



AGA KHAN RURAL SUPPORT PROGRAMME (INDIA)

A PROGRAMME OF THE AGA KHAN DEVELOPMENT NETWORK

REQUEST FOR PROPOSAL

1. Instructions

All proposals must be writing, in the English language, and signed and dated by an authorized person of the bidder. Bidders must use the guidelines provided in this RFP.

2. Validity

The proposal validity period should be at least forty-five (45) days following the Bid Deadline. This should be clearly mentioned in both the technical and financial proposal.

3. Costs of preparing bid

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. If proposed experts were interviewed or called for presentation, all costs shall be borne by the bidder.

4. Ownership of bid

The Aga Khan Rural Support Programme (India) retains ownership of all bids received under this bid procedure. Consequently, bidders have no right to have their bid returned to them.

5. Alteration or withdrawal of bids

Bidders may alter or withdraw their bids by written notification prior to the stated deadline for submission of bids. No bids may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the bid procedure.

6. Opening of bid

The bid will be opened by the Aga Khan Rural Support Programme (India) within 15 days from the deadline for the submission of the bid. Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to

obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in immediate rejection of its bid.

7. Submission of bids

The bid has to be submitted as per the prescribed annexure on or before **10th November 2025**, to Priyanka.Das@akdn.org.

All bidders are requested to submit their RFP with the subject line: *[Organization Name / Individual Name (in case of an individual consultant)] – AKRSPI Baseline RFP*.

7.1 Technical and financial proposals should be submitted simultaneously, with RFP reference and a clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, AKRSP(I) will assume no responsibility for the misplacement or premature opening of the proposals submitted.

7.2 Email text bodies should indicate the name and address of the bidder and the description of the proposal (technical or financial). The technical email should not contain any pricing information, nor should the financial email contain any component of the technical proposal.

7.3 The technical proposal should not contain any details of the financial proposal / budget. Any financial information contained in the technical proposal will invalidate the proposal.

8. Request for Clarification

All questions regarding the preparation of proposals must be submitted in writing (by e-mail) to Priyanka.Das@akdn.org by **5th November 2025**. Responses will be provided to all interested organizations by **7th November 2025** through email (Or it may be extant based on the priority). The Aga Khan Rural Support Programme (India) is under no obligation to consider or respond to questions that are not received in a timely manner.

9. Content of bids

Each bid must comprise a technical offer and a financial offer, each of which must be submitted separately in a single email. The Technical offer must include the technical proposal must include detailed methodology and timeline, based on the given project detail and the financial offer should be a separate sheet with financial details.

10. Evaluation of bids

All proposals will be evaluated by the review committee based on the extent to which proposals meet the selection criteria, to the extent that they are deemed necessary, negotiations may be conducted with highest rated bidders. In evaluating proposals, the Aga Khan Rural Support Programme (India) will follow a Quality and Cost Based Selection, using a three-stage value selection procedure. The most economically advantageous bid is established by weighing technical quality including understanding of the scope of work, proposed methodology and approach for completing the assignment, Organization profile, experience of conducting studies, research and publication, timeline against price.

PROJECT DETAILS

BASELINE STUDY FOR INTEGRATED WATER RESOURCE MANAGEMENT FOR SALINITY MITIGATION IN COASTAL GUJARAT

About AKRSP(I):

The Aga Khan Rural Support Programme India (AKRSPI) is a non-profit organization dedicated to promoting sustainable rural development. Established in 1983, AKRSPI works across multiple states in India, focusing on empowering rural communities through participatory approaches. The organization's key areas of intervention include natural resource management, agriculture, women's empowerment, livelihood enhancement, and water resource management. AKRSPI emphasizes capacity building, creating community-based institutions, and fostering self-reliance among vulnerable groups. Through innovative solutions, the organization addresses challenges related to poverty, climate resilience, and social inclusion. Partnering with government bodies, donors, and private sector entities, AKRSPI ensures impactful and scalable outcomes. With a commitment to equitable development, AKRSPI continues to transform lives, enabling rural communities to thrive.

- AKRSP(I) Gadu SHT proposed to conduct an external baseline study in one of its project regions Dev Bhoomi Dwarka district. The proposed study will be conducted for the project titled "**Integrated water resource management for salinity mitigation in coastal Gujarat**". Objective of this study is to understand the condition of ground water and the awareness relate to all water activity among the community. A brief description given below regarding this project.

Project Background

The proposed study will be conducted under the project titled " **Integrated water resource management for salinity mitigation in coastal Gujarat.**" This project focuses on mainly water related initiatives, Covering 2 theme:

1. Water resource management/ Water resource development
2. Agriculture and natural resource management

The project will cover 25 villages in Khambhaliya Block, Devbhoomi Dwarka District, aiming to address water-related challenges in coastal regions. Through integrated water management and sustainable agricultural practices, the project seeks to mitigate salinity in water sources,

enhance the availability of freshwater, and recharge groundwater. Additionally, the project will raise community awareness on water resource management and promote efficient water use in agriculture.

Project Rationale:

The project focuses on managing water and natural resources in the saline-affected coastal regions of Gujarat, particularly in 25 villages of Devbhoomi Dwarka district. These areas face significant challenges like soil salinity, alkalinity, and seawater intrusion into groundwater sources, making water unfit for drinking, irrigation, or livestock. The region's warm climate and proximity to the Arabian Sea have worsened these issues, especially since the 1980s due to excessive groundwater extraction and mining. Coastal salinity has led to health problems, such as kidney stones and hypertension, while agricultural productivity has declined, reducing income and livelihoods. Dairy farming has decreased, and crop cultivation is limited due to water scarcity. Groundwater, once a natural barrier against saltwater, is now heavily compromised, exacerbated using chemical fertilizers and pesticides. The project aims to improve the situation by increasing groundwater levels, thereby reducing TDS and salinity. It will focus on water resource management and mitigating the negative impacts of salinity.

Objectives of project:

1. To increase water conservation capacity, thereby reducing water salinity and TDS in the targeted villages.
2. To conserve rainwater and raise the groundwater table, enhancing irrigation support in the targeted villages.
3. To raise community awareness on water resource management.
4. To improve sustainable agriculture practices and water use efficiency in the targeted villages.

Project Coverage:

The proposed study aims to collect the baseline of the project covering 25 villages in the Devbhumi Dwarka district of Gadu SHT. The project will target 4000 households in the targeted area. The details of the project's locations are provided below.

District	Block	Nos. of villages	Numbers of households to be covered
Devbhoomi Dwarka	Khambhaliya	25	4000

The study will include a **10% sample size**, total 400 households, and incorporate data collection from **control villages** with a sample size of 80 households.

Scope of studies:

The agency is expected to collect both qualitative and quantitative type of data, and the sample size should represent of all levels of household. It is expected that the agency should develop overall design of the study which include questionnaire preparation, sampling, data collection, data entry, data analysis and report writing.

Key area to focus

1. Review all project documents.
2. Finalize sampling method where all categories representation should be included.
3. Finalize and develop the data collection tools (FGD, Questionnaire, interviews)
4. Preparation of questionnaire that should be in Gujarati and English.
5. Provide training to the data collectors on the objectives of the project, interview techniques and overview of the tools for error free data collection.
6. Pilot test of the data collection tools.
7. Submission of inception report.
8. Submission of report outline.
9. Submission of first draft report, which will include executive summary a brief description of the programme and its design, study design and methodology, findings, conclusion and recommendations, and detailed tables in annexure.
10. Revision of report based on AKRSP(I)'s comments.
11. Final report and dissemination brief submitted to AKRSP (I).
12. Present the major findings with AKRSP(I).

Expected outcome:

The baseline survey will provide a comprehensive understanding of the current situation in the targeted villages, focusing on water resources management, water resources development, agriculture, and natural resource management. The report will also present information on existing practices related to water and agriculture, along with key recommendations that can be incorporated into the project to achieve better outcomes.

ANNEXURE: GUIDELINES FOR PROPOSAL AND BUDGET

The technical proposal should be in the English language, typed, single-spaced, and with each page numbered consecutively. The maximum number of pages for each component of the technical proposal is given below:

A. Technical Approach (not to exceed 5 pages)

The proposal should provide a detailed description of how the agency will approach and complete the scope of work, including:

1. How the agency will develop the sampling strategy and tools.
2. How the agency will ensure data ethics, data control and data rights.
3. Draft analysis plan with respect to project key performing indicators.
4. Detailed timeline for commencement and expected completion of the study including expected time of draft and final report.
5. How the agency will ensure quality of data collection (including a description of ongoing monitoring and quality control procedures among interviewers and other project staff).
6. How the agency will ensure the quality of data management, including management of hard copies of surveys, quality assurance of data entry and cleaning of the database.
7. How the interviewers will be selected and what the content of their training will be.

B. Proposed project personnel (not to exceed 3 pages, excluding resumes)

The applicant will propose personnel who will be responsible for carrying out various aspects of the project such as project lead and manager, technical support, interpreters/translators, interviewers, data entry and analysis personnel and other key staff. A current resume for key persons shall be included in the proposal.

C. Management and Supervision (not to exceed 2 page)

The applicant will describe its management, supervision, and administrative arrangements for executing this project, including the functions and responsibilities of the proposed project team. The applicant should explicitly describe how the project lead will manage the project, how the person responsible for fieldwork will monitor study progress, what the nature and frequency of communication with the data collectors and how data will be managed during data collection.

D. Capability Statement (not to exceed 3 pages)

A statement on company capabilities including:

1. A background summary of the organization outlining areas of expertise.
2. A description of key agency personnel.
3. A current list of clients and any direct experience the agency has working on relevant evaluations.

E. A timeline/implementation plan (not to exceed 2 pages)

As part of the proposal, a Gantt chart illustrating the timeline/implementation plan should be prepared that includes major activities as they relate to the scope of work and demonstrates how the work will be accomplished within the allotted time frame.

F. A detailed budget submitted in INR

This budget should include staff and consultant's salaries, study travel/transportation/accommodation, training and any other indirect or direct costs. The consultant should have GST registration, and the budget should include GST.
