



GOVERNMENT OF INDIA

MINISTRY OF INFORMATION AND BROADCASTING

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR ORGANIZING COMMUNITY RADIO WORKSHOPS ON BEHALF OF THE MINISTRY

Ministry of Information and Broadcasting invites Expression of Interest from interested organisations to organize Community Radio Workshops during the financial year 2013-14 on behalf of the Ministry.

This EOI document can be downloaded from the Ministry's website <http://www.mib.gov.in>

Interested organisations who meet the eligibility criteria may furnish Expression of Interest with all necessary documents in a sealed cover along with a covering letter duly signed by an authorized signatory alongwith a non-refundable processing fee of Rs. 1000/- (Rupees One Thousand only) in the form of a Demand draft or a Pay Order (drawn in favour of PAO, Ministry of Information and Broadcasting, payable at Delhi) on or before 23.09. 2013 at the following address:

Shri Inderjeet Grewal
Deputy Director (CRS)
Ministry of Information and Broadcasting
Room No. 116, 6th Floor, A Wing, Shastri Bhawan,
New Delhi-110001
Phone: 011-23386547

EOI may be submitted through speed/registered post or by hand only.

Any EOI received after the due date or not found to be in accordance with the above procedure, will be rejected outright and the decision of the MINISTRY OF I & B in this regard shall be final and binding.

Expression of Interest (Eoi)

Selection of Organisations to organize Community Radio Workshops

**Ministry of Information and Broadcasting
Government of India**

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Part I: General Terms

INVITATION FOR EXPRESSION OF INTEREST (EOI)

FOR

ENGAGEMENT OF ORGANISATIONS FOR CONDUCTING COMMUNITY RADIO AWARENESS WORKSHOPS IN DIFFERENT PARTS OF THE COUNTRY.

1. Objective of the Expression of Interest (EOI)

The objective of this EOI is to solicit proposals from interested organizations to organize Community Radio Workshops on behalf of the Ministry of Information and Broadcasting during the financial year 2013-14. Each selected organization will be required to organise maximum three Workshops at places indicated in Annexure-I and as per the terms and conditions contained in this Document.

2. EOI Issuing Authority

This EOI is issued by the Ministry of Information and Broadcasting, herein after referred to as 'Ministry', to select organizations for conducting workshops at the places mentioned in Annexure-I. Ministry's decision with regard to the short-listing of organizations through this EOI shall be final and binding. Ministry reserves the right to reject any or all the EOIs without assigning any reason.

S.No.	Item	Description
1.	Project Title	Organization of Community Radio Awareness Workshops
2	Name of the Ministry	Ministry of Information and Broadcasting
3.	Contact Person	Shri Inderjeet Grewal Deputy Director (CRS)
	Contact Details	M/o Information & Broadcasting Room No. 116, 'A' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi -1100 01. Tel: 011-2338 6547 ;

3. Availability of EOI Document

This EOI Document can also be downloaded from the Ministry's website www.mib.nic.in or mib.nic.in. The applicants should go through all documents and other details. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not fully responsive to the EOI Document in every respect, will lead to rejection of the proposal.

4. EOI Processing Fee

A non-refundable fee for Rs.1000/- in the form of Demand Draft or a Pay Order drawn in favour of Pay & Accounts Officer, Ministry of Information and Broadcasting, payable at New Delhi has to be submitted along with the EOI response. Proposal received without or with inadequate EOI Processing Fees shall be rejected.

5. Venue and Deadline for submission of the proposal

Proposal complete in all respect, as specified in the EOI, must be submitted to the Ministry at following address either through speed/registered post or by hand. Ministry, in exceptional circumstances and at its discretion, may extend the deadline for submission of proposals.

Shri Inderjeet Grewal
Deputy Director (CRS)
Ministry of Information and Broadcasting
Room No. 116, 6th Floor, A Wing, Shastri Bhawan,
New Delhi-110001

Part-II: Scope of Service

1. Background

1.1 Community Radio (CR) is a crucial communication tool particularly in communities where most people can neither read nor write. It is also an extraordinary and invisible medium to give voice to the voiceless as it provides an opportunity to the community to speak about issues concerning their lives.

Community Radio Stations (CRS) are essentially low power radio stations which are meant to be set up and operated by the local community. Since CRS is permitted only to Non Profit organizations they are not driven by profit motives like commercial FM Radio Stations. CRS is also rooted in the local community which gives it a distinct advantage to focus on development goals for health, nutrition, education etc. Since the broadcast is in the local language, people are able to relate to it instantly.

Another significant purpose served by the community radios is to preserve the unique cultural heritage of our country by making community radios as repositories of the local folk songs and folklores. Many CR Stations have recorded and preserved local songs for posterity. Communities have the opportunity now to access this rich heritage. The CR Stations have started to create new local celebrities by broadcasting their songs and concerts. Local artists have found a new platform to showcase their talent to the community they belong to. In most parts of the country local folk songs and traditions are dying due to lack of patronage and support. Community Radios have emerged as saviors of these songs and have given a lease of life to these dying arts.

The unique position of CRS as an instrument of positive social change makes it an ideal tool for community empowerment. There is therefore, an opportunity to promote Community Radio Stations in India.

Ministry of information and Broadcasting is the nodal Ministry to permit organizations to operate Community Radio Stations. The Community Radio Policy brought out in the year 2002 and modified in 2006 details the procedure for permitting CRS in India. Though the CR Policy has been in force for several years, the progress made by Community radios is not very encouraging. Ignorance about the Policy and the advantages of the Community Radios among the key Ministries and departments and also among the grass roots organizations has been a major factor for its slow growth.

Therefore, awareness generation is crucial for the success of Community Radio movement in India. Ministry has been organizing awareness workshops from 2007 onwards to promote CR and to motivate the potential organisations to apply for CR licenses. So far 46 awareness and capacity building workshops have been organized. In addition 3 National Sammelans and Poster Exhibitions for operational CRS have been organised at Vigyan Bhawan, New Delhi.

- i) Under the 11th Plan Scheme a special component was sanctioned to fund the awareness generation workshops and regional consultations. The first Regional consultation was held in Lucknow in November 2007. During the year 2008-09, seven consultations were held at Kolkata, Pudhucherry, Baramati, Ahmedabad, Guwahati, Solan and Raipur. Ministry also organized two Capacity Building workshops for the Managers of the functional CRS in 2008-09.

- ii) In the year 2009-10, ten State Level Consultations were held at Tilonia (Rajasthan), Shillong (Meghalaya), Faridabad (Haryana), Chanderi(MP), Tiruchndur (Tamilnadu), Wayanad(Kerala), Budhikote(Karnatka), Pune (Maharashtra), Mukteshwar(Uttarakhand) and Kanpur(UP).
- iii) In the year 2010-11 too, 4 Awareness workshops were organised at Chandigarh, Hyderabad, Konark and Agartala. In addition, 4 Capacity building workshops were organised at Nagapattinam, Bhuj, Mumbai and Delhi.
- iv) National Consultation on CRS was held in Delhi from 13 to 15th December 2010, which brought together community broadcasters & other key stakeholders like NGOs, media activists and the policy makers to take stock of the achievements of this mushrooming sector of radio broadcasting in India and explore ways to take this movement to the next level.
- v) 8 awareness workshops were organized in the year 2011-12 at Ranchi, Jammu, Patiala, Gangtok, Port Blair, Ita Nagar, Bodh Gaya and Alwar. Uncovered states viz. Andaman & Nicobar Islands, Sikkim and Arunachal Pradesh were covered.
- vi) During the year 2012-13 also nine workshops were organized at Mount Abu, Dibrugarh, Agara, Orchha (M.P.), Dharamsla, Ooty, Goa, Vizag and Ahmedabad.
- vii) Ministry has also organized 3 National Sammelans for functional CRS at Vigyan Bhawan and 3 editions of CRS Compendium have been published.

1.2. Details of Community Radio Sector in India

The Ministry has permitted 428 organisations to operate CRS in India, however only 151 organisations have been able to operationalise CRS. The present status of the CRS in India is as follows:

i) Total LOI (Letter of Intent) Issued by the Ministry -	436
ii) Grant of Permission Agreement Signed	- 193
iii) Total Operational CRS	- 151
iv) Number of applications under consideration	- 217

1.3 Need for Expression of Interest

The Ministry has planned to organize 09 awareness workshops during the year 2013-14 at the places indicated in Annexure-I. Through this Expression of Interest (EOI), Ministry wishes to select three experienced and competent organizations to organize the Workshops successfully.

2. Objectives of Community Radio workshops

The specific objectives of the workshops are:

- i) To propagate and demystify the Community Radio Policy and its process
- ii) To generate awareness among the potential applicants and stake holders
- iii) To motivate the potential civil society organisations and other eligible organisations to apply for the license to operate CR Stations
- iv) To explain and demonstrate the online application process and making the “serious” and “eligible” applicants to apply online
- v) To provide an overview on the process of capacity building, content generation, technology, management, ownership and sustainability of CR station
- vi) To have serious and eligible applications from the region where the CR stations are less

3. Scope of Work

3.1 The Workshops will have to be organized at places mentioned in Annexure-I of the EOI document as per the format in Annexure-II. The venues of the workshops, mentioned in Annexure-I, are tentative and Ministry has the right to change these venues. The Ministry’s decision in this regard would be final.

The scope of work of the Organisation would be as follows:

- a. Make logistics arrangements for conducting the workshops.
- b. Pre and post workshop follow-up
- c. Short list organisations for participation in the workshops, with the approval of Ministry
- d. Submission of suitable suggestions on regular basis for effective conduct of workshops.
- e. Submission of report at the end of each workshop.

The participants of these workshops will be aspiring CRS applicants, organizations already permitted to set up CRS and representatives from functional CRS.

The content will be designed in such a way that the participants are not only motivated and pursued to apply for CR licenses, but they are also able to get an in-depth hands-on experience of the whole process. The focus of the workshops will be to provide guidance and support for participating organisations to devise strategies to incubate and integrate the CR in to their organization / current scope of work.

The sessions will be designed in such a way that the participants are able to learn and apply their skills for bringing out a blue print on CR for their organization. The sessions of the workshop are primarily to be designed in four areas, which will be covered in 3 days. Even though the broad focus on the session will remain same, there would be scope for localization and contextualization. The “minute-to-minute” agenda of each region will be finalized in consultation with the Ministry. A sample agenda is placed at Annexure- II.

For a vibrant CR movement, the key stakeholders i.e. CR Stations are very critical. The objective of these workshops is to turn the participants of these consultations in to potential applicants and operators of CR. So, it is important that organisations with good background and commitment are invited for the workshop. Efforts should also be made to invite organisations with good track records, and from diversified fields.

Efforts must be made to include local media reporters and other local government development workers as observers, so that they are also sensitized and support the CR movement in the long run.

3.2 External Experts and Resource Persons

Apart from the core team, a team of experts from the region and the following groups will be pooled in as speakers and experts for the sessions

- i) Representatives from MoIB, DAVP, WPC, AIR etc.
- ii) Representatives from operating CR Stations
- iii) Representatives from community radio associations
- iv) Representatives from BECIL, BEL, WEBEL, NOMAD and other innovators
- v) Representatives from UNICEF, UNDP, World Bank, Ford Foundation, CEMCA
- vi) Representatives from, Central and State welfare departments, District Magistrates etc.
- vii) CR practitioners and promoters

4. Payment Details:

A break up the estimated expenditure involved in organizing the workshops is given in Annexure-III of the EOI Document. Expenditure on each item will be subject to actual. Each shortlisted organization will be required to organize 3 workshops. An advance payment of 30 % of the estimated expenditure, approved by the Ministry, will be made to each organization. The rest of the funds required for organizing the workshops will have to be mobilized by the applicant organization. Ministry will pay the balance amount after the completion of workshops and submission of audited statement of accounts, report on the workshops and a Utilization certificate.

For each workshop, Ministry will pay Institutional charges at the rate of 10% of total expenditure on workshop.

The selected organization will be required to execute a bond to the effect that amount of advance drawn will be refunded along with 12% interest if the work undertaken is not completed in time.

5. REQUIRED OUTPUTS

- i) Submission of suitable suggestions on regular basis for effective conduct of workshops.
- ii) Submission of report at the end of the each workshop
- iii) Submission of comprehensive report after completion of all workshops followed by presentation before a group of officers in the Ministry.

This is an indicative list of deliverables.

6. PERIOD OF ENGAGEMENT

The Organisation will be engaged for a period of one year with a provision for extension of one more year, based on performance, subject to the approval of competent authority.

Part III: Eligibility Criteria and terms & Conditions

1. Eligibility Criteria

- i. The applicant organization should be a ‘Not-for-Profit’ organization registered under Societies Act or any other such act relevant to the purpose.
- ii. The applicant organisation should have experience in organizing similar workshops, seminars etc. and should have organized at least two workshops in social sector in the country in the field of Health, Education and Empowerment etc. Experience of working/engagement in the Community Radio Sector will be given weightage.
- iii. The applicant organization should have a local office/presence in Delhi.
- iv. The applicant organisation should not have been blacklisted by any Central or State Government Ministry/Departments, PSU etc.
- v. The applicant organisation should have a well qualified and experienced team to undertake the work.
- vi. Past experience of key professionals in handling similar assignment would be preferred and given weightage.

2. Selection criteria:

The criteria that would be adopted for short listing the Organisation is detailed below.

<u>Parameters</u>	<u>Marks</u>
i) Year of establishment of the Organization a. Less than 3 years b. More than 3 years	5 10
ii) Experience of CR sector (The organization should submit a two page statement)	20
iii) Organizational structure of the applicant institution , composition of the team to undertake the proposed CR workshops, qualification of key personals to be involved in the targeted workshops	40
iv) Approach paper not exceeding two pages indicating how the workshops will be organized making it dynamic and innovative	30
Maximum Marks	100

The Ministry will select three organisations in the order of their score.

3. Response Requirements

- (i) The response to the EOI shall be made in accordance with the requirement specified in the EOI Document and in the prescribed format as given in part of IV of the EOI document. Each page of the application including annexures, if any, should be signed by authorized signatory.
- (ii) Proposal must be direct, concise and complete. All information not directly related to the EOI should be omitted. The EOI **MUST** be accompanied by all the relevant documents in support of the statements or claims made in the application including:
 - a) Organizational structure and composition of the team which will remain associated with the proposed CR workshops.
 - b) CVs of Key professionals/team members who would be associated with the assignment in the prescribed form attached to the Proforma [Form IV].
 - c) A statement regarding experience of CR sector (not more than two pages)
 - d) Approach paper not exceeding two pages indicating how the workshops will be organized making it dynamic and innovative
 - e) Evidence of registration of the organisation.
 - f) Annual Report of last year.
 - g) Audited Financial Statements including Balance Sheet, Profit and loss account, for the last preceding year.
 - h) Certificate of registration/incorporation and memorandum of Article & Association.
- (iii) The EOI proposal should be sealed and super scribed “RESPONSE TO EOI DOCUMENT—ORGANIZATION OF CR WORKSHOPS” on the top right hand corner and addressed to the Ministry at the address specified in the document.
- (iv) The EOI proposal should be submitted with two printed copies one marked as original and second as duplicate.
- (v) This is only an invitation for EOI and should not be construed as the empanelment in any form and would not be binding in any form on the Ministry of I & B in any manner whatsoever. Information provided at this stage is indicative and the Ministry of I & B reserves the right to amend/add further details.
- (vi) Ministry of I & B reserves the right to seek further information /clarification at any stage of the process.
- (vii) Any response received after the due date or not found to be in accordance with the above procedure, will be rejected outrightly and the decision of the MINISTRY OF I & B in this regard shall be final.
- (viii) The EOI proposal should reach the addressee on or before by **5PM.**

Part IV: Response Formats

1. FORM I: COVERING LETTER

(On Organisation's letter head)

[Date]

To,

Dy. Director (CRS),
Ministry of Information and Broadcasting,
Room no. 116, 1st Floor, Shastri Bhawan,
New Delhi-110001

Dear Sir,

Ref: Expression of Interest for selecting organizations for organising community radio awareness workshops.

Having examined the Expression of Interest (EoI), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a proposal in response to the Expression of Interest (EoI) for selecting organizations for organising community radio awareness workshops.

We attach hereto the response as required by the EoI, which constitutes our proposal.

Contacts details for our organisation are:

S.No.	Item	Particulars
	Name:	
	Designation:	
	Mailing Address	
	Phone	
	Mobile	
	Fax No.	
	E-mail Address	

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to Ministry of Information and Broadcasting is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be

dismissed from the selection process or termination of the engagement during the project, if engaged to do so, for organizing workshops.
We agree for unconditional acceptance of all the terms and conditions set out in the EoI document.

It is hereby confirmed that I/We are entitled to act on behalf of our organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of **2013**

(Signature) (In the capacity of)

(Name)

Duly authorized to sign the EOI for and on behalf of:

(Name and Address of Organisation) Seal/Stamp of organization

Witness Signature:

Witness Name:

Witness Address:

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I,....., the Secretary/President of, certify that Ms/Mr. who signed the above EOI is authorized to do so and bind the organisation by authority of its board/ governing body.

Signature:

Date:

(Organisation Seal)

(Name)

2. FORM II: GENERAL DETAILS OF THE ORGANIZATION

S.No.	Item	Particulars
1	Name of organization	
2	Registration Details (Date of registration and registration No etc.)	
3	Nature of activities	
4	Address of Head Office	
5	Address of Registered Office	
6	Local Address (of Delhi)	
7	Other Relevant Information	
8	Total number of years of experience of the organisation in such projects	
9	<p>Mandatory Supporting Documents:</p> <p>a) Certificate of Registration/ Incorporation from Registrar of Societies/ROC/Trust Deed etc.</p> <p>b) Statement regarding experience of CR sector (not more than two pages)</p> <p>c) Approach paper not exceeding two pages indicating how the workshops will be organized making it dynamic and innovative</p> <p>d) Memorandum of Association of the organisation</p> <p>e) Annual Report</p> <p>f) Audited balance sheet</p> <p>g) Organizational structure and composition of the team which will remain associated with the proposed CR workshops</p>	

3. Form III: Details of workshops organised in past

S.No	Name of workshop	Description of the workshop	Organisation for which organised	Period of Works hop	Details of output delivered	How Past experience would be useful for this assignment	Details of current assignment	Remarks

Note: One row may be used for one project. Additional Columns may be added if required.

4. Form IV: Details of key professional staff.

- 1. (a) Name of the key Professional Staff :
(b) Position Held in the Applicant Organisation.
- 2. Date of Birth:
- 3. Nationality:
- 4. Educational Qualifications:

S.N.	Examination passed	Name of Institution/college	Name of Board/University	Year of passing

- 7. Membership of Professional Associations:
- 8. Other Training:
- 9. Employment Record (with following details)

S.N.	Name of Staff	Name of Organisation	Position Held	Area of Expertise / Task assigned

10. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described therein may lead to my organisation's disqualification or dismissal, if engaged.

[Signature of key staff member
or authorised representative of the applicant Organisation]

Date:

Annexure-I

Tentative Schedule of the workshops to be organized during 2013-14:

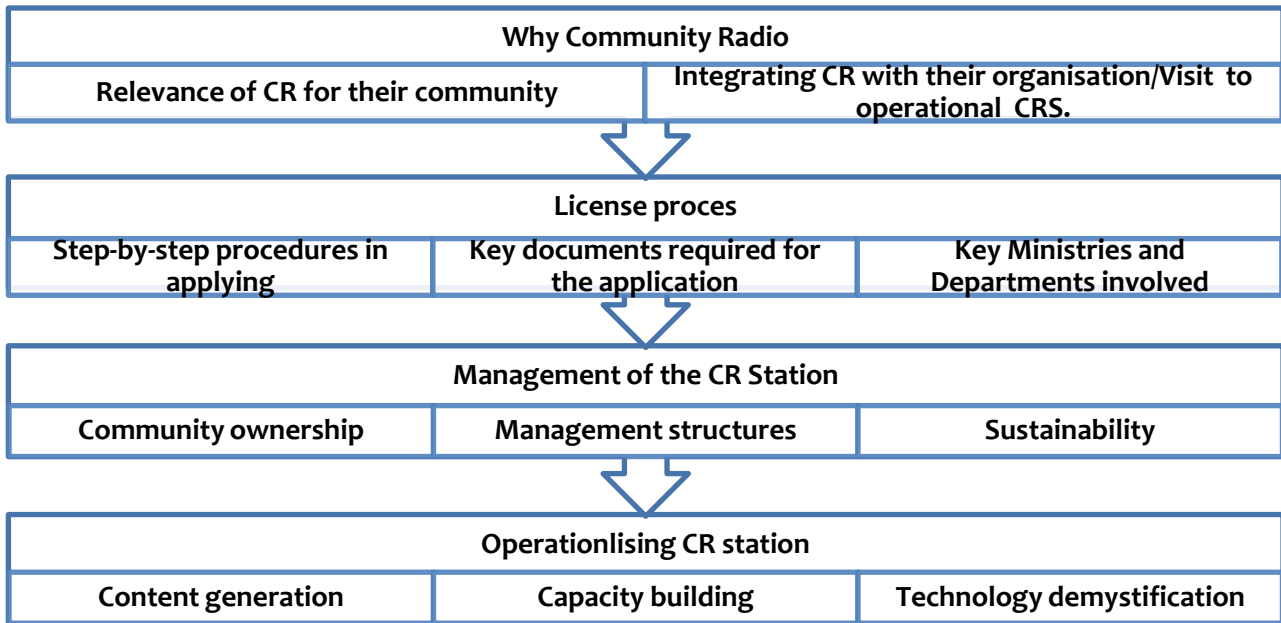
S.No.	Place/venue*	State
1	Patna	Bihar
2	Buster	Chhattisgarh
3	Jamshedpur	Jharkhand
4	Mysore/Bangalore	Karnatka
5	Kochi	Kerala
6	Izol/Dimapur	Mizoram/Nagaland
7	Bhubneshwar	Orissa
8	Nainatal	Uttarakhand
9	Shimla	Himachal Pradesh

* The venues of the workshops are tentative and Ministry has the right to change them. Ministry's decision in this regard will be final

Format of the Workshops

Number of Participants: 40

Total number of Days: 03



Estimated expenditure on workshops

No. of participants in each workshop: 40

Total No. of Days: 03

S. N.	Particulars	Estimated Expenditure
1	Travel:	
i	Travelling expenses by land/air/sea by pub/Pvt. transport A.C. 2 Tier fare @ Rs 3000/- , subject to actual	1,20,000
ii	Traveling expenses (Air fare) for 6 experts, 20,000/expert/subject to actual.	1,20,000
iii	Traveling for Project Coordinator, Asstt. Project coordinators per diem. Air fare @ Rs. 20,000 per person, subject to actual	60,000
2	Local Travel	
i	Local transport, hiring of taxi and bus. 4 cars/vans per day for 4 days (during and pre-workshop)@ Rs.2500 per car/van, subject to actual	40,000
ii	Hiring of one Bus @ Rs 5000 per day for Local Travel for participants for 3 days subject to actual.	15,000
iii	Accommodation	
i	Accommodation for 40 participants (on twin sharing basis for 3 nights, including breakfast and dinner) @ Rs 4000/- to Rs. 5000/- (depending on location) per day per room, subject to actual	2,40,000 to 3,00,000
ii	Accommodation for 6 experts and 2 Asstt. Project coordinators for 3 nights @ Rs. 4000 per day, subject to actual	96,000
3	Working Lunch	
i	Provision for working Lunch//Tea/snacks/water etc for 3 days @ Rs 500/person per day. (60 persons including experts/press/local partners etc.)	90,000
4	Workshop kit	
i	Workshop kit for 60 persons (participants, experts, press & local partner etc.) @ Rs. 1000 per kit: Folder, Bag, Pen Drive, Resource Materials (Handbook and other publications, Sample Radio Programmes, Application forms etc.)	60,000
5	Other charges	
i	Documentation (Audio/Video and photos etc.) subject to actual	25,000
ii	Invitation, Postage charges etc. subject to actual.	5,000
iii	Honorarium to experts @ Rs.3000/ per day	54,000

iv	Two Asstt. Project coordinators/25,000 per month for 3 months	50,000 per month
v	Banners, posters, signage, backdrop and publicity material, News articles	12,000
vi	local advertisements and radio programmes, demystifying CR etc.	10,000
6	Miscellaneous expenses (Communication, memento, flower bouquet and other logistic expenses)	50,000
7	Total:	10,47,000
8	Institutional charges @ 10% of sum of Sr, No. 1-6	1,04700
9	Grand Total	11,51,700