

ଭୂଷନ ନିର୍ମାଣ ଓ ନଗର ଉତ୍ସମ୍ବନ୍ଧ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
Housing & Urban Development Department, Govt. of Odisha

ଜଟଣୀ ପୌର ପରିଷଦ, ଜଟଣୀ

OFFICE OF THE MUNICIPAL COUNCIL: JATANI

ପ୍ଲାନ୍ ଜଟଣୀ, କିଲା- ଖୋର୍ଦ୍ଧା, ୭୫୨୦୫୦

At/Ps- Jatani, Dist- Khordha (Odisha), Pin-752050

E-mail – municipalityjatni@gmail.com, Phone. No. 0674-2490826

No.: ୫୭୫୧ / Jatni, Date: ୧୨.୦୮.୨୦୨୫

NOTICE INVITING EXPRESSION OF INTEREST

Subject: Invitation to Select Consultant/Organization for Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni

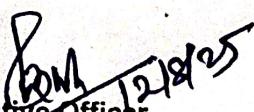
The Executive Officer, Jatni Municipality, invites reputed Consultants/Organizations having valid Income Tax Return, GST Registration, and Organization Registration Certificates to submit technical and financial proposals for **Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni**.

The proposals are to be submitted in two cover bids respectively - Cover 1 will contain the technical bids; and Cover 2 will contain the financial bids. The quoted rates should be provided as a total lump sum amount inclusive of indicated costs for each applicable output. Following the evaluation of the technical bids, the financial bids of only the technically qualified bidders will be opened and evaluated. Both the bids will carry equal weightage for evaluation. The details of EoI will be available at office of the undersigned or can be downloaded from www.khordha.nic.in / www.jatnimunicipality.in. The bidder should download the EoI notice and submit the filled documents in the requisite formats to reach the undersigned at the scheduled date and time.

The quotation paper will be available in the Jatni Municipality Office on payment of Rs.1000/- (Rupees One Thousand) only and EMD of Rs. 5000/- (Rupees Five Thousand) only (non-refundable) towards cost of EOI documents in shape of Bank Draft/Cheque/Card transaction drawn on any Nationalized Bank payable in the favour of Executive Officer, Jatni Municipality, Jatni.

The last date and time for receipt of proposals is dt. 25/08/2025 at 02:30 PM and the bids will be opened on the same day at 04:30 PM in the chamber of the Executive Officer, Jatni Municipality, Jatni, in the presence of bidders or their authorized representatives who choose to attend. The bidders shall bear any cost they may incur for site visits, transport, postage, telephones, etc. in the process of submission of proposals.

The Jatni Municipality, Jatni, reserves all rights at its absolute discretion to accept or reject any of the proposal submissions without assigning any reason(s) thereof. Should bidders require any further information, they may contact the undersigned.


Executive Officer
Jatni Municipality

Memo No.4752..... / Dt. 12.08.2025

Copy submitted to the Collector & District Magistrate, Khordha / Block Development Officer, Jatni / Tahasildar, Jatni for information with a request to display the EoI Notice in their respective Notice Boards/Jatni Municipality Office notice Board for wide publication.


Executive Officer 12/8/25
Jatni Municipality

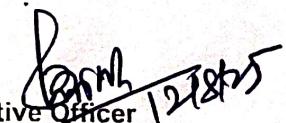
Memo No.4753..... / Dt. 12.08.2025

Copy submitted to the DeGM, Khordha with a request to publish in www.khordha.nic.in for wide publicity.


Executive Officer 12/8/25
Jatni Municipality

Memo No.4754..... / Dt. 12.08.2025

Copy submitted to Principal Secretary, H & UD Deptt., Bhubaneswar, and Country Programme Manager, UN-Habitat India, for information and necessary action.


Executive Officer 12/8/25
Jatni Municipality

Requisites for Submission of Proposals

QUOTATION PAPER

(Technical Bid) – Cover 1

| Sl. No. | Description of the Items | Yes / No |
|---------|---------------------------|----------|
| 01 | Paper Cost | |
| 02 | EMD | |
| 03 | IT Return | |
| 04 | GST Registration | |
| 05 | Organization Registration | |
| 06 | Technical Proposal | |

(Financial Bid) – Cover 2

| Sl. No. | Description of the Item(s) | Unit(s) | Total Quotation Amount (including taxes) |
|---------|--|---------|---|
| 01 | Financial Proposal for Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under YGI in Jatni | 22 | |

N.B: GST will be paid as per actual as per prevailing taxation.

Sold to Sri / Smt. _____ who has deposited Rs. _____
(Rupees _____) only vide M.R. / D.D. No. _____, dt.
____ towards cost of quotation paper.

Signature of Quotator

~~Executive Officer
Jatni Municipality~~

FORM 1: PROPOSAL SUBMISSION FORM

(On the letterhead of the Consultant/Organization)

Date: _____

To,
The Executive Officer
Jatni Municipality
Khordha District, Pin - 752050

Subject: Submission of Proposal for Selection of Consultant/Organization for Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni

Ref: EoI Notice No. _____ / Dated _____

Dear Sir / Ma'am,

Having reviewed the complete EoI documents and studied the terms and conditions stipulated therein, we, the undersigned, hereby submit our proposal for undertaking the assignment of **“Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni”**.

We undertake, if our proposal is accepted, to:

- Enter into an agreement and commence services within 7 (seven) days of letter received from Jatni Municipality informing about selection.

Unless and until a formal contract is executed, this proposal along with your written acceptance shall constitute a binding contract between us.

We hereby submit our Proposal comprising the following:

Envelope 1 – Technical Proposal:

- Covering Letter for Proposal Submission as per Form 1.
- Cost of EoI document (non-refundable), in the shape of Demand Draft No. _____ dated _____ drawn on _____ of Rs. 5,000/- from any Nationalized Bank addressed to “Executive Officer, Jatni Municipality” payable at Jatni.
- Details of organization set-up and strength viz-a-viz. Certificate of Registration.
- GSTN, PAN, IT Return, and audited balance sheet documents of the previous three consecutive financial years.
- Technical Proposal in the format provided in Section 3. Part II. along with supporting documents fulfilling eligibility criteria and organizational qualifications.

Envelope 2 – Financial Proposal:

- Financial Proposal (in one hard copy), including a table with proposed costs allocated against each output and a total lump sum quotation amount. The proposed costs should be inclusive of all applicable components for fulfilling the outputs, including expert hours, conveyance, digital documentation, event logistics, and any other incidental costs associated with the successful completion of the Assignment.

We hereby confirm that:

1. Our proposal complies with the requirements of the EoI and contains no deviations or conditions.
2. The information provided in this proposal is complete and correct to the best of our knowledge. We accept full responsibility for the accuracy of the information submitted.
3. We meet all the eligibility requirements outlined in the EoI Notice and declare that our organization has not been blacklisted or debarred by any government agency.
4. We designate Mr./Ms. _____, Designation: _____, Contact No.: _____, Email ID: _____ as our authorized representative for all communications related to this proposal.
5. We undertake to strictly observe the applicable laws against fraud and corruption in the preparation and execution of this assignment; including but not limited to the provisions of the **Prevention of Corruption Act, 1988**.
6. We agree to permit Jatni Municipality to inspect and audit all records, accounts, and documents related to our proposal and subsequent contract performance.
7. We understand that Jatni Municipality reserves the right to accept or reject any or all proposals without assigning any reason thereof.
8. This bid is valid for a period of 180 days from the date of opening of the proposal.

Thanking you,

Yours faithfully,

For and on behalf of:

(Name and Signature of Authorized Signatory)
(Name of the Firm)

Stamp/Seal of the Firm

Enclosures: As stated above

FINANCIAL PROPOSAL FORMAT
(On the letterhead of the Consultant/Organization)
(To be enclosed in Envelope 2)

To,
The Executive Officer
Jatni Municipality
Khordha District, Pin - 752050

Subject: Financial Proposal for Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni.

Ref: EoI Notice No. _____ / Dated _____

Dear Sir / Ma'am,

We, _____; hereby submit our Financial Proposal for the assignment titled "Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni".

| S.No. | Output(s) | Unit(s) | Quotation Rate (in INR) |
|-------|---|---------|----------------------------|
| 1. | Inception Report | 1 | |
| 2. | 2.1. Draft Training Packages in English (a) City-Wide Public Space Assessment (b) Public Space Site-Specific Assessment (c) Block-by-Block Design on Minecraft (d) Architecture Design Studio (e) Tactical Placemaking 2.2. Draft Training Packages in Odia (a) City-Wide Public Space Assessment (b) Public Space Site-Specific Assessment (c) Block-by-Block Design on Minecraft (d) Architecture Design Studio (e) Tactical Placemaking | 10 | |
| 3. | 3.1. Final Training Packages in English (a) City-Wide Public Space Assessment (b) Public Space Site-Specific Assessment (c) Block-by-Block Design on Minecraft (d) Architecture Design Studio (e) Tactical Placemaking 3.2. Final Training Packages in Odia | 10 | |

| | | | |
|----|--|---|--|
| | (a) City-Wide Public Space Assessment (b) Public Space Site-Specific Assessment (c) Block-by-Block Design on Minecraft (d) Architecture Design Studio (e) Tactical Placemaking | | |
| 4. | Documentation Report for ToT session with minimum 15 youth | 1 | |
| | Total Quotation Amount (including taxes) | | |

We confirm that the above total quotation amount is inclusive of all applicable components for fulfilling each of the outputs, including expert hours, conveyance, digital documentation, event logistics, and any other incidental costs associated with the successful completion of the Assignment. We acknowledge that no other entitlements will be considered after submission of this proposal.

Thanking you,

Yours faithfully,

For and on behalf of:

(Name and Signature of Authorized Signatory)
(Name of the Firm)

Stamp/Seal of the Firm

Enclosure: Word/Excel Document with table of proposed costs allocated against each output and a total lump sum quotation amount

Terms of Reference (ToR)

for

**Selection of Consultant/Organization for Developing Training
Package for Capacity Building of Youth on Planning, Designing,
and Governance of Public Spaces under Young Gamechangers
Initiative (YGI) in Jatni**

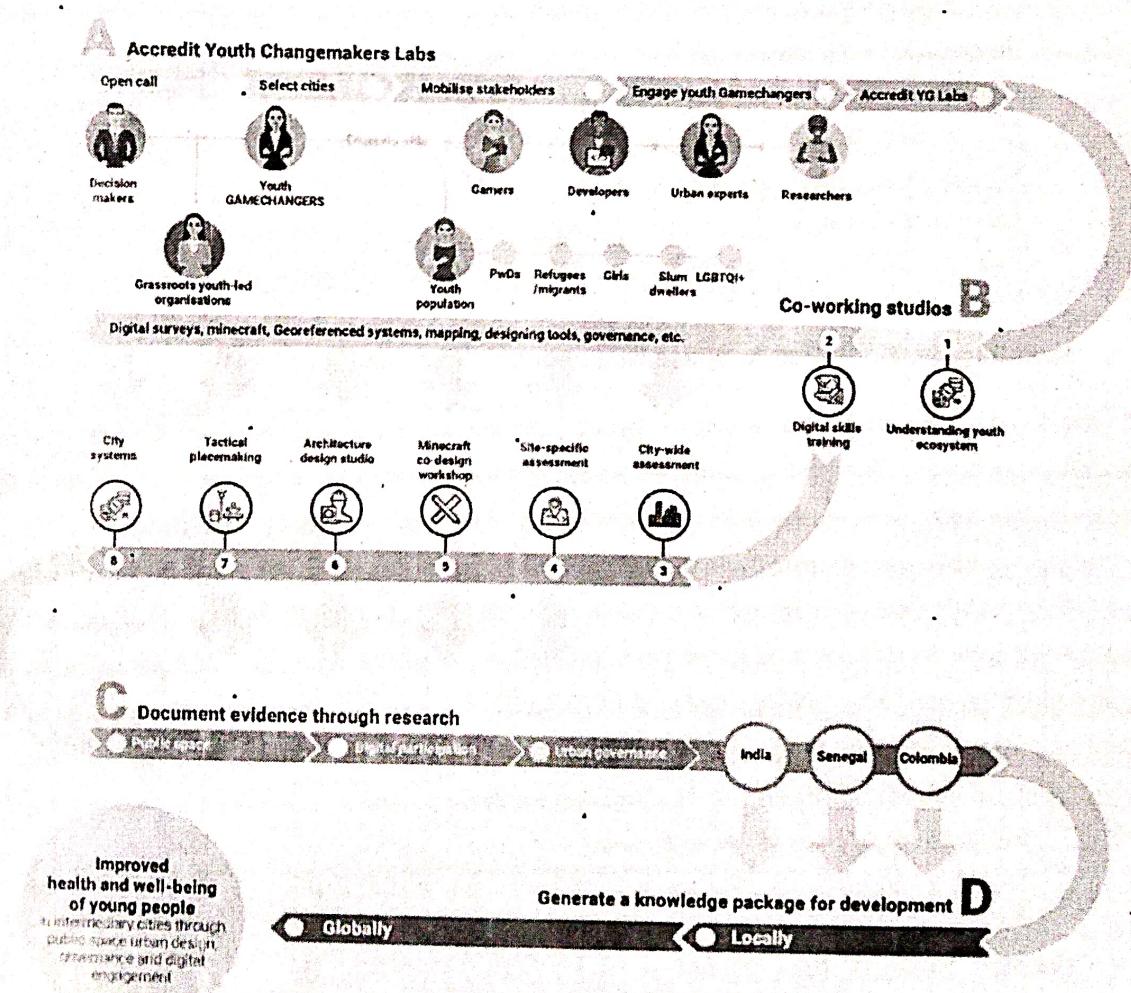
July-2025

SECTION 1: PROJECT BRIEF

The Young Gamechangers Initiative (YGI) is a 3-year project focusing on improving the health and wellbeing of youth and communities in intermediary cities of India, Senegal, and Colombia. In Jatni, India, it is being jointly implemented by Housing & Urban Development Department (H&UD) and Jatni Municipality (JMC), Government of Odisha, with UN-Habitat. Funded by Fondation Botnar, the delivery of project activities and co-working studios are supported by partners Block-by-Block Foundation, World Health Organization (WHO), Emergent Vernacular Architecture (EVA) Studio, and several local entities. More information available here: <https://www.unhabitattyouth.org/en/young-gamechangers-in-india/>

The key objectives of the YGI are to: 1) strengthen governance frameworks to advance the health and well-being of young people; 2) empower young people with voice and agency and have the right digital skills to engage in governance; and 3) support local authorities in delivering public spaces that are safe, accessible, inclusive, and promote the health and well-being of the community.

The YGI project implementation process is illustrated as follows:



Working collaboratively with partners and sector experts, the YGI is being implemented through delivery of progressive co-working and learning studios as follows. The global learning digital modules will be available in English here: <https://www.unhabitatyouth.org/en/young-gamechangers/the-learning-hub/>

- **Learning Studio 1: City-Wide Public Space Assessment (CWPSA)**

The studio aims to assess the state of public space at the city scale and to identify which areas most urgently need improvement. It gathers geo-referenced information about public space perception, accessibility level, distribution, network and connectivity, quantity and quality, using data collected from a diverse group of young people and communities. The assessment helps measure the quality of public spaces across five dimensions (use and user, accessibility, amenities and furniture, comfort and safety, and green environment) along with health & wellbeing indicators. The analysis report and maps developed for 20 public spaces in Jatni is available here: <https://ygi-data-hub-guo-un-habitat.hub.arcgis.com/>

There are five global digital modules that are part of the training curriculum of this studio, namely –

- (i) Introduction to Public Space:
<https://rise.articulate.com/share/PjOixJBXHOw8OWrcZpnnqJzPeF0fGqx#/>
- (ii) Participation for Quality Public Spaces: <https://rise.articulate.com/share/m4qe5ewMe3koSFZRpT1-OldfN6iDqvhf#/>
- (iii) City-Wide Public Space Assessment:
<https://rise.articulate.com/share/JS4AqHUUnjIfPXkHW7or95sGa7VP3FNM#/>
- (iv) Learn KoBo Toolbox: https://rise.articulate.com/share/S_rzT1MjX3XWYD-bA5BS2rf2yibkluS#/
- (v) Learn QGIS: <https://rise.articulate.com/share/q4rUBtwd6RavERIKsRH6fhFkE9tbpNWL#/>

- **Learning Studio 2: Public Space Site-specific Assessment (PSSA)**

The studio aims to assess the quality of public spaces and influence the design of a site through a participatory process. The studio provides users with tools and activities to gather quantitative and qualitative data sets with and by young people using less expensive tools. The assessment focuses on selected open public spaces and its five-minute walking radius (equivalent to a 400-meter distance). The Inhabit Place tool is utilized to collect and analyze the data for prioritized public spaces across indicators of movement patterns, time in place, demographic usage, inventory condition, user perception interviews, and site observations. The training material for Inhabit Place tool and site-specific assessment reports developed for two prioritized public spaces in Jatni are available offline. There is one global digital module that is part of the training curriculum of this studio, namely –

- (i) Public Space Site-specific Assessment:
<https://rise.articulate.com/share/Qzb5WF7FrPISftZZQPM31GYEXh5CVH9d#/>

- **Learning Studio 3: Block-by-Block (BbB) design on Minecraft**

The studio employs training sessions, community meetings, presentations, site visits, and, critically, the site co-design workshops using the video game Minecraft as a tool to help the community visualize the site planning and design and propose design solutions that respond to their needs. Advanced building on Minecraft works by collecting, breaking, reconstructing, and placing blocks in a 3-D generated world of our lived environments. Minecraft designs and models are then presented to city authorities and local government officials to be used as part of the process of implementing real public space improvement projects. There are two global digital modules that are part of the training curriculum of this studio, namely

- (i) Block by Block: Using Minecraft as an Urban Design Tool:
<https://rise.articulate.com/share/zEcAHvPjycWGt-e1BSYoxk3V-X5vDVv#/>
- (ii) Block by Block: Minecraft Building and Advanced Tools:
https://rise.articulate.com/share/b4sgoICmVvP3VJKIS7I4b4t4dMw_Bb3a#/

- **Learning Studio 4: Participatory Budgeting (PB) under Architecture Design Studio**

Participatory budgeting is a process of democratic deliberation and decision-making, in which the community decides how to allocate part of a municipal or public budget. Participatory budgeting increases the accountability of public leaders and managers and enables collective co-management of resources, generate increased trust between the government and the population and create a democratic culture within the community and strengthens the social fabric. The participatory budgeting will clarify what sets of actions are needed in the short, medium and long-term to upgrade the prioritized public spaces. The global learning modules and training materials are available offline. The virtual PB platform which indicates voting trends for Jatni to support in prioritizing interventions is available here: <https://pb.unhabitat-urbanhealth.org/>

- **Learning Studio 5: Tactical Placemaking**

Placemaking is a collaborative people-centred approach to planning, designing and managing public spaces through quick, smart, low-cost, and light design solutions. Tactical placemaking experiments and tests collaboratively with the community members instead of constructing projects straight from the drawing board, building on the community's priorities, needs and aspirations. Projects begin short-term, low-risk, and inexpensive but lead to long-term upgrading and impact. Young people are involved in the making of the projects and get the opportunity to learn construction, crafting and building skills as well as to learn how to maintain the spaces to ensure their longevity. There are two global digital modules that are part of the training curriculum of this studio, namely –

- (i) Placemaking and Tactical Urbanism: <https://rise.articulate.com/share/c-EgBjUms0Mqn4LS282FbU5ZljBkWiX4#/lessons/uyfToJmp-Fds3M3KeSxjGCIY2Yal4Fne>
- (ii) Management & Maintenance of Public Spaces:
<https://rise.articulate.com/share/Uz6LgewXaS7fdyz0LJKv9q54gb9PosHf#/>

SECTION 2: SCOPE OF WORK

The objective of this Terms of Reference (ToR) is to engage a qualified Consultant/Organization for Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni.

The detailed scope of work and eligibility criteria have been indicated below.

I. Scope of Work:

The overall objective of the Assignment is to contextualise the global learning studios for the urban setting in India by bringing in specific learnings, case studies, training pedagogies, and teaching methods.

The scope of work of the Consultant under this Assignment entails the following three stages:

1. *Undertake a comprehensive review of the existing studios, training materials, technical documents, case studies, and best practices emerging from the YGI Jatni pilot. Identify any gaps and scope of enhancements needed to address the gaps, which could pertain to skills, resources, competencies, among others.*

Output: 1 Inception Report in English (approximately 30-40 pages)

The Inception Report must incorporate the following structure and components:

- *Background and Context* – includes project context, objectives, and organizational contribution to the Assignment.
- *Literature Review* – includes comprehensive review and understanding of the YGI Learning Studios, understanding of YGI processes followed in Jatni, global case studies which can be adapted, and review of existing capacity building initiatives, and digital skilling platforms. The YGI processes, studios, and workshops completed as well as the online reports and publications can be accessed here - <https://www.unhabitattyouth.org/en/young-gamechangers-in-india/>
- *Approach and Methodology* – includes the intended methodology to be used by the organization to achieve the outputs, selection criteria for identifying target stakeholder groups, training needs assessment and steps to address gaps, and suggestions for enhancements or revisions to the draft table of contents of the modules, session plans, and training materials.
- *Workplan and Timelines* – includes the list of proposed activities, reporting mechanisms, and proposed timelines to meet the scope of work, and include all the resources, skills, and collaborative efforts that will be utilized to achieve the outputs.

2. *Prepare training package for each of the five learning studios, essentially transferring existing digital content into training manuals, booklets, session plans, and supporting materials.*

Output: Draft Training Packages for 5 (five) learning studios in English and Odia; and Final Training Packages for 5 (five) learning studios in English and Odia.

The training package must incorporate the following components:

- *Document training modules:* Each training module must incorporate all the existing digital content and follow a logical training plan including objectives, stakeholder engagement, target audience, technical details, tools, international and national standards, etc. The case studies in the modules should be updated to include the process and outputs, learnings, and good practices from the YGI Jatni pilot project to the maximum extent possible. Each module should have its detailed table of contents that outlines the flow of the manual. The modules should include both classroom and field exercises.

- Prepare training-of-trainer's (ToT) manuals: Prepare session plan for each module with detailed step-by-step instructions and hybrid training delivery methods (procedures and tasks) to guide trainers and facilitators for effective delivery of the training.
- Prepare training materials and tools: Prepare reading lists, case study documents, multimedia PowerPoint presentations, videos, guidelines (such as for planning and implementing field exercises, etc.), pre- and post-assessment forms, training evaluation and feedback sheets.
- Create interactive exercises and assessments: Update existing exercises embedded in the digital modules to Jatni and/or India-specific examples to allow learners to apply what they have learned. Recommend updates, refinements or new simulation exercises including quizzes, tests, or self-paced assessments at the end of each section to measure understanding.
- Review training package: Finalize the training package based on peer-review and feedback from state and local governments, participants of previous training sessions, and UN-Habitat.

3. *Conduct training-of-trainers' (ToT) session with minimum 15 youth (aged between 18 – 35 years) from Khorda district, ensuring diversity, equity and inclusion in representation, using the comprehensive training package.*

Output: 1 ToT Session Documentation Report in English (approximately 30-40 pages)

The Documentation Report must incorporate the following components:

- Structure and process followed for conducting the ToT Session. The session must cover all the five learning studios and respective training packages, along with an additional day focusing on training methodologies, effective teaching practices, and mentorship techniques. At the end of the ToT session, youth participants will be assigned an impromptu urban topic and asked to deliver a short presentation, enabling the consultant, UN-Habitat, and government representative to assess their presentation skills and comprehension of the training content. Based on the presentations and overall performance during the ToT session, as well as ongoing evaluations, selected participants will be recommended to the local and state government as training instructors.
- Outreach strategies employed for the ToT session, including blog posts and articles prepared in English and Odia to promote the ToT session activities.

II. Deliverables Timeline and Payment Terms:

The deliverables timeline and payment structure for this engagement will be as follows:

| S.No. | Outputs | Timeline | Payment % |
|-------|--|--|-----------|
| 1. | Inception Report (1) | Within 10 working days of commencement of assignment | 10% |
| 2. | 2.1. Draft Training Packages in English (5) (a) City-Wide Public Space Assessment (b) Public Space Site-Specific Assessment (c) Block-by-Block Design on Minecraft (d) Architecture Design Studio (e) Tactical Placemaking | Within 45 working days of commencement of assignment | 40% |

| | | | |
|-----------|--|--|-----|
| | 2.2. Draft Training Packages in Odia (5) (a) City-Wide Public Space Assessment (b) Public Space Site-Specific Assessment (c) Block-by-Block Design on Minecraft (d) Architecture Design Studio (e) Tactical Placemaking | | |
| 3. | 3.1. Final Training Packages in English (5) (a) City-Wide Public Space Assessment (b) Public Space Site-Specific Assessment (c) Block-by-Block Design on Minecraft (d) Architecture Design Studio (e) Tactical Placemaking | Within 70 working days of commencement of assignment | 30% |
| | 3.2. Final Training Packages in Odia (5) (a) City-Wide Public Space Assessment (b) Public Space Site-Specific Assessment (c) Block-by-Block Design on Minecraft (d) Architecture Design Studio (e) Tactical Placemaking | | |
| 4. | Documentation Report for ToT session with minimum 15 youth | Within 70 working days of commencement of assignment | 20% |

These timelines are indicative and may be adjusted in mutual consultation, accounting for local circumstances and other contingencies. The quoted rate should be expressed in a lump sum amount, inclusive of all charges including conveyance, digital documentation, expert hours, event logistics and any other incidental costs associated with the successful completion of all the mentioned outputs. The Consultant shall uphold the highest standards of design integrity, quality assurance, and professionalism throughout the Assignment period.

III. Assignment Schedule and Delays:

- The Consultant shall commence the Assignment within 7 (seven) days from receipt of selection letter from JMC.
- Delays beyond 5 days of agreed schedule shall attract penalties and may result in cancellation of award.
- Penalty for delay: 0.5% of total consultancy fee per week of delay, subject to a maximum of 10%.

IV. Validity:

The proposals shall be kept valid for a period of 180 days from the stipulated last date for receipt of proposals as mentioned in this notice. Conditional Bids will not be accepted. Moreover, Jatni Municipality reserves the rights to accept or reject any or all the proposals at its sole discretion.

V. Termination Clause:

- Either party may terminate the agreement by giving a written notice of 15 (fifteen) days.
- Payment will be made for services rendered and deliverables accepted till termination date.

SECTION 3: General Conditions & Instructions to Bidders

PART I: INTERPRETATIONS AND DEFINITIONS

1. Definitions:

- The 'Municipality' shall mean Jatni Municipality, Jatni.
- The 'Executive Officer' shall mean the Executive Officer of the Jatni Municipality, Jatni, for the time being holding that office as well as his/her successor and shall include any officer authorized by him/her.
- The 'Engineer' shall mean the Municipal Engineer of the Jatni Municipality or any other officer or officers of the Municipality who is notified by the Jatni Municipality, Jatni, to carry out the functions of the Engineer.
- The 'Engineer's Representative/Engineer-In-Charge' shall mean Engineer/Sectional Engineer/ Junior Engineer, or any other Municipality Employee or Employees appointed from time-to-time by the Engineer to perform the duties here of and generally to assist the Engineer for the purpose or the contract and whose Municipality shall be notified in writing.
- The 'Contract' shall mean the tender and acceptance thereof and the formal agreement if any executed between the Consultant and appendices and any special conditions, specifications, price schedules, training package, digital content, translations, etc. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.
- The 'Consultant' shall mean the individual legal entity or organization, proprietorship, partnership, private limited or public limited entities, NGOs, non-profit organizations, registered society, registered trust, etc., undertaking the Assignment and shall include legal representatives of such individual or persons composing such entities or unincorporated companies or successors of such entities or companies or their associate entities or as the case may be and permitted assigns of such individual or organization.
- The 'Contract Charges' means the amount named in the letter of acceptance calculated as per the rates approved in terms of lump sum amount and item-wise costs approved by board of Jatni Municipality, Jatni, from time-to-time.
- The 'Excepted Risks' are risks due to riots (otherwise than among Consultant's employees) and civil commotion (in so far as both these are uninsurable), war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any act of government, damage from aircraft, acts of god, such as earthquake, lightning and unprecedented floods and other causes over which the Consultant has no control and accepted as such by the Executive Officer, Jatni Municipality, Jatni.
- The 'Total Cost' implies Total Cost of assignment as sanctioned by the Jatni Municipality including escalation, contingencies applicable, and revised time-to-time.

- The '**Assignment**' shall mean the tasks to be executed in accordance with the contract or part(s) thereof as the case may be and shall include all extra or additional, altered or substituted conditions as required for performance of the contract.
- The '**Approved**' shall mean approved in writing including subsequent confirmation of previous verbal approval and '**Approval**' shall mean approval in writing including as aforesaid.
- The '**Letter of Acceptance**' means the formal acceptance by the Jatni Municipality, Jatni.
- The '**Commencement Date**' means the date upon which the Consultant begins the Assignment as indicated by the Municipality upon receiving the notice or letter to commence the work.
- The '**Time for Completion**' means the time for completing the execution of the Assignment or any Section or part thereof as stated in the Contract.

PART II: INSTRUCTIONS TO BIDDERS

The objective of this Terms of Reference (ToR) is to specify information and instructions regarding Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni.

I. Technical Proposal Format for Bidders:

Details and documentation to be provided as part of the Technical Proposal submission are as follows:

| Details | Documents / Resources |
|---|--|
| Contact Details of the Authorized Representative | <p>Provide following details of the authorized representative -</p> <p>Contact name:</p> <p>Email address:</p> <p>Phone Number:</p> <p>Address:</p> <p>City & Country:</p> |
| Lead and Team Members | <p>Provide list of names and CVs of all members who will be involved in the Assignment and their qualifications, including certifications and awards, if any.</p> |
| Institutional Capacity and Prior Experience (up to 1000 words) | <p>Provide a brief description of the rationale, introduction, and the organization's capability and its work, capacity, and relevant experience. Provide information about relevant collaborations and partnerships in previous and ongoing projects.</p> <p>Provide links for organizational website, social media channels, and online resources as applicable.</p> |
| Workplan and Activities | <p>Provide a list/table of includes the list of proposed activities, reporting mechanisms, and proposed timelines to meet the scope of work, and include all the resources, skills, and collaborative efforts that will be utilized to achieve the Assignment's objectives.</p> |
| Timeline of Outputs Delivery | <p>Provide a schedule for the delivery and completion of the outputs within the provided timeline that can be used to monitor successful implementation of the Assignment. Responses here can be provided in text, table, or figures.</p> |

II. Eligibility Criteria of Consultant/Organization for Bidding:

The Consultant should have the following thresholds and qualifications to be eligible for bidding and issuance of the Bid Documents:

1. A minimum of a Bachelor's degree in a relevant field, such as social sciences, gender studies, inclusive education/pedagogy, international development, human rights, or a related discipline.
2. Strong knowledge and understanding of participatory governance, youth wellbeing, digital skilling, urban livelihood, and entrepreneurship development in the urban context, national and international standards, codes, and universal design principles and guidelines for public spaces.
3. Proven experience in designing and development of learning modules, training curriculum design, translations, outputs delivery, reports and publications preparation, or similar tasks.
4. Excellent written and verbal communication skills in English and Odia, with the ability to convey complex concepts in a clear and concise manner.
5. Familiarity with the work, guidelines, and standards of the Ministry of Housing and Urban Affairs (MoHUA), Housing and Urban Development (H&UD) Department of Government of Odisha, local municipalities in Odisha, and the United Nations Human Settlements Programme (UN-Habitat).
6. Advanced degrees or certifications in adolescent or adult training, instructional design, or organizational development will be considered an asset.
7. Experience in mentoring and training key stakeholders (youth, communities, sector experts, private sector, government officials, etc.) and building a cohort of trainers.

III. Deliverables and Timeline:

The commencement of services shall be reckoned from the 7th (seventh) day after the date of selection letter sent by the Jatni Municipality.

The entire service and scope of work shall have to be completed within 70 (seventy) working days' time or by 15 December 2025, whichever is earlier. The Consultant is required to submit all planned outputs within the proposed timeline of deliverables.

The Consultant shall provide all outputs and deliverables in both soft and hard copy formats and coordinate closely with the Jatni Municipality and UN-Habitat for timely review and feedback. The Consultant shall also remain available for necessary clarifications or support during the implementation phase, as required by the Municipality.

IV. Language of Proposals:

All information in the Proposals shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may disqualify the proposals. In the event of any discrepancy in meaning, the English Language copy of all documents shall prevail.

V. Local Conditions:

It will be imperative on each bidder to fully acquaint themselves with all local conditions and factors, which may have any effect on the execution of services covered under this document. It must be understood and agreed that all the factors/issues have been inquired into and considered while submitting the proposals. No claim for reimbursement will be entertained by Jatni Municipality, Jatni. Please note that the cost of preparing the proposal, presentation and of negotiating the contract, including site visits, etc. will not be reimbursable by the Jatni Municipality, Jatni.

VI. Price of Proposals:

The Bidders are required to quote their fees as per the prescribed format provided in the above sections.

VII. Duties and Taxes:

All duties, taxes and other levies as applicable on date of submission of the proposals shall be payable by the Bidders as per applicability.

VIII. Award of Contract:

Notification on selection of the Consultant will be made in writing to the qualified bidder(s) by Jatni Municipality. Three entities quoting the least three rates will be shortlisted for final selection. On selection of eligible entities in the case of less than three bidder applications, the entities will be selected appropriately.

IX. Advisory Services

The selected Consultant shall provide advisory support and clarifications related to the outputs, for a period of up to 12 (twelve) months from the date of final submission. This shall include incorporating feedback-based modifications in content, if required, without any additional cost.

X. Monitoring Committee:

A Monitoring Committee may be constituted comprising of YGI project implementing partners, including UN-Habitat representatives, to monitor/guide the entire services. The Consultant shall report to the monitoring committee as constituted every 7 (seven) days with brief progress reports and shall give the necessary directions as required. The Monitoring Committee shall submit detailed updates to the Executive Officer in every 15 (fifteen) days interval from the commencement of services. Appropriate modes of communication between the Consultant and monitoring committee members will be determined after the onboarding of the Consultant.

XI. Abandonment of Work by the Client:

Jatni Municipality, the Client, shall have the liberty to postpone or not to execute any work and the Consultant shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the Consultant up to the stage of services efficiently completed by them.

XII. Corrupt or Fraudulent Practices:

The Jatni Municipality requires that all Consultants participating in this EoI maintain the highest standards of integrity and ethics throughout the procurement and execution process. The Municipality defines corrupt and fraudulent practices as follows:

- **Corrupt practice:** Offering, giving, receiving, or soliciting anything of value to improperly influence the action of a public official.
- **Fraudulent practice:** Misrepresentation of facts to influence a procurement process or contract execution detrimentally, including collusive practices intended to establish non-competitive prices.

Proposals found in violation of these standards will be rejected, and the Consultant may be blacklisted.

XIII. Confidentiality:

All information and documents related to the Contract must be treated as confidential. Any publication or disclosure without prior written approval from the Municipality will be considered a breach of contract.

XIV. Official Secrecy:

All individuals involved in the execution of this Contract must adhere to the Indian Official Secrets Act, 1923. This obligation shall continue even after the termination of the contract.

XV. Tie-Breaking in Case of Identical Bids:

If multiple Consultants submit identical lowest bids, they shall be invited to submit revised offers (not exceeding the original quote). If still tied, selection will be done through a draw of lots in the presence of Jatni Municipality authorities.

PART III: TIME SCHEDULE AND DELAYS

XVI. Commencement:

The Consultant shall begin work within 7 (seven) days from the date of issuance of the selection letter. Any delay may lead to forfeiture of EMD and cancellation of the award.

XVII. Suspension of Work:

Assignment may be suspended under written instructions by the Municipality for:

- Continued non-compliance by Consultant
- Administrative or technical reasons not attributable to Consultant
- Safety or quality concerns

The Consultant must ensure protection of Assignment during the suspension period.

XVIII. Validity:

The proposal shall remain valid for 180 days from the last date of submission of the EoI.

XIX. Termination of Contract:

The Municipality may terminate the contract with a 15 (fifteen) day written notice. Payment will be made for accepted deliverables until the date of termination. EMD will be forfeited in case of termination due to delay, substandard work, or non-compliance.

XX. Dispute Resolution:

Disputes will be settled amicably within 60 (sixty) days of the initial written Notice of Dispute. Failing this, standard legal remedies shall apply.



ଗୃହ ନିର୍ମାଣ ଓ ନଗର ଉତ୍ସ୍ଥନ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
Housing & Urban Development Department, Govt. of Odisha

ଜତ୍ନୀ ପୌର ପରିଷଦ, ଜତ୍ନୀ
OFFICE OF THE MUNICIPAL COUNCIL: JATANI

ପ୍ଲାନ୍ ଜତ୍ନୀ, ଜିଲ୍ଲା- ଖୋର୍ଦ୍ଧା, ୭୫୨୦୫୦
At/Ps- Jatani, Dist-Khordha (Odisha), Pin-752050
E-mail – municipalityjatni@gmail.com, Phone. No. 0674- 2490826

No: ୧୭୫୫ /Jatani, Date- ୧୨ /୦୮/୨୦୨୫

To,

The Deputy Secretary to Govt,
I & PR Department (Advertisement),
Govt. of Odisha, Bhubaneswar.

Sub- Publication of Notice Inviting Expression of Interest in respect of Jatni Municipality.

Sir,

With reference to subject cited above, it is hereby requested to publish the Notice Inviting Expression of Interest for one day edition in one odia daily news paper & in one English daily news paper at I & PR rate with minimum space and size for wide publicity. In this connection, you are hereby requested to submit the bill (in duplicate) along with the advertisement proof copy to the undersigned for early payment.

This is for favour of your kind information & necessary action.

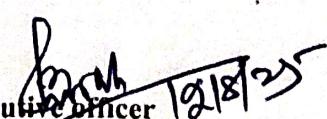
Yours faithfully


Executive Officer ୧୨/୦୮/୨୫
Jatni Municipality

NOTICE INVITING EXPRESSION OF INTEREST

No. ୧୭୫୫ /Jatani, Date- ୧୨ /୦୮/୨୦୨୫

The Executive Officer, Jatni Municipality, invites reputed Consultants/Organizations having valid Income Tax Return, GST Registration, and Organization Registration Certificates to submit technical and financial proposals for Developing Training Package for Capacity Building of Youth on Planning, Designing, and Governance of Public Spaces under Young Gamechangers Initiative (YGI) in Jatni. The last date and time for receipt of proposals is dt. 25/08/2025 at 02:30 PM and the bids will be opened on the same day at 04:30 PM in the chamber of the Executive Officer, Jatni Municipality, Jatni, in the presence of bidders or their authorized representatives who choose to attend. The details of EOI will be available at office of the undersigned or can be downloaded from www.khordha.nic.in / www.jatnimunicipality.in.


Executive Officer ୧୨/୦୮/୨୫
Jatni Municipality