changes to the contract through an amendment or a formal agreement

## 11. Terms of Payment

- No advance payment shall be made.
- The payment will be made upon submission of monthly invoice backed by an activities report outlining the activities undertaken and area covered with documentary proof like photographs, press coverage etc. The agency must ensure that the invoice submitted is accompanied by verification reports from the respective Municipal Commissioner/Executive officer of Urban Local Bodies, Government of Bihar.
- All payment shall be released subject to verification report received from Municipal Commissioner/Executive officer of Urban Local Bodies, GoB/Nodal officers at the state level.

29



**ANNEXURE I - EXPRESSION OF INTEREST**

(On the letterhead of the interested party submitting the EOI)

Date:

To

Deputy Secretary  
Urban Development & Housing Department, Govt. Of Bihar  
1st Floor, Vikas Bhawan,  
Patna-800015  
Phone: (0612)2215580, 2205101  
Email: urbansec-bih@nic.in,

Sub: Expression of Interest for "Empanelment of Swachhata Knowledge Partners (SKPs)".

Sir,

With reference to the Invitation for Expression of Interest no.....dated ..... for Organizing Capacity building and training programs for Sanitation Workers, we have understood and hereby acknowledge, agree to and accept all the terms and conditions specified in the Invitation for Expression of Interest and wish to participate in the selection process.

We confirm that our Firm / Trust / Society / NGO registered under relevant law capacity have requisite experience, expertise, and financial capability to carry out the scope of work set out in the Invitation for Expression of Interest.

Yours truly,

<Name of authorized signatory>,

<Designation>

< Contact No>>



## Annexure-2: Financial Bid Format

(To be submitted online only on the e-Tender portal. Submission of the hard copy of the financial bid may lead to disqualification.)

S.No.	Activities Name	Unit (if applicable)	Nos.	Rate per unit	Total Cost (Including GST)
1	Classroom Training for Administrative/Executive officials (Per Participant/Per Day)	Each	522	₹	₹
2	Classroom Training for Technical Staff (including PHE staff) (Per Participant/Per Day)	Each	522	₹	₹
3	Classroom Training for Sanitary Inspector/City Manager (Per Participant/Per Day)	Each	522	₹	₹
4	Online Training (50 participants in each batch)	Batch	50	₹	₹
4	Exposure Visit for Administrative/Executive officials (Per Participant/Per Day)	Each	261	₹	₹
5	Exposure Visit for Technical Staff (including PHE staff) (Per Participant/Per Day)	Each	261	₹	₹
6	Exposure Visit for Public Representatives and other stakeholders (Per Participant/Per Day)	Each	261	₹	₹
7	Training Modules and Curriculum Development	Training Minutes	1	₹	₹
8	Cost associated with the activities pertaining to GFC and the Swachh Survekshan Ranking Improvement Plan	Per ULB	261	₹	₹
8	State-level Workshop	Cost Per Person/ Per day	4	₹	₹
9	Divisional Workshop	Cost Per Person/ Per day	9	₹	₹
10	City Level Workshop	Cost Per Person/ Per day	261	₹	₹



S.No.	Activities Name	Unit (if applicable)	Nos.	Rate per unit	Total Cost (Including GST)
11	Skill Gap Assessment & Training Need Analysis	Per ULB	261	₹	₹
12	Short-term Skill Development Training	Per Participant/Per Day	7830	₹	₹
<b>Total Quoted Amount</b>					

| TOTAL | Overall Total Cost (Inclusive GST) in Word: -

**Notes:**

1. The number of training/ quantities/activities is tentative and specified for the evaluation of financial bids. The actual number of training/quantities/activities may vary as per the requirement
2. Norms for the Exposure visit will be decided by the Urban Development & Housing Department, Government of Bihar
3. Training Cost per unit per day will include the cost of training of a stakeholder, Logistics, Inception report, collateral development, Training resources and his/her local travel expenses per day.
4. Logistics will include Venue, Food (B+L+HT), Stationary (Notepad, Pen) etc.
5. All bidders must fill out the total cost per activity, ensuring transparency in each cost component
6. The timeline for execution of each activity must align with the stages mentioned, any delays should be communicated to the department in a timely manner
7. The bill needs to be submitted in duplicate copies with all the necessary documentary proofs signed by Executive officers/ Municipal Commissioners/Nodal Officers including duly signed feedback forms of all participants. The feedback received needs to be analyzed and a brief to be submitted with it.
8. Every training report must be submitted by the agency within the 2 to 3 days of training, The report must include all the collateral and training provided pre and post-assessment of the training. The reporting also includes a soft copy of the Video recording of all the sessions. There must be a well-defined feedback form which needs to be filled and signed by all the participants containing their satisfaction level from the training (i.e. Above expectation, satisfactory and below expectation).
9. The quoted price must be GST inclusive

29

### Annexure 3: Power of Attorney

(Power of Attorney or Board Resolution in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these present that We ..... (name of the SKP and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms ..... (name)son/daughter/wife of.....And ..... presently residing at..... who is presently employed with us and holding the position of .....as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the EOI Reference No. .... Dated.....

The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all matters before the tendering authority including negotiations with the tendering authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAYOF .....

For .....

{Signature, name, designation and address}

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1. ....

2. ....