

NITI AAYOG

CORRIGENDUM NO. 1 TO ADDENDUM NO. 4 TO THE

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF PROJECT MANAGEMENT CONSULTANT (PMC)

FOR MANAGING

PROJECT MANAGEMENT UNIT (PMU)

OF

NATIONAL DATA AND ANALYTICS PLATFORM (NDAP)

The following is the modification to the RFP for Selection of Project Management Consultant (PMC) for managing Project Management Unit (PMU) of National Data and Analytics Platform (NDAP) issued on 10 Feb 2022 with reference no. 2022_NITIA_673303_1. The deletions from the earlier text of the RFP are indicated as strikethroughs and additions are underlined.

S. No.	Clause No.	Provision of the Request for Proposals								
(1)	2.1.4 of the RFP	Key Personnel The Consultancy Team shall consist of the following key personnel (the “ Key Personnel ”) who shall discharge their respective responsibilities as specified below:								
		<table><tr><th>Key Personnel</th><th>Responsibilities</th></tr><tr><td>Project Director & Team Leader (the “Team Leader”)</td><td><ul style="list-style-type: none">- He/ She will be the nodal person responsible for dealing with the Authority, M/s OTSI and any other entity relating to the Project that the Authority so designate.- He/ She will lead, coordinate and supervise the Project and ensuring that the Project objectives are met.- He/ She will coordinate closely with the Data Oversight & Quality Team Lead, Usability Lead and the Technical Tools’ Lead- He/ She will manage the Project Management Team, Grievance Redressal Consultant and supervise the strategy for User Engagement.- He/ She will spend at least 15 (fifteen) mandays per month until KD11 (as defined in this RFP)</td></tr><tr><td>Data Oversight and Quality: Lead</td><td><ul style="list-style-type: none">- He/ She will supervise, manage and facilitate the strategy for Data Sourcing & Structuring and Data Standardization and Quality.- He/ She will supervise & manage the Research Associates and manage the data strategy.- He/ She will spend at least 15 (fifteen) mandays per month until KD11.</td></tr><tr><td>Project</td><td><ul style="list-style-type: none">- He/ She will support Project & financial management</td></tr></table>	Key Personnel	Responsibilities	Project Director & Team Leader (the “ Team Leader ”)	<ul style="list-style-type: none">- He/ She will be the nodal person responsible for dealing with the Authority, M/s OTSI and any other entity relating to the Project that the Authority so designate.- He/ She will lead, coordinate and supervise the Project and ensuring that the Project objectives are met.- He/ She will coordinate closely with the Data Oversight & Quality Team Lead, Usability Lead and the Technical Tools’ Lead- He/ She will manage the Project Management Team, Grievance Redressal Consultant and supervise the strategy for User Engagement.- He/ She will spend at least 15 (fifteen) mandays per month until KD11 (as defined in this RFP)	Data Oversight and Quality: Lead	<ul style="list-style-type: none">- He/ She will supervise, manage and facilitate the strategy for Data Sourcing & Structuring and Data Standardization and Quality.- He/ She will supervise & manage the Research Associates and manage the data strategy.- He/ She will spend at least 15 (fifteen) mandays per month until KD11.	Project	<ul style="list-style-type: none">- He/ She will support Project & financial management
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Project	<ul style="list-style-type: none">- He/ She will support Project & financial management									

		Management: Lead	<p>including the development of Project strategy for various activities involved and create implementation roadmap to ensure the platform achieves its mission.</p> <ul style="list-style-type: none"> - He/ She will ensure adherence to milestones, Service level agreement and other provisions in the platform by the technology consultant. - He/ She will update the Authority on the project status periodically. - He/ She will coordinate with the Focus User Group, Technology Advisory Group for feedback and support. - He/ She will coordinate reporting and documentation to facilitate payments. - He/ She will maintain and update trackers, dashboards, and processes to monitor and track progress across workstreams. - He/ She will facilitate testing the platform with various stakeholders, monitor and prioritize feedback. - He/ She will prepare detailed process documentation of decisions & processes and create content for meetings, launches, releases, webinars and other events. - He/ She will be available full time until KD11.
		User Engagement Team: Lead	<ul style="list-style-type: none"> - He/ She will supervise the User Engagement Strategy for NDAP. - He/ She will coordinate closely with the Grievance Consultant and the Usability Lead. - He/ She will spend at least 5 (five) man-days per month until KD11
		Technology lead	<ul style="list-style-type: none"> - Review all technology tools & functionalities, including natural language processing, visualization and coordinate with NITI Aayog and technical vendor for BCP, security audits. - He/ She will be available for 5 (five) man-days per month until KD11.

		<p>In addition to the above 5 (five) 6-(six) Key Personnel who would be evaluated, the Consultancy Team should also comprise of at least the following Professional Personnel who have experience with government datasets (such as reports included in Indicative list at Attachment–1). For the avoidance of doubt, while the below Professional Personnel shall form an essential part of the Consultancy Team, however, such Professional Personnel shall not be evaluated for the purposes of this RFP.</p>						
		<table><tr><th>Professional Personnel</th><th>Responsibilities</th></tr><tr><td>Project Management: Consultant I</td><td><ul style="list-style-type: none">- He/ She will support Project & financial management including the development of project strategy for various activities involved and create implementation roadmap to ensure the platform achieves its mission.- He/ She will ensure adherence to milestones, service level agreement and other provisions in the platform by the technology consultant.- He/ She will update the Authority on the Project status periodically.- He/ She will coordinate with the Focus User Group, Technology Advisory Group for feedback and support.- He/ She will coordinate reporting and documentation to facilitate payments- He/ She will maintain and update trackers, dashboards, and processes to monitor and track progress across workstreams- He/ She will facilitate testing the platform with various stakeholders, monitor and prioritize feedback- He/ She will prepare detailed process documentation of decisions & processes and create content for meetings, launches, releases, webinars and other events.- He/ She will be available full time until KD11</td></tr><tr><td>Data Oversight and Quality: Research Associate I</td><td><ul style="list-style-type: none">- He/ She will support Data Sourcing & Structuring and prioritize datasets for the platform- He/ She will set and update dataset definitions, review</td></tr></table>	Professional Personnel	Responsibilities	Project Management: Consultant I	<ul style="list-style-type: none">- He/ She will support Project & financial management including the development of project strategy for various activities involved and create implementation roadmap to ensure the platform achieves its mission.- He/ She will ensure adherence to milestones, service level agreement and other provisions in the platform by the technology consultant.- He/ She will update the Authority on the Project status periodically.- He/ She will coordinate with the Focus User Group, Technology Advisory Group for feedback and support.- He/ She will coordinate reporting and documentation to facilitate payments- He/ She will maintain and update trackers, dashboards, and processes to monitor and track progress across workstreams- He/ She will facilitate testing the platform with various stakeholders, monitor and prioritize feedback- He/ She will prepare detailed process documentation of decisions & processes and create content for meetings, launches, releases, webinars and other events.- He/ She will be available full time until KD11	Data Oversight and Quality: Research Associate I	<ul style="list-style-type: none">- He/ She will support Data Sourcing & Structuring and prioritize datasets for the platform- He/ She will set and update dataset definitions, review
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Data Oversight and Quality: Research Associate I	<ul style="list-style-type: none">- He/ She will support Data Sourcing & Structuring and prioritize datasets for the platform- He/ She will set and update dataset definitions, review							

			<p>and support technology consultant in data structuring.</p> <ul style="list-style-type: none"> - He/ She will coordinate with outreach/helpdesk team to get access to new datasets, updated datasets from ministry. - He/ She will be available full time until KD11 								
		Data Oversight and Quality: Research Associate II	<ul style="list-style-type: none"> - He/ She will support data standardization and data Quality and support M/s OTSI with LGD Mapping, & weighting methodology. - He/ She will provide inputs to improve and advance the methodologies based on latest research. - He/ She will support creation, management, and monitoring of data quality and ensure all datasets meet the required quality standards - He/ She will be available full time until KD11 								
		Usability Lead	<ul style="list-style-type: none"> - Manage the platform's usability strategy in accordance with the global best practices - Review & test implementation and ensure usability - Track and manage user feedback, monitor feedback resolution - He/ She will be available for at least 2 (two) man-days per month until KD11. 								
(2)	2.2.2(D) of the RFP	<p>(D) Conditions for Eligibility of Key Personnel/ <u>Professional Personnel</u>: Each of the key personnel must fulfil the conditions of eligibility as given below:</p> <table border="1"> <thead> <tr> <th>Key Personnel/ <u>Professional Personnel</u></th><th>Educational Qualification</th><th>Length of Professional Experience</th><th>Experience on Eligible Assignments and required skills</th></tr> </thead> <tbody> <tr> <td>Project Director & Team Leader</td><td>MBA/ Advanced degree in public policy/ public administration/ economics or equivalent experience</td><td>A minimum of total 15 years of experience with at least 5 years of experience leading project management units</td><td>He/she should have led such teams for 2 (two) Eligible Assignments. Excellent interpersonal and</td></tr> </tbody> </table>		Key Personnel/ <u>Professional Personnel</u>	Educational Qualification	Length of Professional Experience	Experience on Eligible Assignments and required skills	Project Director & Team Leader	MBA/ Advanced degree in public policy/ public administration/ economics or equivalent experience	A minimum of total 15 years of experience with at least 5 years of experience leading project management units	He/she should have led such teams for 2 (two) Eligible Assignments. Excellent interpersonal and
Key Personnel/ <u>Professional Personnel</u>	Educational Qualification	Length of Professional Experience	Experience on Eligible Assignments and required skills								
Project Director & Team Leader	MBA/ Advanced degree in public policy/ public administration/ economics or equivalent experience	A minimum of total 15 years of experience with at least 5 years of experience leading project management units	He/she should have led such teams for 2 (two) Eligible Assignments. Excellent interpersonal and								

				in Centre/State/Public Sector Units or in international organisations like World Bank, ADB, and United Nations.	communication skills; good quantitative and critical thinking skills is desired
		Project Management: Lead	MBA/ Advanced degree in public policy/ economics/public administration or equivalent experience	Minimum 7 years	He/she should have worked in a managerial capacity for 2 (two) Eligible Assignments.
		Data Oversight and Quality: Lead	Advanced degree (Masters or higher) in economics / statistics / data or computer science;	A minimum of 10 years of experience with at least 5 years' experience with administrative data (preferably in India), structured databases, and standardized data models preferred	He/she should have worked as a Data Lead for 2 (two) Eligible Assignments.
		Data Oversight and Quality: Research Associate I	Advanced degree (Masters or higher) in economics / statistics / data or computer science;	A minimum of total 5 years of experience with at least 2 years' experience with administrative data (preferably in India), structured databases, and standardized data models preferred	He/she should have worked as a research associate on 2 (two) Eligible Assignments. He/ She should have strong communication skills
		Data Oversight and Quality: Research Associate II	Advanced degree (Masters or higher) in economics / statistics / data or computer science;	A minimum total 5 years of experience with at least 2 years' experience with administrative data (preferably in India), structured databases, and standardized data	He/she should have worked as a research associate for 2 (two) Eligible Assignments. He/ she should have experience to engage with

				models preferred	academic researchers on statistical estimation techniques and possess excellent quantitative and writing skills
		Project Management: Consultant I	MBA/BTech/BE or equivalent experience	Minimum 5 years	He/she should have worked as project management consultant or equivalent for 2 (two) eligible assignments
		User Engagement Team Lead	Bachelor's degree or equivalent experience	Minimum 5 years	He/ she should have worked on 2 (two) eligible assignments. Should have demonstrated experience in managing teams, handling social media strategy, conducting training & workshops, leading helpdesk teams, developing and fostering strategic working partnerships in the eligible assignments.
		User Engagement Team: Consultant I & II	Bachelor's degree or equivalent experience	Minimum 2 years	He/ she should have worked on 2 (two) eligible assignments. Should have demonstrated past work handling social

					media—accounts for organisations and—conducting training, workshops—and possess—good communication and interpersonal skills
		Grievance Redressal Consultant	Bachelor's degree or—equivalent experience	Minimum 2 years	He/ she should have worked on 2 (two)—eligible assignments. Should—have demonstrated Past—work—in customer service and—helpdesk roles—and—have good interpersonal skills
		Usability Lead	Bachelor's degree or equivalent experience	Minimum 7 years	He/ she should have worked on 2 (two) eligible assignments. Should have demonstrated past work setting UX strategy, leading design thinking sessions and managing usability metrics
		Technology Lead	Advanced degree (Masters or higher) in computer science or equivalent	Minimum 7 years	He/ she should have worked on 2 (two) eligible assignments. Should have demonstrated production ready platforms leveraging natural language processing, data processing,

					analytics, visualization
(3)	3.1.3 of the RFP	The scoring criteria to be used for evaluation shall be as follows.			
		Item Code	Parameter	Maximum Marks	Criteria
		1.	Relevant Experience of the Applicant	30	30% of the maximum marks shall be awarded for the number of Eligible Assignments undertaken by the Applicant firm. The remaining 70% shall be awarded for: (i) the comparative size, quality and complexity of Eligible Assignments; (ii) other relevant assignments or similar work; and (iii) overall turnover, experience and capacity of the firm.
		2.	Proposed Methodology and Work Plan	10	Evaluation will be based on the technical proposal to be made by the Applicants. Appendix-1 Form 7 lists some indicative guidelines on the proposed methodology and work plan that Applicants should address in the proposal. Further, Appendix-1 Form-7 also lists some indicative questions that Applicants should address in the technical presentation as set out in Clause 2.22.5 of this RFP.
		3.	Relevant Experience of the Key Personnel	60	30% of the maximum marks for each Key Personnel shall be awarded for the number of Eligible Assignments the respective Key Personnel has worked on. The remaining 70% shall be awarded for: (i) the comparative size and quality of Eligible Assignments; and (ii) other relevant assignments or similar work in IT sector.

		3 (a)	Project Director & Team Leader	20 21	
		3 (b)	Data Oversight and Quality: Lead	10 11	
		3 (c)	Project Management Team: Lead	10 11	
		3 (d)	User Engagement Team: Lead	10 11	
		3 (e)	Usability Lead	5	
		3 (f) (e)	Technology Tools Lead	5 6	
			Grand Total	100	
(4)	Appendix-II: Financial Proposal, Form-2: Financial Proposal	Form-2			
		Financial Proposal			
		Item No.	Description	Amount (Rs.)	
		A.	RESIDENT PERSONNEL AND LOCAL COSTS		
		I	Remuneration for Resident Key Personnel (inclusive of all personal allowances)		
		II	Remuneration for Resident Professional Personnel (inclusive of all personal allowances)		
		III	Remuneration for Resident Support Personnel (inclusive of all personal allowances)		
		IV	Infrastructure		
		V	Software		

		VI	Miscellaneous Expenses	
			Sub-total Resident Personnel and Local Costs (A):	
		B.	EXPATRIATE PERSONNEL	
		I	Remuneration for Expatriate Personnel (inclusive of all personal allowances)	
			Subtotal Expatriate Personnel (B):	
			Total of Personnel and Local Costs (A+B):	
		C.	ADDITIONAL CONSULTATIONS (refer to Note 10)	
			3 man days each of:	
		I	Project Director & Team Leader	
		II	<u>Data Oversight and Quality: Lead</u> Data Architect	
		III	<u>Project Management: Lead</u> Analytics Lead	
		IV	<u>User Engagement Team: Lead</u> Usability Lead	
		V	<u>Technology Lead</u> NLP Lead	
			Subtotal Additional Consultations (C):	
		D	SUBTOTAL OF A+B+C	
		E	OVERHEAD EXPENSES @.....% of (D)	
		F	GST	
		G	TOTAL (including taxes) (D+E+F) (in Rs.) In Indian Rupees(in figures) (in words)	
		H	ADDITIONAL COSTS (not included in evaluation)	
		I	Domestic travel from firm's office to the Project Office (restricted to three return economy class air fares per month for each personnel)	
		II	International travel from firm's office to the Project Office (restricted to one return full fare economy class	

		<p>III</p>	<p>air fares per month for each Expatriate Personnel) Return journeys from Project Office to Authority's office to attend meetings held by the Authority (provide indicative amount for three return fares per month)</p>	
			<p>Total of Additional Costs (H)</p>	
		<p>I</p>	<p>TOTAL COST OF THE CONSULTANCY (G+H) In Indian Rupees (in figures) (in words)</p>	

NOTE:

1. The financial evaluation shall be based on the above Financial Proposal, excluding Additional Costs. The total in Item G shall, therefore, be the amount for purposes of evaluation. Additional Costs in Item H shall not be reckoned for purposes of financial evaluation.
2. Estimate of Costs for Item A I, A II and B I shall be as per Form-3.
3. Miscellaneous Expenses in Item A V shall not exceed 15% (fifteen per cent) of the total amount in Item D.
4. Domestic Air Fare in Item H I shall not be payable to the PMC's Personnel who are normally stationed in the National Capital Region (NCR). For Personnel travelling from locations outside NCR, economy airfare shall be reimbursable, subject to a maximum of one return fare per month per personnel.
5. All costs shall be reimbursed on production of a Statement of Expenses, duly certified by the Authorised Representative. However, no details of expenditures would be sought for overhead expenses, which will be reimbursed in proportion to the total expenses under Item D.
6. The reimbursement of expenses shall be limited to the amounts indicated above.
7. Savings of upto 20% (twenty per cent) under any head of expenditure specified in the summary of Financial Proposal may be re-appropriated by the PMC and added to any other head of expenditure, subject to a ceiling of 10% (ten per cent) in respect of the recipient head of expenditure. Upon Notification of such re-appropriation to the Authority, the Financial Proposal shall be deemed to be amended, and payment shall be made accordingly.
8. No escalation on any account will be payable on the above amounts.
9. All other charges not shown here and all insurance premia are considered included in the man day rate/ overhead/ miscellaneous expenses.

		<p>10. The Authority may require the Key Personnel to visit the Authority’s offices for further consultations beyond the tasks specified in the Terms of Reference. The cost (remuneration including personal allowances) of 3 (three) man days of each Key Personnel is included in the Financial Proposal. The Authority may require upto 24 (twenty four) extra days of consultation with any or all Key Personnel on payment of additional charges. For any increase as compared to the aforesaid 3 (three) days, payment shall be computed solely on the basis of relevant man day rates specified in the Financial Proposal. In all cases, return full fare economy class airfare shall be reimbursed in addition, as per actuals.</p> <p>11. The Authority may require Professional Personnel to visit the Authority’s offices for further consultations after the Development Phase. The Additional Costs on this account shall be paid to the PMC as per agreed man day rates and economy return airfare as per actuals shall also be reimbursed. However, the total number of additional man days requisitioned hereunder shall not exceed 300 (three hundred).</p> <p>12. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.</p> <p>13. For the purposes hereof “Statement of Expenses” means a statement of the expenses incurred on each of the heads indicated in the Financial Proposal; provided that in relation to expenses on Personnel, the Statement of Expenses shall be accompanied by the particulars of Personnel and the man days spent on the Consultancy.</p>
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