Form of Contract - TIME-BASED

This CONTRACT (hereinafter called the “Contract”) is made on the 31st day of the month of August 2018 between, on the one hand, Uttar Pradesh State Rural Livelihoods Mission (UPSRLM) (hereinafter called the “Client”) and, on the other hand, SRIJAN Infratech and Development Services Pvt. Ltd. (SIDS) (hereinafter called the “Consultant”).

WHEREAS

(a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
(b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
(c) the Client has received a grant in aid support from the Government of India for implementation of Deendayal Antyodaya Yojana-National Rural Livelihoods Mission (DAY-NRLM) and credit from the International Development Association (IDA) toward the cost of the Services and intends to apply a portion of the proceeds of this credit to eligible payments under this Contract, it being understood that (i) payments by the Bank will be made only at the request of the Client and upon approval by the Bank; (ii) such payments will be subject, in all respects, to the terms and conditions of the financing agreement, including prohibitions of withdrawal from the credit account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the financing agreement or have any claim to the credit proceeds;
28.7.18
सुरानाका भूमि विकास विभाग
लिखिता व्र. प्रो।
अभिनवी
NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
   (a) The General Conditions of Contract (including Attachment I “Bank Policy – Corrupt and Fraudulent Practices);
   (b) The Special Conditions of Contract;
   (c) Appendices:
       (i) Appendix A: Terms of Reference;
       (ii) Appendix B: Key Experts;
       (iii) Appendix C: Remuneration Cost Estimates;
       (iv) Appendix D: Reimbursable Cost Estimates;
       (v) Appendix E: Methodology submitted by consultant;
       (vi) Appendix F: Work Plan submitted by Consultant;
       (vii) Appendix G: Minutes of Technical Negotiations; and
       (viii) Appendix H: Form of Advance Payments Guarantee.

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract; including Attachment I; Appendix A; Appendix B; Appendix C; Appendix D; Appendix E; Appendix F; Appendix G and Appendix H. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
   (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
   (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Uttar Pradesh State Rural Livelihoods Mission (UPSRLM)

[Signatures]

[Additional Mission Director – Present Sh. T.K. Shibu]

For and on behalf of each of the Consultant [SRIJAN Infratech and Development Services Pvt. Ltd (SIDS)]

[Signatures]

[Mr. Akbar, Authorized Representative on behalf of consultant]
I. General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:


(b) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the Special Conditions of Contract (SCC), as they may be issued and in force from time to time.

(c) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).

(d) “Borrower” means the Government, Government agency or other entity that signs the financing agreement with the Bank.

(e) “Client” means the implementing agency that signs the Contract for the Services with the Selected Consultant.

(f) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.

(g) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).

(h) “Day” means a working day unless indicated otherwise.

(i) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.

(j) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
(k) "Foreign Currency" means any currency other than the currency of the Client’s country.

(l) "GCC" means these General Conditions of Contract.

(m) "Government" means the government of the Client’s country.

(n) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.

(o) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.

(p) "Local Currency" means the currency of the Client’s country.

(q) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.

(r) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them.

(s) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.

(t) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.

(u) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.

(v) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
3. Law Governing Contract

   3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

4. Language

   4.1. This Contract has been executed in the language specified in the SCC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

5. Headings

   5.1. The headings shall not limit, alter or affect the meaning of this Contract.

6. Communications

   6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

   6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.

7. Location

   7.1. The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Client may approve.

8. Authority of Member in Charge

   8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.

9. Authorized Representatives

   9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SCC.

10. Corrupt and Fraudulent Practices

   10.1. The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Attachment 1 to the GCC.

   a. Commissions and Fees

   10.2. The Client requires the Consultant to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.
Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Bank.

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

11. Effectiveness of Contract

11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Client’s notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.

12. Termination of Contract for Failure to Become Effective

12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

13. Commencement of Services

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

14. Expiration of Contract

14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

15. Entire Agreement

15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

16. Modifications or Variations

16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

16.2. In cases of substantial modifications or variations, the prior written consent of the Bank is required.

17. Force Majeure

a. Définition

17.1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to
be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

b. No Breach of Contract

17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be Taken

17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:

(a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and
necessarily incurred, and, if required by the Client, in
reactivating the Services; or

(b) continue with the Services to the extent reasonably
possible, in which case the Consultant shall continue to be
paid under the terms of this Contract and be reimbursed
for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the
existence or extent of Force Majeure, the matter shall be settled
according to Clauses GCC 48 & 49.

18. Suspension

18.1. The Client may, by written notice of suspension to the
Consultant, suspend all payments to the Consultant hereunder if the
Consultant fails to perform any of its obligations under this Contract,
including the carrying out of the Services, provided that such notice
of suspension (i) shall specify the nature of the failure, and (ii) shall
request the Consultant to remedy such failure within a period not
exceeding thirty (30) calendar days after receipt by the Consultant of
such notice of suspension.

19. Termination

19.1. This Contract may be terminated by either Party as per
provisions set up below:

a. By the Client

19.1.1 The Client may terminate this Contract in case of the
occurrence of any of the events specified in paragraphs (a)
through (f) of this Clause. In such an occurrence the Client
shall give at least thirty (30) calendar days’ written notice of
termination to the Consultant in case of the events referred to in
(a) through (d); at least sixty (60) calendar days’ written notice
in case of the event referred to in (e); and at least five (5)
calendar days’ written notice in case of the event referred to in
(f):

(a) If the Consultant fails to remedy a failure in the
performance of its obligations hereunder, as specified in a
notice of suspension pursuant to Clause GCC 18;

(b) If the Consultant becomes (or, if the Consultant consists
of more than one entity, if any of its members becomes)
insolvent or bankrupt or enter into any agreements with
their creditors for relief of debt or take advantage of any
law for the benefit of debtors or go into liquidation or
receivership whether compulsory or voluntary;

(c) If the Consultant fails to comply with any final decision
reached as a result of arbitration proceedings pursuant to
Clause GCC 49.1;
(d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

(e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

(f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2 Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant’s employment under the Contract.

19.1.3 The Consultant may terminate this Contract, by not less than thirty (30) calendar days’ written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

(a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 49.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.

(b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

(c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 49.1.

(d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant’s notice specifying such breach.

19.1.4 Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in
Clause GCC 22, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25, and (iv) any right which a Party may have under the Applicable Law.

d. Cessation of Services

19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

e. Payment upon Termination

19.1.6 Upon termination of this Contract, the Client shall make the following payments to the Consultant:

(a) remuneration for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination; and pursuant to Clause 42;

(b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

a. Standard of Performance

20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.

20.2 The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.
20.3 The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

20.4 The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client’s country when

(a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country; or

(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower’s Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6 The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

21. Conflict of Interests

21.1 The Consultant shall hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 41 through 46) shall constitute the Consultant’s only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Bank’s Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the
exercise of such procurement responsibility shall be for the account of the Client.

b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant’s Services for the preparation or implementation of the project, unless otherwise indicated in the SCC.

c. Prohibition of Conflicting Activities

21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

d. Strict Duty to Disclose Conflicting Activities

21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

22. Confidentiality

22.1 Except with the prior written consent of the Client, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

23. Liability of the Consultant

23.1 Subject to additional provisions, if any, set forth in the SCC, the Consultant’s liability under this Contract shall be as determined under the Applicable Law.

24. Insurance to be Taken out by the Consultant

24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants’, as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Client’s request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.
25. Accounting, Inspection and Auditing

25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.

25.2. The Consultant shall permit and shall cause its Sub-consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Consultant’s attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under this Clause GCC 25.2 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Bank’s prevailing sanctions procedures.)

26. Reporting Obligations

26.1 The Consultant shall submit to the Client the reports and documents specified in Appendix A, in the form, in the numbers and within the time periods set forth in the said Appendix.

27. Proprietary Rights of the Client in Reports and Records

27.1 Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client’s prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

28. Equipment, Vehicles and Materials

28.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the
Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client’s instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Consultant or its Experts into the Client’s country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

## D. CONSULTANT’S EXPERTS AND SUB-CONSULTANTS

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<tr>
<td>29. Description of Key Experts</td>
<td>29.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant’s Key Experts are described in Appendix B.</td>
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<td>29.2 If required to comply with the provisions of Clause GCC 20a, adjustments with respect to the estimated time-input of Key Experts set forth in Appendix B may be made by the Consultant by a written notice to the Client, provided (i) that such adjustments shall not alter the original time-input estimates for any individual by more than 10% or one week, whichever is larger; and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 41.2.</td>
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<td>29.3 If additional work is required beyond the scope of the Services specified in Appendix A, the estimated time-input for the Key Experts may be increased by agreement in writing between the Client and the Consultant. In case where payments under this Contract exceed the ceilings set forth in Clause GCC 41.1, the Parties shall sign a Contract amendment.</td>
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<td>30. Replacement of Key Experts</td>
<td>30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.</td>
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<td>30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant’s written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.</td>
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| 31. Approval of Additional Key Experts | 31.1 If during execution of the Contract, additional Key Experts are required to carry out the Services, the Consultant shall submit to
the Client for review and approval a copy of their Curricula Vitae (CVs). If the Client does not object in writing (stating the reasons for the objection) within twenty two (22) days from the date of receipt of such CVs, such additional Key Experts shall be deemed to have been approved by the Client.

The rate of remuneration payable to such new additional Key Experts shall be based on the rates for other Key Experts position which require similar qualifications and experience.

32. Removal of Experts or Sub-consultants

32.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Consultant’s Expert of Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice while performing the Services, the Consultant shall, at the Client’s written request, provide a replacement.

32.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.

32.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.


33.1 Except as the Client may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed.

34. Working Hours, Overtime, Leave, etc.

34.1 Working hours and holidays for Experts are set forth in Appendix B. To account for travel time to/from the Client’s country, experts carrying out Services inside the Client’s country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Client’s country as is specified in Appendix B.

34.2 The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in Appendix B, and the Consultant’s remuneration shall be deemed to cover these items.

34.3 Any taking of leave by Key Experts shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and/or impact adequate
supervision of the Services.

E. **OBLIGATIONS OF THE CLIENT**

35. Assistance and Exemptions

35.1 Unless otherwise specified in the SCC, the Client shall use its best efforts to:

(a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

(b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client’s country while carrying out the Services under the Contract.

(c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.

(d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.

(e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client’s country according to the applicable law in the Client’s country.

(f) Provide to the Consultant any such other assistance as may be specified in the SCC.

36. Access to Project Site

36.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property...
37. Change in the Applicable Law Related to Taxes and Duties

37.1 If, after the date of this Contract, there is any change in the applicable law in the Client’s country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 41.1.

38. Services, Facilities and Property of the Client

38.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A.

38.2 In case that such services, facilities and property shall not be made available to the Consultant as and when specified in Appendix A, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (ii) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause GCC 41.3.

39. Counterpart Personnel

39.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant’s advice, if specified in Appendix A.

39.2 If counterpart personnel are not provided by the Client to the Consultant as and when specified in Appendix A, the Client and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Client to the Consultant as a result thereof pursuant to Clause GCC 41.3.

39.3 Professional and support counterpart personnel, excluding Client’s liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such
member, and the Client shall not unreasonably refuse to act upon such request.

40. Payment Obligation

40.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant and in such manner as is provided by GCC F below.

F. PAYMENTS TO THE CONSULTANT

41. Ceiling Amount

41.1 An estimate of the cost of the Services is set forth in Appendix C(Remuneration) and Appendix D(Reimbursable expenses).

41.2 Payments under this Contract shall not exceed the ceilings in foreign currency and in local currency specified in the SCC.

41.3 For any payments in excess of the ceilings specified in GCC41.2, an amendment to the Contract shall be signed by the Parties referring to the provision of this Contract that evokes such amendment.

42. Remuneration and Reimbursable Expenses

42.1 The Client shall pay to the Consultant (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Consultant in the performance of the Services.

42.2 All payments shall be at the rates set forth in Appendix C and Appendix D.

42.3 Unless the SCC provides for the price adjustment of the remuneration rates, said remuneration shall be fixed for the duration of the Contract.

42.4 The remuneration rates shall cover: (i) such salaries and allowances as the Consultant shall have agreed to pay to the Experts as well as factors for social charges and overheads (bonuses or other means of profit-sharing shall not be allowed as an element of overheads), (ii) the cost of backstopping by home office staff not included in the Experts’ list in Appendix B, (iii) the Consultant’s profit, and (iv) any other items as specified in the SCC.

42.5 Any rates specified for Experts not yet appointed shall be provisional and shall be subject to revision, with the written approval of the Client, once the applicable remuneration rates and allowances
43. Taxes and Duties

43.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

43.2 As an exception to the above and as stated in the SCC, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Client on behalf of the Consultant.

44. Currency of Payment

44.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

45. Mode of Billing and Payment

45.1 Billings and payments in respect of the Services shall be made as follows:

(a) **Advance payment.** Within the number of days after the Effective Date, the Client shall pay to the Consultant an advance payment as specified in the SCC. Unless otherwise indicated in the SCC, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in Appendix E, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal installments against the statements for the number of months of the Services specified in the SCC until said advance payments have been fully set off.

(b) **The Itemized Invoices.** As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise indicated in the SCC, the Consultant shall submit to the Client, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable pursuant to Clauses GCC 44 and GCC 45 for such interval, or any other period indicated in the SCC. Separate invoices shall be submitted for expenses incurred in foreign currency and in local currency. Each invoice shall show remuneration and reimbursable expenses separately.

(c) The Client shall pay the Consultant’s invoices within sixty (60) days after the receipt by the Client of such itemized invoices with supporting documents. Only such portion of an invoice that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between

Page | 19
actual payment and costs authorized to be incurred by the Consultant, the Client may add or subtract the difference from any subsequent payments.

(d) The Final Payment. The final payment under this Clause shall be made only after the final report and a final invoice, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall be deemed completed and finally accepted by the Client and the final report and final invoice shall be deemed approved by the Client as satisfactory ninety (90) calendar days after receipt of the final report and final invoice by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final invoice. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount that the Client has paid or has caused to be paid in accordance with this Clause in excess of the amounts payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Client within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Client for reimbursement must be made within twelve (12) calendar months after receipt by the Client of a final report and a final invoice approved by the Client in accordance with the above.

(e) All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

(f) With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations hereunder.

46. Interest on Delayed Payments

46.1 If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 45.1 (c), interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

G. FAIRNESS AND GOOD FAITH

47. Good Faith

47.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
H. SETTLEMENT OF DISPUTES

48. Amicable Settlement

48.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

48.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 49.1 shall apply.

49. Dispute Resolution

49.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.
II. General Conditions

Attachment 1: Bank’s Policy – Corrupt and Fraudulent Practices

(the text in this Attachment 1 shall not be modified)

Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011:

“Fraud and Corruption

1.23 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Bank-financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

(iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) “obstructive practice” is

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1 For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

2 For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

3 For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

4 For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.
(aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights;

(b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

(c) will declare misprocurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner they knew of the practices;

(d) will sanction a firm or an individual at any time, in accordance with prevailing Bank’s sanctions procedures, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract.

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5 A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon (i) completion of the Bank’s sanctions proceedings as per its sanctions procedures, including inter alia: cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application of the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceedings. See footnote 12 and paragraph 8 of Appendix 1 of these Guidelines.

6 A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant’s proposal for the particular services; or (ii) appointed by the Borrower.
## II. Special Conditions of Contract

*Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract*

<table>
<thead>
<tr>
<th>Number of GC Clause</th>
<th>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1(b) and 3.1</td>
<td>The Contract shall be construed in accordance with the law of India</td>
</tr>
<tr>
<td>4.1</td>
<td>The language is: English</td>
</tr>
<tr>
<td>6.1 and 6.2</td>
<td><strong>The addresses are:</strong></td>
</tr>
<tr>
<td></td>
<td>Client:</td>
</tr>
<tr>
<td></td>
<td><em>1st Floor, Eldeco Corporate Tower, Vibhuti Khand</em></td>
</tr>
<tr>
<td></td>
<td><em>Gomti Nagar, Lucknow</em></td>
</tr>
<tr>
<td></td>
<td><em>Phone: 0522-2090179</em></td>
</tr>
<tr>
<td></td>
<td><em>E-Mail ID: <a href="mailto:mdsrlmup9@gmail.com">mdsrlmup9@gmail.com</a></em></td>
</tr>
<tr>
<td></td>
<td>Consultant: SRUAN Infratech and Development Services Pvt. Ltd (SIDS)/Attention: Mr. Akbar – Project Executive</td>
</tr>
<tr>
<td></td>
<td>#4, Community Shopping Centre</td>
</tr>
<tr>
<td></td>
<td>First Floor, Anupam Apartments</td>
</tr>
<tr>
<td></td>
<td>Saidullajab, New Delhi- 110068 India</td>
</tr>
<tr>
<td></td>
<td>Mob: 011-40450153</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:info@sids.co.in">info@sids.co.in</a></td>
</tr>
<tr>
<td>8.1</td>
<td>N/A</td>
</tr>
<tr>
<td>9.1</td>
<td><strong>The Authorized Representatives are:</strong></td>
</tr>
<tr>
<td></td>
<td>For the Client: Additional Mission Director</td>
</tr>
<tr>
<td></td>
<td>Uttar Pradesh State Rural</td>
</tr>
<tr>
<td></td>
<td>Livelihood Mission(UPSRLM)</td>
</tr>
<tr>
<td></td>
<td>For the Consultant: Mr. Akbar – Project Executive, SIDS</td>
</tr>
<tr>
<td>11.1</td>
<td><strong>The effectiveness conditions are the following:</strong> from the date of signing the contract by both the parties and subject to receipt of Letter of Intimation for Recruitment [LIR] from SRLM. The consultant shall start working after the receipt of LIR from UPSRLM on each round of the recruitment.</td>
</tr>
</tbody>
</table>
| 12.1 | **Termination of Contract for Failure to Become Effective:**  
|      | The time period shall be one month |
| 13.1 | **Commencement of Services: The Date for the commencement of services will be decided after selection of Agency**  
|      | The number of days shall be 10 days  
|      | Confirmation of Key Experts’ availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert. |
| 14.1 | **Expiration of Contract:** The time period shall be three (3) years from the date of signing of the contract however it is desired that the recruitment agency will complete each round of recruitment within 3 months, plus one month spillover period from the date of receipt of Letter of Intimation for Recruitment.  
|      | The performance of the agency will be reviewed at each round of the recruitment. If the performance of the consultant is not satisfactory, the client may terminate the contract.  
|      | As part of the technical proposal, the consultant has proposed to complete each round of recruitment within 4 months from the date of receipt of Letter of Intimation for Recruitment. As the advertisement will be issued by UPSRLM, the time will be reckoned from the date of release of advertisement. |
| 19.1 | **Following provisions added to clause 19 of GCC.**  
|      | The UPSRLM shall not abruptly terminate the services of the consultant. In case the UPSRLM decided to terminate the contract abruptly, the UPSRLM agrees to pay the actual expenditure incurred by the consultant (remuneration and reimbursable expenditure) till the date of such termination notice.  
|      | If the consultant fails to deliver any services as stated in this contract with in the agreed time lines except due to force majeure or agreed in writing, UPSRLM shall be free to get these services performed by any other source at consultant risk and cost. In other words, the consultant agrees to pay the additional financial burden on the UPSRLM to complete the remaining task of ongoing recruitment phase. |
| 21 b. | **The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3**  
|      | Yes |
23.1 "Limitation of the Consultant's Liability towards the Client:

(a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Client's property, shall not be liable to the Client:

(i) for any indirect or consequential loss or damage; and

(ii) for any direct loss or damage that exceeds [insert a multiplier, e.g.: one, two, three] times the total value of the Contract;

(b) This limitation of liability shall not

(i) affect the Consultant's liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services;

(ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the "Applicable Law".

24.1 The insurance coverage against the risks shall be as follows:

a) Professional liability insurance, with a minimum coverage of amount equivalent to the total value of the contract in Rupees.*

b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Government's country by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage as per Motor Vehicle Act, 1988;

c) Third Party liability insurance, with a minimum coverage of Rs. Ten lakhs;

27.1 All proprietary rights remains with the client.

27.2 The Consultant shall not use the data/documents for purposes unrelated to this Contract without the prior written approval of the Client. The consultant shall not use any personal data/details of the prospective candidates participating in the recruitment process. Any kind of leakage of personal data will be the responsibility of the consultant and the consultant indemnity the client from the damages if any.

34 (Working hours, leave etc..)
The key and non-key staff of the consultant shall work follow the office decorum of the consultant. The consultant shall maintain the time sheets of each key and non-key professionals and submit the same along with the invoice. The existing HR policy of the consultant will be followed.

35.1(f) UP SRLM will issue Letter of Intimation for Recruitment clearly indicating no of positions to be recruited in each phase and category wise reservation breakup for each position
**41.2** Total Value of the contract for three years is Rs.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description/ Item</th>
<th>Phase – I Amount Rs.</th>
<th>Phase – II Amount Rs.</th>
<th>Phase – III Amount Rs.</th>
<th>Total Amount Rs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Remuneration (Remuneration rates of the key and non-key professionals deployed will be adjusted at 5% to set off inflation, which is applicable after completion of 12 month of continuous service under this contract).</td>
<td>43,27,000</td>
<td>47,32,000</td>
<td>42,59,500</td>
<td>1,33,18,500</td>
</tr>
<tr>
<td>2.</td>
<td>Reimbursable Expenses</td>
<td>70,24,000</td>
<td>75,42,000</td>
<td>60,35,000</td>
<td>2,06,01,000</td>
</tr>
<tr>
<td>3.</td>
<td>Sub-Total</td>
<td>1,13,51,000</td>
<td>1,22,74,000</td>
<td>1,02,94,500</td>
<td>3,39,19,500</td>
</tr>
<tr>
<td>4.</td>
<td>GST</td>
<td>20,43,180</td>
<td>22,09,320</td>
<td>18,53,010</td>
<td>61,05,510</td>
</tr>
<tr>
<td>5.</td>
<td>Total Contract value</td>
<td>1,33,94,180</td>
<td>1,44,83,320</td>
<td>1,21,47,510</td>
<td>4,00,25,010</td>
</tr>
</tbody>
</table>

The total cost mentioned above is only indicative.

The GST will be paid on applicable items and applicable rate. Payments on account of remuneration of the consultant Team shall be made based on the time input and on the quoted monthly rates.

Remuneration and Reimbursement of other costs to M/s SIDS will be on actual basis. The consultant is required to submit original bills and vouchers to UP SRLM.

In case of delayed services, the client may invoke provisions of Service Level Agreement (SLA) provided in TOR. In case of failure, UP SRLM may invoke penalty subject 5% of the total value payable for recruitment of respective phase.

Actual numbers of positions to be recruited might vary in the range of 15-20%. Actual number of vacancies to be recruited shall be confirmed in the Letter of Intimation for Recruitment (LIR) issued by UP SRLM to the Agency.
### II. General Conditions of Contract

<table>
<thead>
<tr>
<th>Clause</th>
<th>Description</th>
</tr>
</thead>
</table>
| 42.1   | The Client shall pay to the Consultant (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services as after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Consultant in the performance of the Services.  
(iii) In Claiming TA/DA for consultant team, expert TA/DA rules of the HR agency will apply subject to unit rates proposed in the financial proposal.  
(iv) A monthly progress report along with the status of recruitment along with monthly bill must be submitted by consultant |
| 42.3   | Price adjustment of 5% (annually) remuneration rates will be applied after 12 months of the contract. |
| 43.1   | The Client warrants that the Client shall reimburse the Consultant, the Sub consultants and the Experts' any indirect taxes, duties, fees, levies and other impositions imposed, under the applicable law in the Client's country, on the Consultant, the Sub-consultants and the Experts in respect of: |
| 43.2   | (a) any payments whatsoever made to the Consultant, Sub-consultants and the Experts (other than nationals or permanent residents of the Client's country), in connection with the carrying out of the Services;  
(b) any equipment, materials and supplies brought into the Client's country by the Consultant or Sub-consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn by them;  
(c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the Client and which is treated as property of the client;  
(d) any property brought into the Client's country by the Consultant, any Sub consultants or the Experts (other than nationals or permanent residents of the Client's country), or the eligible dependents of such experts for their personal use and which will subsequently be withdrawn by them upon their respective departure from the Client's country, provided that:  
(i) the Consultant, Sub-consultants and experts shall follow the usual customs procedures of the Client's country in importing property into the Client's country; and  
(ii) if the Consultant, Sub-consultants or Experts do not withdraw but dispose of any property in the Client's country upon which customs duties and taxes have been exempted, the Consultant, Sub consultants or Experts, as the case may be, (a) shall bear such customs duties and taxes in conformity with the regulations of the Client's country, or (b) shall reimburse them to the Client if they were paid by the Client at the time the property in question was brought into the Client's country. |
| 44.1   | The currency of payment shall be INR |
| 45.1(a) | The following provisions shall apply to the advance payment and the advance bank payment guarantee:  
(1) An advance payment equivalent to one month's estimated expenses of the contract will be |

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advanced as mobilisation fund within 15 days after signing of Contract. The advance payment will be set off by the Client in equal instalments against the statements for the first 6 months of the Services until the advance payment has been fully set off. (2) The advance bank payment guarantee shall be in the amount and in the currency of the advance payment.

45.1(b) The Consultant shall submit monthly Invoices to the Client. The Consultant shall submit separate itemized invoice for (i) Remuneration of Consultant Team (key and non-key staff); and (ii) Other reimbursable expenditure incurred. Along with the invoice, the consultant shall submit the time sheets of the key and non-key staff and original bills and vouchers to UPSRLM. Client shall attempt to clear payment within 3 days of submission of bills.

45.1(e) The accounts are:

Name: SRIJAN INFRATECH & DEVELOPMENT SERVICES (P) LTD
Account No: 017105002171
Name of the Bank: ICICI BANK, SAKET BRANCH, NEW DELHI
IFSC Code: ICICIB000171

46.1 For delay beyond 60 days from the receipt of acceptable Invoice – the interest rate will be 8% p.a.

49. Disputes shall be settled by arbitration in accordance with the following provisions:

1. **Selection of Arbitrators.** Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:

   (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to Indian Council of Arbitration for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, Indian Council of Arbitration shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.

   (b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by Indian Council of Arbitration.
(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the Secretary, Indian Council for Arbitration, New Delhi to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.

2. **Rules of Procedure.** Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.

3. **Substitute Arbitrators.** If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.

4. **Qualifications of Arbitrators.** The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute.

5. **Miscellaneous.** In any arbitration proceeding hereunder:

   (a) proceedings shall, unless otherwise agreed by the Parties, be held in Lucknow, India;

   (b) the English language shall be the official language for all purposes; and

   (c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.
III. Appendices

APPENDIX A – TERMS OF REFERENCE

Terms of Reference (TOR) for hiring the services of a Recruitment Agency for Uttar Pradesh State Rural Livelihoods Mission Society

Background

The Ministry of Rural Development, GOI has launched the National Rural Livelihoods Mission (NRLM) as a flagship rural development program. The objective of this Mission is to eliminate rural poverty through innovative social mobilization and financial and economic inclusion strategies. The NRLM implementation framework draws on the lessons from successful implementation of rural livelihoods Mission in Andhra Pradesh, Bihar and Kerala. For further details about NRLM, please visit- www.ajeevika.in.

The mission is to be implemented in the states through a dedicated mission unit called State Rural Livelihoods Mission (SRLM). In order to augment their sources required for the implementation of NRLM, the GOI has entered into an agreement with the World Bank (IDA credit) for assistance equal to USD1.00 billion over XII Plan period. The part of the NRLM that will be implemented with the support of the World Bank in select states, districts and blocks is called National Rural Livelihoods Mission (NRLP).

The Uttar Pradesh State Rural Livelihood Mission (UPSRLM), under the aegis of Rural Development Department, Government of Uttar Pradesh is an autonomous society registered under the Societies Registration Act, 1860 which was formed in November 2011. UPSRLM’s mandate is to implement the National Rural Livelihood Mission/Mission (NRLM/P) in Uttar Pradesh, which aim at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihood enhancements and improved access to financial services. To attain these objectives, UPSRLM intends to engage a full-time dedicated team of professionals, through a RA, to implement NRLM activities at the state level, district and block levels.

This set of professionals is expected to act as a team and in collaboration with other members, lay the foundation for successful implementation of the Mission objectives in the state. It will also act as a resource team and guide the future NRLM expansion in the state. This will be possible only when a quality professional team is hired through a meticulously designed recruitment and selection method. In this backdrop, the Society needs the services of a Recruitment Agency (RA) for recruiting Qualified Manpower and supplying them to UPSRLM.
As NRLM lays emphasis on promotion of ‘professionally competent and dedicated implementation structures’ at the state, district, and block level for managing and supporting all Mission activities. The details of Job Profile for the professional and other staff is given at Annexure -1. No of filled and vacant positions is given in Annexure-2. Eligibility criteria and Qualification for the vacant position will be share by UPSRLM separately to the selected agency.

Professionals to be recruited by RA in 3 Years:

<table>
<thead>
<tr>
<th>Phases</th>
<th>Positions in state</th>
<th>Positions in District</th>
<th>Positions in Block</th>
<th>Total likely vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19 1st Phase</td>
<td>08</td>
<td>141</td>
<td>1553</td>
<td>1702</td>
</tr>
<tr>
<td>2019-20* 2nd Phase</td>
<td>0</td>
<td>252</td>
<td>2100</td>
<td>2352</td>
</tr>
<tr>
<td>2020-21*3rd Phase</td>
<td>0</td>
<td>0</td>
<td>1904</td>
<td>1904</td>
</tr>
</tbody>
</table>

*Number of position is only indicative and subject to the approval of GB. Actual numbers might vary in the range of 15-20%. Actual number of vacancies to be recruited shall be confirmed in the Letter of Intimation of Recruitment (LIR) issued by UP SRLM to the RA.

Objectives of the assignment

1. Designing the recruitment and selection methods for the recruitment of professionals to roll out the UPSRLM activities at different levels.
2. Designing detailed Job descriptions of staff to be placed with UPSRLM.
3. Recruiting the staff as desired by UPSRLM as per the position and location specified and for the time period specified in Annexure and providing replacements as and when required.
4. Maintain all the relevant documents for different statutory obligation purposes.

Scope of Work

- UPSRLM will engage a RA to undertake the requisite professionals for implementation of National Rural Livelihood Mission in the state.
- It is expected that RA will make best efforts to recruit staff having result orientation, potential to lead thematic unit for a large state like Uttar Pradesh and ability to extend quality support to community institutions and the SRLM.
- The recruitment will be done largely from open market through advertisement and through campus recruitment. The positions of Block level can also be filled by campus recruitment from prestigious institute of Rural development. If agreed by the Society and scope provided under the policy, the recruitment could also be done through Deputation from Government / Academic Institutions / Public Sector Banks etc.,

- All governance, monitoring and reporting aspect of this assignment will be controlled by the SMD, UPSRLM. The UPSRLM will be in supervisory role for all recruitment and selection events conducted by the RA.

- To establish a better coordination between RA and Mission, RA have to open an office in Lucknow and nominate a representative to make the coordination till the date of completion of assignment.

- Govt. of UP guidelines on reservations of posts, if applicable, will have to be adhered to by RA

- The RA is expected to maintain highest degree of transparency and integrity. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The RA will ensure selection of only those candidates who full fill the eligibility criteria prescribed for the respective positions. In case of not finding suitable candidates, the RA will make all possible effort still the suitable candidate is identified.

- The RA will follow a systematically designed system of receiving applications, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information on website. All information about scrutiny of application will be provided to UPSRLM as and when required.

- It is expected that the selected RA will put in place a high caliber team consisting of a dedicated Team Leader ;key senior HR and recruitment expert; pool of specialists and sufficient number of administrative assistants. It is desirable that key members, including the specialists proposed for the assignment are full time staff of the Agency. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by RA agency, will have the profile of the best in the business. The expected individual profile of RA team members is provided at Annexure-2.

- Once the Staff is selected and approved by UPSRLM, the list of the selected candidates will be handed over to HR Management Agency, separately hired by UP SRLM for this purpose. The HR Management Agency will issue the contract to the selected candidates and manage the pay roll and HR functions. The RA would ensure that the staff selected and approved by UP Mission reports for duty at their designated location within Thirty days.

- In case of vacancies arise due to attrition; such vacancies will be included in the next phase of recruitment. If required, the RA will have to undertake supplementary recruitment drive. The RA will have to submit the budget for supplementary drive and agree on the budget. While
calculation of budget for supplementary drive, unit rates quoted in the financial proposal shall be binding.

- Addition or deletion (15-20%) in number of position may be possible as per the actual requirements during the assignment period. This will be worked out mutually between the SRLM-UP and the selected RA.

- The RA will design exclusive selection tools for different set of position i.e. State level staff, District level staff and Block level field functionaries. The selection strategy and tools should be designed in such a way that it could assess requisite knowledge, skills, and attitude on quality parameters for different positions. The selection criteria should be very objective. The selection procedure for candidates will be as defined in HR manual of UPSRLM.

- The initial phase of recruitment process for the positions specified by UPSRLM shall be completed within 3 months and spillover time of maximum one month, from the date of signing of the contract and repeat process shall be completed within next 2 months, if any candidate not joined. The same shall be filled up from the waiting list or through repeat selection process if there is no waiting list for those positions.

- Since this is a phased assignment, any subsequent phase of recruitment for new posts will also have to be completed within 3 months from the date of intimation for the requirement forwarded by UPSRLM to RA. UP SRLM might consider grant of spillover time of maximum one month.

- RA must take an affidavit from candidates that none of relative of the candidate is working with UPSRLM and RA, during the process of selection.

- A performance security of 5 percent of contract Value must be deposited in UPSRLM in form of Demand Draft/ Bank Guarantee valid for One Year from date of awarding contract.

Key Task and Responsibility

During the assignment period, RA will closely work with UP-SRLM and perform key tasks and responsibilities as explained below.

Designing Recruitment Methodology, and Recruitment of suitable individuals

- The RA will be responsible for designing recruitment and selection methodology; developing job description and staff contract policy; and conducting recruitment of suitable individuals for total positions in UPSRLM. The recruitment schedule will be mutually agreed upon at the time when inception report is submitted by the selected RA.
• In case, candidates do not turn up for joining after selection, it will not be considered as completed task on behalf of the RA. The payment schedule of the assignment will necessarily be linked with the output of final joining of staff on time.

Outputs

• Inception report submitted with detailed work plan, approach to the assignment and proposed selection methodology for the given positions.
• The proposed selection methodology will be agreed upon by UPSRLM.
• Recruitment and selection camp successfully completed for all positions.

Advertisement Management

• The RA will design the advertisement for vacancies, and UPSRLM will notify it the same in leading daily newspaper (in Hindi, and English). The advertisement will further be notified by HRA on reputed web-portal visited by jobseekers in development sector. The vacancy will also be notified through other media sources and among relevant alumni networks. The cost of notification of advertisement including repeat editions shall have to be borne by the UPSRLM. The RA shall bear the venue costs including repeat camps for written test, Group Discussion, Interviews, etc.
• The advertisement for recruitment of professionals should clearly indicate that the positions advertised are on contractual basis and the professionals will be paid consolidated remuneration. Further, the candidate at the time of filling the application, should give a declaration stating that he/she fully understand the terms of engagement and the appoint is purely contractual basis and the engagement will be on a financial year basis. If required, the services of the professionals shall be terminated at any time due to unethical behavior, fraud and corruption, non-availability of budget, any such etc.,

Outputs

• Data base is developed of all applications received in response to advertisement released.
• Records maintained of scrutinized applications against the eligibility criteria and short list created of all candidates qualified to attend selection process. The same is also floated on website.
• Position wise data base created of all applications and not shortlisted along with reasons for rejection

Conduct of written test, Group Discussion and Interview

• The RA is responsible for conducting written test, group discussion, interview, and such other activity required for selection of right candidates;
• In each process, the RA is required to follow reservation roster if required and the same shall be confirmed in the letter of request for undertaking recruitment that will be issued to the RA by UP SRLM.
• In the interview panel, representatives from UPSRLM should be present. And the RA should inform the status of key process and seek necessary approvals from UPSRLM.
It may be noted that the competent authority has fixed the remuneration range for each position. By default, the successful candidate will be offered lower remuneration fixed for the said position. In case the selected candidate is drawing more than the lower remuneration indicated for the position, remuneration offered to such candidates will be fixed based on the last drawn salary plus appropriate adjustment of remuneration (up to maximum 10%) subject to maximum remuneration fixed for the said position. All such cases should be brought to the notice of the UP SRLM and necessary approval should be obtained before finalization of remuneration rates.

**Submitting Merit List of Recommended Candidates**

- The RA will submit the final merit list of the recommended candidates along with decided minimum wait list candidate for each category and number of positions. The RA will submit the final result of recommended candidates in the agreed set of format and updated CVs of recommended candidates. The result must be submitted after verification of reference of both selected and waitlist candidates.

**Outputs**

- Position wise merit list submitted with detailed grades/score obtained by each of the candidates participated in the selection process.
- Position wise final recommended list submitted along with minimum 4 wait list for each category and number of positions.
- CVs of all recommended and waitlist candidates submitted in both electronic form and hard copy.
- The credential verification of all recommended and waitlist candidates completed and report of the same submitted.

**Maintaining Recruitment Records**

- RA will be accountable for checking the veracity and authenticity of information furnished by selected candidates. The liabilities in respect of the authenticity of information about the selected candidates will extend beyond the contract period. Hence the RA will be liable to compensate any liability arising out of the performance of this contract either during or up to 1 year from the expiry of the contract. RA will ensure to maintain complete secrecy of recruitment process and records and not share any related information or document to third party.

**Output**

- The required information regarding any steps of recruitment process is shared on demand.
- All record related to recruitment and selection under this assignment is maintained and accessed by UPSRLM whenever required.
- A resource pool of thematic area experts is developed and maintained at UP-SRLM level.

**Service Level Agreement (SLA)**
• Agency is expected to meet the service levels & time lines in the normal course of carrying out the activities as per the detailed Scope of Work. In case of unjustified delay on any or all such Service Levels, UP SRLM reserves the rights to levy penalties on the agency if the agency is not in a position to complete the recruitment within 3 months and one month spillover time from date of advertisement. UP SRLM may consider to allow one month spillover time to complete the deliverables. In case of failure, UP SRLM may invoke penalty subject 5% of the total value payable for recruitment of respective phase.

Key and Non-Key Professionals to be deployed by RA
The RA is required to deploy a team of Key and Non-Key professionals to undertaking the assignment. Minimum required key professionals for undertaking recruitment of each phase is indicated below;
Team Leader (full time) – 3 months
Recruitment Expert – 3 months
OD Expert – (Part time) 1 month
Development Expert (part time) 1 month
HR Systems Expert (part time) 1 month

It is expected that the agency is required to undertake three phases of recruitment i.ei) phase -1 : within one month from the date of contract; (ii) Phase -2: Apr-May 2019; and (iii) Phase -3: Apr-May 2020. The key team indicated is minimum requirement. Consultants are required to assess the scope and propose appropriate team both key and non-key members and include the proposed team composition in the teach-6. As part of technical evaluation, CVs of the Key Professionals will be evaluated. Experience and skill set required for each key position is indicated at Annexure-3.

Duration of the Assignment

• The total duration of the Consultancy Services will be for 3 years from the date of advertisement. However, it is desired that the recruitment agency will complete the first round of recruitment within 3 months and one month spillover time. Residual vacancies, if any, will be done in the next 2 months. Since this is a phased assignment, any subsequent phases of recruitment for new posts will also have to be completed within 4 months included one month spillover time.

Review and Monitoring of the Assignment

• The RA will prepare a detailed time-bound implementation work plan for implementation of the aforementioned task. In addition, in case, UPSRLM has any objections related to assignment deliverables, it will inform to the RA in writing. The RA will comply with the recommendation made by UPSRLM and accordingly complete the assignment at no additional cost. A joint fortnightly review (every 15 days) mechanism will be put in place and represented by core members of UPSRLM and RA.
## Annexure-1
Existing/Proposed Thematic Staff composition : UPSRLM

### State Mission Management Unit (SMMU)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Designation</th>
<th>No. of Position</th>
<th>Filled Position</th>
<th>Vacant Position</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State Mission manager IBCB</td>
<td>1</td>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>State Mission manager Micro Finance &amp; Financial Inclusion</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>State Mission managers M&amp;E</td>
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<td>1</td>
<td>0</td>
<td></td>
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<tr>
<td>4</td>
<td>State Mission managers MIS</td>
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<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>State Mission managers Procurement</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>State Mission managers T&amp;CB</td>
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<td>1</td>
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<tr>
<td>7</td>
<td>State Mission managers Admin</td>
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<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mission manager Skills</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mission managers MIS</td>
<td>1</td>
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<td>1</td>
<td></td>
</tr>
<tr>
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<td>Mission managers Procurement</td>
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<tr>
<td>1</td>
<td>Mission managers Admin &amp; FM</td>
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<td>Retainer Consultant</td>
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<td>1</td>
<td>As per Finance Manual</td>
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</tr>
<tr>
<td>3</td>
<td>Account Officer</td>
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<td></td>
<td></td>
<td></td>
<td>8</td>
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</tbody>
</table>

### District Mission Management Unit (DMMU) for 39 District

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Designation</th>
<th>No. of Position</th>
<th>Filled Position</th>
<th>Vacant Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District Mission Manager Social Inclusion &amp; Social Development</td>
<td>17</td>
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<td>17</td>
</tr>
<tr>
<td>2</td>
<td>District Mission Manager Social Mobilization &amp; Capacity Building</td>
<td>36</td>
<td>19</td>
<td>17</td>
</tr>
<tr>
<td>3</td>
<td>District Mission Manager Micro Finance &amp; Financial Inclusion</td>
<td>31</td>
<td>14</td>
<td>17</td>
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<td>4</td>
<td>District Mission Manager Livelihood</td>
<td>17</td>
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<tr>
<td>5</td>
<td>District Mission Manager Skills &amp; Jobs</td>
<td>17</td>
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<td>6</td>
<td>District Mission Managers Monitoring &amp; Evaluation, M.I.S.</td>
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<tr>
<td>Block Mission Management Unit (BMMU) for 250 Blocks</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Block Mission Manager</td>
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<td>209</td>
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</tr>
<tr>
<td>2. Block Mission Manager Social Inclusion &amp; Social Development</td>
<td>230</td>
<td>11</td>
<td>219</td>
<td></td>
</tr>
<tr>
<td>3. Block Mission Manager Social Mobilization &amp; Capacity Building</td>
<td>230</td>
<td>12</td>
<td>218</td>
<td></td>
</tr>
<tr>
<td>4. Block Mission Manager Micro Finance &amp; Financial Inclusion</td>
<td>226</td>
<td>9</td>
<td>217</td>
<td></td>
</tr>
<tr>
<td>5. Block Mission Manager Livelihood</td>
<td>232</td>
<td>11</td>
<td>221</td>
<td></td>
</tr>
<tr>
<td>6. Block Mission Manager Skills &amp; Jobs</td>
<td>227</td>
<td>8</td>
<td>219</td>
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<td>7. Block Mission Managers Monitoring &amp; Evaluation, M.I.S.</td>
<td>250</td>
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<td>250</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1619</strong></td>
<td><strong>66</strong></td>
<td><strong>1553</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Total | 1806 | 104 | 1702 |
## Annexure-2

### Indicative team of key members required from RA

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Key Member</th>
<th>Desired Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teamleader(1)</td>
<td>Having master’s degree in any discipline with minimum 15 years of relevant experience in HR support in development sector. Experience in leading recruitment and selection assignments of similar programmatic nature. S/he should have experience of doing HR planning and designing staff selection methodologies for agencies involved in development sector. Knowledge of applying reservation policy will be essential. Should have worked in the recruitment assignments for World Bank/central govt/state govt funded livelihoods projects.</td>
</tr>
<tr>
<td>2</td>
<td>Recruitment Expert(1)</td>
<td>Having master degree in any discipline with at least 10 years of experience of conducting recruitment of multi-disciplinary teams. S/he should have knowledge of designing staff selection methodologies and using various selection instruments. Should have worked in the recruitment assignments for World Bank/central govt/state govt funded livelihoods projects.</td>
</tr>
<tr>
<td>3</td>
<td>OD Expert (1)</td>
<td>Should have Having master’s degree in any discipline. She/He should have experience in Organizational Development matters and should have worked HR recruitment for a large development project funded by World Bank/ Central/State Govt. Each individual should have at least 8 years’ experience in recruitment and selection of professionals at managerial level. S/he should be a post graduate preferably in the area of Management (Organizational Development /Development expert/HR System expert), Social Work, Rural Development/Management. It is expected that person should have worked in development sector and have very good understanding about requirement of human resources for poverty reduction programme.</td>
</tr>
<tr>
<td>4</td>
<td>Development Expert (1)</td>
<td>Should have Having master’s degree in any discipline. Each individual should have at least 8 years’ experience in recruitment and selection of professionals at managerial level. S/he should be a post graduate preferably in the area of Management (Organizational Development /Development expert/HR System expert), Social Work, Rural Development/Management. It is expected that person should have worked in development sector and have very good understanding about requirement of human resources for poverty reduction programme. He/she must have experience in social</td>
</tr>
<tr>
<td></td>
<td>Non-Key professionals</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Administrative Assistant(2)</td>
<td>Master degree in Business Administration with minimum of 3 years of experience in data analysis, logistic arrangements, data entry etc.</td>
</tr>
<tr>
<td>2</td>
<td>Executives</td>
<td>As per requirement</td>
</tr>
</tbody>
</table>

development, capacity building and institutional building, Knowledge of Livelihoods Programmes, working with SHGs and SHG federations etc.,

5 | HR Systems expert (1) | Should have Having master’s degree in any discipline. Each individual should have at least 8 years’ experience in recruitment and selection of professionals at managerial level. S/he should be a post graduate preferably in the area of Management (Organizational Development /Development expert/HR System expert), Social Work, Rural Development/Management. It is expected that person should have worked in development sector and have very good understanding about requirement of human resources for poverty reduction programme. She/he should have experience in HR systems such as designing of methodology for recruitment, assessment of candidates, carrying reference checks, assessment of candidates, performance assessment, Learning and Development etc.,
### APPENDIX B - KEY EXPERTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Proposed time input (person days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Phase-I</td>
</tr>
<tr>
<td>K-1: Team Leader</td>
<td>Shubham Singh</td>
<td>110</td>
</tr>
<tr>
<td>K-2: Recruitment Expert</td>
<td>Ajeet Singh</td>
<td>110</td>
</tr>
<tr>
<td>K-3: OD Expert</td>
<td>Ved Arya</td>
<td>15</td>
</tr>
<tr>
<td>K-4: Development Expert</td>
<td>Rakesh Gupta</td>
<td>60</td>
</tr>
<tr>
<td>K-5: HR system Expert</td>
<td>Madhavi Kumari</td>
<td>60</td>
</tr>
</tbody>
</table>

CV of the key staff are attached.
Tech FORM -6 CV

1. **Proposed Position:** K-1: Team Leader

2. **Name of Firm:** SIDS

3. **Name of Staff:** Shubham Singh

4. **Date of Birth:** 18.11.1971  
**Nationality:** Indian

5. **Education:**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>College/University</th>
<th>Degrees obtained</th>
<th>Dates of obtaining</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Institute Of Rural Management Anand (IRMA)</td>
<td>Post Graduate Diploma In Rural Management</td>
<td>1998</td>
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<tr>
<td>2</td>
<td>Bihar University</td>
<td>B.A (Hons) Economics</td>
<td>1994</td>
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</table>

6. **Employment Record:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Employing Organization &amp; Designation</th>
<th>Country</th>
<th>Summary of Activities Performed relevant to assignment</th>
</tr>
</thead>
</table>
| From August 2005 till date | SIDS (P) Ltd; Director                | India   | • Large scale recruitment and selection of staff for various government projects across India  
• Has led recruitment and selection of more than 10,000 staff at various levels across the country — including R&S for staff for UPSRLM and UPSDM from 2013 to 2016  
• Designing overall HR Structure and Strategy for NRLM  
• Designing comprehensive HR Manuals, including Induction, performance management for various Government Projects (SRLMs and Ministry of Health)  
• Co-authored a Book - Building **Effective Institutions to Empower the Poor — A Policy Makers’ Guide for Human Resource Strategies.** Published by McGraw Hill Education  
• Training Needs Assessment and overall CB Strategy for RD projects  
• Organized South Asia Workshop on Impacting Project Outcomes Through Institutional Development & Human Resource Management  
• Organized National Level workshop on Market Led Skill Development. Undertook study of various successful training and placement initiatives across India by various agencies |
### 7. Membership of Professional Associations

- **IRMA Alumni Association**, member
8. Languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
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<tr>
<td>English</td>
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<td>Hindi</td>
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<tr>
<td>Bengali</td>
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<td>No</td>
<td>Fair</td>
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</tbody>
</table>

9. Adequacy for the Assignment:

11. Detailed Tasks Assigned

- Design of Induction Programmes
- Review and Design of Performance Appraisal of Staff
- Design of overall recruitment and selection assignment
- Conduct of Recruitment & Selection of Staff,

List of Deliverables as in Tech 5 in which Expert will be involved

All the deliverables

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Shubham has been involved in HRD assignments in large-scale programmes in developing HR Policy and HRD Manuals, recruitment and selection of teams, in a number of state government projects such as Jharkhand, Tamil Nadu Bihar, Gujarat, UP, Orissa, Karnataka, Assam and Chhattisgarh. He has developed comprehensive HRD Manuals for Projects in Jharkhand, TN and Bihar, including performance appraisal and management systems, incentives, business processes, etc. He backs this up with 10 years of development sector experience ranging from grassroots action to designing large scale bi lateral/ multi lateral projects, including organisation structure design.

He has led recruitment and selection assignments for JSLPS since 2012 and others like BRDS, BRLP, BAPEP, BPSP, BRPNN, BMVM, and ICDS in Bihar part from other SRLMs in TN, Gujarat, MP, UP, Rajasthan, Assam.

He was also a key member of the team that was involved in designing the overall organisational strategy for National Rural Livelihoods Mission, a Govt of India initiative to eradicate poverty.

a) Name of assignment/ project: Jharkhand State Livelihoods Promotion Society (JSLPS)

Year: 2012-13 (on-going – many assignments)
Location: Ranchi; Client: JSLPS, Govt of Jharkhand
Main Project Features: SHG promotion, SHG-Bank linkage, Poverty Alleviation, Livelihoods

- Recruitment & Selection of state, district and field teams. Senior State Managers members have been selected.
- Developed innovative recruitment and selection strategies like village immersion for field level staff.
- Developing a comprehensive HRD Manual for the Project, including performance management systems, compensation structures, grievance redressal mechanisms, and administrative rules.
- Was involved in design of organizational structure, outline the human resource management rules and procedures of the State Society;
- Technical support to JSLPS in recruitment of staff for various projects

b) Name of assignment/ project: Bihar Rural Livelihoods Project (world bank aided), also called Jeevika
II. General Conditions of Contract

Year: 2005-11 (in three phases)
Location: Patna; Client: BRLP, Govt of Bihar
Main Project Features: SHG promotion, SHG-Bank linkage, Poverty Alleviation

- Recruitment & Selection of state, district and field teams. Over 1200 staff members were selected on a turnkey basis – he developed innovative recruitment and selection strategies like village immersion for field level staff.

- Developing a comprehensive HRD Manual for the Project, including performance management systems, compensation structures, grievance redressal mechanisms, and administrative rules.

- Was involved in design of organizational structure, outline the human resource management rules and procedures of the State Society;

c) Name of assignment or project: UP SRLM, Govt of UP

Year: 2014-15
Location: Lucknow, UP; Client: UPSRLM
Main project features: Implementation of SRLM.
Positions held: Director- SIDS
Activities performed:
- Recruitment of staff for UPSRLM at various levels in two phases

d) Name of assignment or project: UP Skill Development Mission, Govt of UP

Year: 2013-14
Location: Lucknow, UP; Client: UPSDM
Main project features: Implementation of Skill Development Programme.
Positions held: Director- SIDS
Activities performed:
- Recruitment of staff for UPSDM at various levels in two phases

C) Name of assignment or project: Tamil Nadu PVP/TNVKP

Year: 2004-05, 07-08, 08-09, 10-11
Location: Chennai; Client: TNVKP
Main project features: Poverty Alleviation & Women Empowerment
Positions held: Team Leader
Activities performed:
- Led the assignment of Human resource development Agency for TNVKP (World Bank funded Livelihoods Project), TN. Tasks involved development of HR Manual, Performance management Systems, grievance Redressal mechanisms, contract for staff under project, salary structure and incentive package.
- Recruitment & Selection of staff under the Project. Has directly led recruitment of 1800 staff at state, district and cluster levels over a period of
| d) Name of assignment or project: Bihar Rural Development Society, RD Dept., Govt of Bihar |
| Year: 2010-11 and 2015-ongoing |
| Location: Patna, Bihar; Client: The World Bank, New Delhi |
| Main project features: All RD programmes being implemented by the Dept. – Restructuring of the RD Dept. |
| Positions held: Consultant (with SRIJAN) & as Director- SIDS |
| Activities performed: |
| • Recruitment of staff for BRDS at various levels |
| • Revamping organization structure for RD Department, job profiling, roles and responsibilities of key staff, reporting structures, |
| • Overall Training Strategy for the Dept, Training needs analysis, key capacity building areas. |
| • Developing comprehensive HR Manual for BRDS, incl. performance management, compensation, grievance redressal, administrative rules, etc. |
| • Recruitment of core team for BRDS |

| e) Name of assignment/ project : Karnataka State Rural Livelihoods Mission (KSLRM) |
| Year : 2012-13 (ongoing) |
| Location : Bangalore; Client : KSRLM, Govt of Karnataka |
| Main Project Features : SHG promotion, SHG-Bank Linkage, Poverty Alleviation, Livelihoods |
| • Technical Support to KSRLM in Recruitment & Selection of state, district and field teams. Senior State Managers members have been selected. |

| f) Name of assignment/ project : Assam State Rural Livelihoods Mission (ASLRM) |
| Year : 2012, 2015, 2016 |
| Location : Guwahati; Client : ASRLM, Govt of Assam |
| Main Project Features : SHG promotion, SHG-Bank Linkage, Poverty Alleviation, Livelihoods |
| • Technical Support to ASRLM in Recruitment & Selection of state, district and field teams. |
| • All positions were successfully filled with complete transparency and on time. |

| g) Name of assignment or project: Social Development Foundation, Govt of |
**Bangladesh**

Year: 2008-09  
Location: Dhaka, Bangladesh; Client: The World Bank, Dhaka  
Main project features: Poverty Alleviation through livelihoods promotion  
Positions held: Consultant  
**Activities performed:**  
- Revamping organization structure for 2nd phase. Revisiting roles and responsibilities of key staff, reporting structures, etc.  
- Developing HR Policy for SDF, incl. performance management, compensation, grievance redressal, administrative rules, etc.  
- Training Project Staff and local agency in recruitment and selection tools

**h) Name of assignment or project:** Recruitment of staff for UP State Health Society

Year: 2008, Location: UP; Client: NHSRC, New Delhi  
Main project features: Implementing National Rural Health Mission  
Positions held: Team Leader  
**Activities performed:**  
- Designed the media plan, advertisement and selection methodology, Led the execution of the selection process for more than 400 staff for NRHM

**i) Name of assignment or project:** Recruitment of staff for Chhattisgarh State Health Society

Year: 2008  
Location: Chhattisgarh  
Client: NHSRC, New Delhi  
Main project features: Implementing National Rural Health Mission  
Positions held: Team Leader  
**Activities performed:**  
- Designed the media plan, advertisement and selection methodology  
- Led the execution of selection of staff for the state team.

**j) Name of assignment or project:** Karnataka Tanks Management Project

Year: 2002-04  
Location: Bangalore  
Client: JSYS, Govt of Karnataka  
Main project features: Poverty Alleviation through tank rehabilitation  
Positions held: Consultant  
**Activities performed:**  
- Support the Project team in Selection of NGO team members & Gender Specialist for Dist Project Teams  
- Support preparation of R&S manual for the project
Expert's Contact Information: Shubham@sids.co.in
Phone: 9886025106

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

Shubham Singh

{day/month/year}
Signature
{day/month/year}

Name of authorized Representative of the Consultant
Signature
{day/month/year}

2. Name of Firm: SIDS
3. **Name of Staff:** Ajeet Kumar Singh

4. **Date of Birth:** 16.03.1978  
   **Nationality:** Indian

5. **Education**

<table>
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<th>College/University</th>
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<td>1</td>
<td>IIRDM</td>
<td>MBA - Rural Reconstruction &amp; Development Management</td>
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<td>2</td>
<td>Allahabad Agriculture Institute</td>
<td>BSc. (Agriculture)</td>
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   (Deemed University)

6. **Employment Record**

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</table>
| From June 2008 to    | SiDS (P) Ltd: Project Leader-R&S     | India   | • Large Scale recruitment and selection of staff for various government projects across India  
| till date            |                                      |         | • Has led recruitment and selection of more than 10,000 staff at various levels across the country—also including R&S for staff for UP-RLM and UP-SDM from 2013-2015. 
|                      |                                      |         | • Training need assessment and overall CB     
|                      |                                      |         | Strategy for RD project      
|                      |                                      |         | • Liaise with the client’s incl. Government officials for these tasks, including follow up for payments , etc. |
| From Jan 2008 to     | E2F: Project Executive               | India   | • Survey of Market Led Skill Development and Migration pattern across India. 
| May 2008             |                                      |         | • Set up Skill development Training centre at Delhi & NCR |
| From Sep 2006 to     | BRLPS: BPM                           | India   | • Implementation and overall Supervision of Community based SHGs, VOs, CLFs and BLFs. 
| Jan 2008             |                                      |         | • Liaise with Govt. officials ,Bankers and other Stake holder 
|                      |                                      |         | • Implementation and Supervision of Skills 
|                      |                                      |         | &Jobs Program me 
|                      |                                      |         | • Implementation and Supervision of Agriculture based Livelihoods Programme |
| From July 2005 to    | AVS:                                 | India   | • Implementation and Supervision of Swabhaman, Deep, Swanysidhda and PACS Project |
|                      |                                      |         |                                                     |
August 2006

Project Coordinator:

- Liaise with Govt. officials, Bankers and other Stake Holder
- Implementation of Microfinance Programme of BASIX at District Level.
- Implementation and overall Supervision of Community based SHGs, VO, CLF and BLF. Credit Linkage of around 500 SHGs in a year.
- Implementation and Supervision of Agriculture based Livelihoods Programme

7. Membership in Policy groups:

8. Languages:

<table>
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<th>Language</th>
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<tr>
<td>Hindi</td>
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<td>Good</td>
</tr>
</tbody>
</table>

9. Adequacy for the Assignment:

11. Detailed Tasks Assigned

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

Ajeet has been involved in HRD assignments in large-scale recruitment and selection of teams, in a number of state government projects such as Jharkhand, Tamil Nadu, Bihar, Gujarat, UP, Chhattisgarh, Rajasthan, Haryana, Meghalay and Assam. He backs this up with 13 years of development sector experience ranging from grassroots action to designing large scale bi lateral/ multi lateral projects.

He has led recruitment and selection assignments for UPSRLM and UPSDM since 2013 and others like BRDS, BRLP, BAPEPS, BPSP, SSUPSW, BMVM, BGSYS, SAS and ICDS in Bihar part from other SRLMs in TN, Gujarat, MP, UP, Rajasthan, Assam, Haryana and Meghalay.

Overall execution

of R&S component

Planning, conducting and coordinating

Name of assignment/project: TNVKP

Year: 2008-09, 09-10,10-11

Location: Chennai

Client: TNVKP, Govt of TN

Main Project Features: Poverty Alleviation & Social Mobilization

- Team Anchor for recruitment and selection of Dist Teams and Field Teams,
- Finalization and submission of results
- Liaise with clients

Name of Assignment/Project: TNCDW

Year: 10-11

Location: Chennai
### Selection Camps

Client: TNCDW, Govt of TN  
**Main Project Features:** Poverty Alleviation & Social Mobilization

- **Team Anchor** for recruitment and selection of Dist Teams.  
- Recruitment and selection of Dist Teams and Field Teams for more than 2500 staff.  
- Finalization and submission of results  
- Liaise with clients

---

### Name of Assignment/Project: Bihar Rural Livelihoods Promotion Society

**Year:** 2008-09 & 09-10 &10-11 &11-12  
**Location:** Patna  
Client: Bihar Rural Livelihoods Project, Govt of Bihar  
**Main Project Features:** Poverty Alleviation & Social Mobilization through SHGs and federations

- **Team leader** for recruitment and selection of Dist Teams and Field Teams for more than 1300 staff.  
- Finalization and submission of results  
- Liaise with Clients

### Name of Assignment/Project: Selection of Staff for UP State Health Society

**Year:** 2008  
**Location:** Lucknow  
Client: NHSRC, New Delhi  
**Main Project Features:** Implementing NRHM

- Team Leader for **recruitment of staff for UP SHS** – Managing the recruitment and selection process of District Teams of all 75 Districts around 300 staffs  
- Liaise with client.

### Name of Assignment/Project: Selection of Staff for Chhattisgarh State Health Society

**Year:** 2008  
**Location:** Chhattisgarh  
Client: NHSRC, New Delhi  
**Main Project Features:** Implementing NRHM

- Team member for **execution of recruitment assignment.**  
- Recruitment and selection of Dist Teams and Field Teams for more than 220 staff.  

### Name of Assignment/Project: GLPC (Gujarat Livelihoods Promotion Company)

**Year:** 2010-2011  
**Location:** Gandhi agar  
Client: Gujarat Livelihoods promotion Company Govt. of Gujarat  
**Main Project Features:** Poverty Alleviation & Social Mobilization through SHGs and
federations

- **Team leader** for recruitment and selection of State teams, Dist Teams and Field Teams for more than 700 staffs
- Finalization and submission of results
- Liaise with Clients

**Name of assignment/project:** Bihar state Road Development Corporation

**Year:** 2011 & 2013

**Location:** Patna

**Client:** Bihar State Road Development Corporation Govt. of Bihar

**Main Project Feature:** Construction of State highway and Bridge

- **Team leader** for recruitment and selection of State teams
- Finalization and submission of results
- Liaise with Clients

**Name of assignment/project:** Bihar Panchayat Strengthening Project

**Year:** 2010

**Location:** Patna

**Client:** BPSP Govt. of Bihar

**Main Project Feature:** Capacity building of PRI members

- **Team leader** for recruitment and selection of State teams
- Finalization and submission of results
- Liaise with Clients

**Name of assignment/project:** Bihar Mahadalit Vikash Mission

**Year:** 2010

**Location:** Patna

**Client:** Bihar Mahadalit Vikash Mission

**Main Project Feature:** Social welfare for Mahadalit

- **Team leader** for recruitment and selection of State teams
- Finalization and submission of results
- Liaise with Clients

**Name of assignment/project:** Bihar Rural Development Society

**Year:** 2012, 2016-2017 and 2017-2018

**Location:** Patna

**Client:** Bihar Rural Development Society, Govt. of Bihar

**Main Project Feature:** Monitoring of MGNREGA and IAY

**Team leader** for recruitment and selection of State teams

- Finalization and submission of results
- Liaise with Clients
- Recruitment and selection of Dist Teams and Field Teams for more than 350 staff.

**Name of assignment/project:** State Society for Ultra poor and Social Welfare:

**Year:** 2012, 2013-2018

**Location:** Patna

**Client:** State Society for Ultra poor and Social Welfare, Govt. of Bihar

**Main Project Feature:** Social Security for Ultrapoor, widow, divyang and old age person
| Team leader for recruitment and selection of State teams, District Teams around 3000 recruitment. |
| Finalization and submission of results |
| Liaise with Clients |

**Name of assignment/project:** Bihar Aapda Punarwas evam punarnirman Society  
**Year:** 2013  
**Location:** Patna  
**Client:** Bihar Aapda Punarwas evam punarnirman Society  
Govt. of Bihar  
**Main Project Feature:** Rehabilitation in Flood affected areas  
**Team leader** for recruitment and selection of State teams, District Teams and Block teams  
- Recruitment and selection of Dist Teams and Field Teams for more than 400 staff,  
- Finalization and submission of results  
- Liaise with Clients

**Name of assignment/project:** Jharkhand State Livelihoods promotion Society  
**Year:** 2013-2014, 14-15, 15-16, 16-17 and 17-18  
**Location:** Patna  
**Client:** Jharkhand State Livelihoods promotion Society, Govt of Jharkhand  
**Main Project Features:** Poverty Alleviation & Social Mobilization through SHGs and federations  
- **Team leader** for recruitment and selection of Dist Teams and Field Teams for more than 1400 staff,  
- Finalization and submission of results  
- Liaise with Clients

**Name of assignment/project:** Uttar Pradesh Livelihoods promotion Society  
**Year:** 2013-2014, 14-15, and 15-16  
**Location:** Luck now  
**Client:** Uttar Pradesh Rural Livelihood Promotion Society, Govt of Uttar Pradesh  
**Main Project Features:** Poverty Alleviation & Social Mobilization through SHGs and federations  
- **Team leader** for recruitment and selection of Dist Teams and Field Teams,  
- Finalization and submission of results  
- Liaise with Clients

**Name of assignment/project:** Uttar Pradesh Skill Development Mission Society  
**Year:** 2013-2014, 14-15  
**Location:** Luck now  
**Client:** Uttar Pradesh Skill Development Mission Society, Govt of Uttar Pradesh  
**Main Project Features:** Skill Development training and Placement of Candidates  
- **Team leader** for recruitment and selection of State Teams and Dist Teams,  
- Finalization and submission of results  
- Liaise with Clients
<table>
<thead>
<tr>
<th>Name of assignment/ project</th>
<th>Rajiv Gandhi Mahila Vikash Pariyojna</th>
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<tr>
<td>Year</td>
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</tr>
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<td>Location</td>
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<td>Main Project Features</td>
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<tr>
<td>Location</td>
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<tr>
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</tr>
<tr>
<td>Main Project Features</td>
<td>Poverty Alleviation &amp; Social Mobilization through SHGs and federations</td>
</tr>
<tr>
<td></td>
<td>Team leader for recruitment and selection of State Teams, Dist Teams and Field Teams.</td>
</tr>
<tr>
<td></td>
<td>Recruitment and selection of Dist Teams and Field Teams for more than 300 staff.</td>
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<tr>
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<td>Finalization and submission of results</td>
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<tr>
<td>Client</td>
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<tr>
<td>Main Project Feature</td>
<td>Capacity building of PRI members</td>
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<td>Team leader for recruitment and selection of State, District and Block team.</td>
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<td>Recruitment and selection of Dist Teams and Field Teams for more than 1400 staff,</td>
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<tr>
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<table>
<thead>
<tr>
<th>Name of assignment/ project</th>
<th>Social Audit Society Bihar</th>
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<tbody>
<tr>
<td>Year</td>
<td>2017-2018</td>
</tr>
<tr>
<td>Location</td>
<td>Patna</td>
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</table>
Client: Social Audit Society Govt. of Bihar
Main Project Feature: Social Audit of MGNREGA
- Team leader for recruitment and selection of State teams
- Finalization and submission of results
- Liaise with Clients

Expert's Contact Information: Ajeet Kumar Singh; Email: ajeet@sids.co.in; Contact no: +917781000115

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

22/05/2018
Ajeet Kumar Singh
Signature

22/05/2018
Mr. Ved Arya
Name of authorized Representative of the Consultant
Signature

2. Name of Firm: SIDS
3. Name of Staff: Ved Arya
4. Date of Birth: 5.10.1958
   Nationality: Indian
5. Education and Fellowships:

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<td>IIT, Kanpur</td>
<td>Bachelor of Technology (Aeronautical Engineering)</td>
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<td>2</td>
<td>IIM, Ahmedabad</td>
<td>Post Graduate Diploma In Management (MBA)</td>
<td>1981</td>
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<tr>
<td>3</td>
<td>Kennedy School of Government, Harvard University, Cambridge, Massachusetts, Massachusetts Institute of Technology, Cambridge, Massachusetts and Boston University, Boston, Massachusetts</td>
<td>Hubert H. Humphrey North South Fellowship</td>
<td>1990 - 91</td>
</tr>
<tr>
<td>4</td>
<td>Tufts University, Medford, Massachusetts, USA</td>
<td>United Nations Environment Programme Fellowship</td>
<td>1991</td>
</tr>
</tbody>
</table>

6. **Employment Record:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Employing Organization &amp; Designation</th>
<th>Country</th>
<th>Summary of Activities Performed relevant to assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 till date</td>
<td>SRIJAN Position Held : CEO</td>
<td>India</td>
<td>Instrumental in initiating the HR recruitment process for Rajasthan SRLM (RGAVP).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Develop <strong>HR Manual</strong> for Bihar Rural Livelihoods Project.</td>
</tr>
<tr>
<td>February 2010</td>
<td>SRIJAN</td>
<td>India</td>
<td>Led the overall HR and recruitment assignment for various Livelihoods Project including Bihar Rural Livelihoods Project, Gujarat Livelihoods Promotion Company.</td>
</tr>
<tr>
<td>To : 2013</td>
<td>Positions held: Program Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Organization</td>
<td>Position</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>1992-1997</td>
<td>PRADAN</td>
<td>Program Director</td>
<td>He was instrumental in the development of watersheds, the Poultry Program, SHG federations in North India and was responsible for the first ever GO-NGO collaboration study in the country. He was a member of the Core Committee at PRADAN, the top management body.</td>
</tr>
<tr>
<td>1997</td>
<td>SRIJAN</td>
<td>Managing Trustee (Founder Trustee)</td>
<td>Led the organisation in development of a significant portfolio in grassroots projects, capacity building for state governments and NGOs, policy research in water resource management, and designing bilateral and multilateral agency projects. He was instrumental in achieving, SRIJAN's annual financial turnover in 2015-16 to one hundred and fifty million rupees. Main contribution has been in designing and providing implementation assistance in i) HRD and Institutional Development Strategies, ii) Rural livelihoods and community institutions projects including those aiming at management of natural resources.</td>
</tr>
</tbody>
</table>

**The World Bank, Washington, D.C.** Providing Technical Assistance to Empowerment and Livelihood program (Nutonlibon), Bangladesh in developing Human Resources Policy and Practice. 2007-2010.

**Food and Agriculture Organisation.** Led the South Asia Workshop on the Impact of Human Resource Development on Organisational Effectiveness held at Rajendrapur, Dhaka, Bangladesh, 2009. Project Leaders from all CDD projects of South Asian countries and World Bank staff participated.
| Table | India | 1984 To 1990 | PRADAN Positions held: Action Consultant | He had promoted and guided (i) market linked livelihoods in sectors such as dairy, and agriculture; (ii) water resource management projects with poor communities; and (iii) non-farm sector livelihoods such as poultry and mushroom cultivation, in several states of India since 1983. Interest has always been to promote sustainable and equitable institutions that lead to increase in productivity and income for each household. Most of the work is in collaboration with government but lately also with the private sector. |
| Table | India | 1982 To 1984 | IIM, Ahmedabad Positions held: Team Member | Involved in taking the research work at the IIM. |
| Table | India | June 1981 to September 1982 | Tata Consultancy Services Positions held: Assistant Systems Analyst and Programmer | He was involved in Analysis of the project of the clients of TCS |

7. Membership of Professional Associations:
- Elected Ashoka Fellow in 2008
- Vice Chair of PRERNA, Raichur, Karnataka, an NGO engaged in promoting small scale irrigation and women’s self help groups and rehabilitating street children.
- Chairperson, Board of Ibtada, an NGO set up to enhance educational, health and economic standards in backward communities such as meos and sikhs in north eastern Rajasthan.
- Founder Secretary of Indian Humphrey Fellows Association, New Delhi.
- Member, General Body, ARAVALI, New Delhi

Membership in Policy groups in Government and Donors
- Member, Executive Committee, CAPART, Ministry of Rural Development, Government of India
- Member, Working Group ‘D’ on Capacity Building in NREGA. MoRD, Government of India
- Member of the national NRM Support Group, SDC.

Committees
8. **Languages:**

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Excellent</td>
<td>Excellent</td>
<td>Excellent</td>
</tr>
<tr>
<td>Hindi</td>
<td>Excellent</td>
<td>Excellent</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

9. **Adequacy for the Assignment:**
11. Work Experience

| Visioning for development programmes, Developing Organization structure, Governing Body roles, HR Policy, Performance Management, HRIS, Institutionalizing HR Policy |

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

(Over 25 yrs of experience ranging from grassroots action to leading a professional organization. Has been involved in design review of DPIP/CDD projects in more than 6 Indian states, including Tamil Nadu apart from similar Projects in Sri Lanka and Bangladesh with focus on organisational design, HRD, Recruitment and Selection).

Has been member of Working Group 'D' on Capacity Building in NREGA, MoRD during which he has closely looked at MoRD programmes, capacities to implement such programmes and challenges for MNREGA.

He is also leading the assignment on designing the overall implementation strategy for National Rural Livelihoods Mission, a Govt of India initiative to eradicate poverty. Tasks include developing guidelines for HR Policy to all states, including guidelines on Overall organisational design, Governance and Implementation structures, recruitment and selection performance management, compensation structure design, etc.

He has guided the development of HR Policies for various livelihoods Project across the country and developed detailed HR Manuals for BRLP – Jeevika, TNPVP, and Bihar Rural Development Society, RD Dept, Govt of Bihar.

Various Consultancy Assignments for the DPIP projects, World Bank, SIDA, SDC, State and Central Governments

Year: 1999 onwards

Location: Across India & South Asia

Client: DPIP, World Bank, SIDA, SDC, State and Central Governments

Main project features: Poverty alleviation programmes, NRM projects

Positions held: Consultant

Activities performed:

- During these years, he has developed a significant portfolio in designing bilateral and multilateral agency projects, grassroots projects, capacity building for state governments and NGO’s, and policy research in water resource management.

- Team Leader in TNVKP HR & recruitment and selection assignment.

- Develop HR Manual for Bihar Rural Livelihoods Project.

- Engaged by TNCDW to propose the institutional design and CB strategy for the TNEPRP project, supported by the World Bank.

- Designed the Recruitment and selection system for MP DPIP.

- Led the overall HR and recruitment assignment for various Livelihoods
- Promoting people’s institutions
  - Project including Bihar Rural Livelihoods Project, Gujarat Livelihoods Promotion Company.
  - Engaged by the World Bank to Support Govt of Madhya Pradesh in designing institutional and participation strategies of The World Bank funded DPIP and during the Start up phase of this project.
  - Engaged by the World Bank to assist the DPIP Rajasthan Project
  - Engaged by the World Bank to Identify challenges for Human & Institutional Development for BRLP
  - Team Leader of the design team for MP DPIP Phase II design, which includes strategies for HR development, Capacity building,
  - Has led the effort for HRD and Capacity Building effort in DPIP Madhya Pradesh and Community Based Tank Management Project in Karnataka.
Expert’s Contact Information: Ved Arya

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

[Day/month/year]  
Signature  
{Day/month/year}  

Name of Expert  
Date

Name of authorized Representative of the Consultant  
Signature  
(Date) (the same who signs the Proposal)


2. Name of Firm: SIDS

3. Name of Staff: Rakesh Kumar Gupta

4. Date of Birth: 01/07/1981  
Nationality: Indian

5. Education and Fellowships:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>College/University</th>
<th>Degrees obtained</th>
<th>Dates of Obtainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Xavier Institute of Social Service (XISS), Rnachi</td>
<td>Post Graduate Diploma in Rural Development</td>
<td>2004</td>
</tr>
<tr>
<td>2</td>
<td>St Xavier College Ranchi</td>
<td>BscMathsHonours</td>
<td>2002</td>
</tr>
<tr>
<td>3</td>
<td>Coady International Institute, Antigonish Canada</td>
<td>Certificate Course on Livelihood and Market</td>
<td>2009</td>
</tr>
</tbody>
</table>

6. Employment Record:
<table>
<thead>
<tr>
<th>Period</th>
<th>Employing Organization &amp; Designation</th>
<th>Country</th>
<th>Summary of Activities Performed relevant to assignment</th>
</tr>
</thead>
</table>
| June, 2014 To: till date | Independent Consultant                              | India   | • Managing the Assignment to provide HR Consultancy services to RAVVP, Rajasthan with SIDS  
|                     |                                                     |         | • Development of Organizational HR Structure with role & responsibility of Staff for Vaagdhar (NGO)  
|                     |                                                     |         | • Establishment of Custard Apple, Value chain in Bali Block of Pali District of Rajasthan for SRIJAN  
|                     |                                                     |         | • Did the Assessment of Piggery Sub-sector in Nagaland and Mizoram for ICCO, India |
| May, 2011 to June, 2014 | Sir Ratan Tata Trust, Mumbai (Senior Development Officer) | India   | • Spearheaded Sir Ratan Tata Trust (SRTT) Mumbai, Livelihood and Microfinance Initiative” Sakh Se Vikas” (SSV) in Rajasthan. Managed Grant of annual turnover in range of Rs 7-10 Crore supporting 12 Field NGOs.  
|                     |                                                     |         | • Led the capacity building process of 26 Federation promoted through the initiative. Developed system for financial viability of the federations.  
<p>|                     |                                                     |         | • Led the MahilaKishanSasaktikaranPariyojana on behalf of Centre for Microfinance, Jaipur, a consortium project, successful mobilization of Rs 14 Crore from SRTT, Heifer International and Ministry of Rural Development Government of India. Sir |</p>
<table>
<thead>
<tr>
<th>Period</th>
<th>Position/Role</th>
<th>Location</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| April 2009 to May, 2011     | SRIJAN (Theme Leader Dairy)          | India    | • Led the livelihood programme (Dairy theme) in the organization. Developed strategy for expansion of dairy livelihood in Rajasthan and Madhya Pradesh. It involved, support to field team in planning and execution; designing and proposal development, liasoning with government and private funders.  
• Responsible for supporting 5 Field team in execution of project which included the establishment SHG based community institution, livelihood intervention on Dairy and Horticulture (Development of plot of pomogonante, Mango and Chilli) and innovation work on Solar energy.  
• Was part of the senior most management group of Organization. Implemented the performance appraisal system in the organization. |
| September 2008 to March 2009 | SIDS, Delhi (Team Leader)            | India    | • Led SIDS intervention/ assignment related to recruitment and selection across India (Uttar Pradesh, Bihar & Tamil Nadu)  
• Was responsible for liaison with the client’s incl. Government officials for these tasks, including follow up for payments, etc. |
| September 2006 to August, 2008 | SRIJAN, Delhi (Team Leader)       | India    | • Managed four projects – District Poverty Initiative Project (DPIP) funded by World Bank, SHG project funded by Sir Ratan Tata Trust (SRTT) Mumbai; Dairy Project funded by American India Foundation (AIF) and Micro finance funded by Dewan foundation.  
• Supported Dairy Programme in two states under Producer Company model.  
• Played instrumental role in initiating Rs 56 lakh Livelihood cum Micro Finance model for the first time in SRIJAN.  
• Played instrumental role in Organizing women dairy Business around 50 villages of one block. Managing business of Producer company and Marketing milk worth of Rs 1 crore annually. Handled a team of professionals from varied background. |
II. General Conditions of Contract

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
</table>
| June, 2004 to August, 2016 | SRIJAN, Delhi (Project Executive) | • As Team members was directly responsible for project implementation in villages which include, formation of Common Interest Groups, Self Help Groups of poor people. It also involves development of livelihood plan and linking of groups with bank for initiating the livelihood activity at family level. Assessment of local situation and correct identification of the right beneficiaries through participatory exercises like PRA.  
• Formed community institution like Cluster and Federation. Developed business plan for clusters. Liaisoning with government authorities at district as well as at state level. |

7. Membership of Professional Associations:
* School for Social Entrepreneur, India
* Unlimited Delhi, Fellows 2018
* “Scotland: India Impact Link’s Fellow” 2018

8. Languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
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</tr>
</thead>
<tbody>
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<td>Excellent</td>
<td>Excellent</td>
</tr>
<tr>
<td>Hindi</td>
<td>Excellent</td>
<td>Excellent</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

9. Adequacy for the Assignment

11. Detailed Tasks Assigned
* Designing multi state holder district Projects at State Level
* Organisational Structure and HRD Strategy
* Recruitment and Selection strategy
* Project Evaluations
* Promoting people’s institutions

12. Reference to Prior Work/Assignment that Best Illustrates Capability to Handle the Tasks Assigned

☐ His vast work experience of 13 years reflects his rich understanding of working closely with the Government, NGOs and private funding Agency. He had expertise in working with State SRLM in R & Selection of Human Resource from State to Field Level. He also has experience of development state level Microfinance and livelihood program.

* Team Leader in U.P HR & recruitment and selection assignment.
* Develop Draft HR R & S process for Rajasthan GraminAjeeviak Mission.
* Lead the R & S process for RGAVP, it includes the recruitment of State team, District and Block level Team.
<table>
<thead>
<tr>
<th>Establishment of value chain for marketing of rural produce.</th>
<th>Lead the R &amp; S process of ShyamaPrasadMukhrjeeUrban Mission (SPRMU), Rajasthan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion of Producer Companies</td>
<td>Spearheaded Sir Ratan Tata Trust (SRTT) Mumbai, Livelihood and Microfinance Initiative” (Sakh Se Vikas” (SSV) in Rajasthan. Managed Grant of annual turnover in range of Rs 7-10 Crore supporting 12 Field NGOs.</td>
</tr>
<tr>
<td>List of Deliverables as in Tech 5 in which Expert will be involved</td>
<td>□ He has a rich experience of working with projects engaging large staff.</td>
</tr>
<tr>
<td>All the deliverables</td>
<td>□ He has rich experience of undertaking recruitment and selection for Government Projects in UP, Rajasthan and Tamil Nadu.</td>
</tr>
<tr>
<td></td>
<td>□ He has rich experience in development of State level R &amp; S policy for Rajasthan SRLM.</td>
</tr>
<tr>
<td></td>
<td>□ He has experience of large scale Project monitoring and s impact evaluation.</td>
</tr>
</tbody>
</table>

Expert’s Contact Information: Rakesh Gupta; Email: gupta.rakesh.rd@gmail.com; Contact no: +919871388653

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

/ /2018
Kumar Gupta
(day/month/year)
Signature
(day/month/year)

Rakesh
Name of Expert
Date

Mr. Ved Arya
Name of authorized Representative of the Consultant
Signature
/ /2018
(the same who signs the Proposal)
1. **Proposed Position**: K5: HR System Expert

2. **Name of Firm**: SIDS

3. **Name of Staff**: Madhavi Kumari

4. **Date of Birth**: 20/12/1986  
   **Nationality**: Indian

5. **Education and Fellowships**:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>College/University</th>
<th>Degrees obtained</th>
<th>Dates of obtainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sinhgad Institute of Management, Pune</td>
<td>Post Graduate Diploma in Management (HR)</td>
<td>2008 - 2010</td>
</tr>
<tr>
<td>2</td>
<td>Pune University</td>
<td>Post Graduate Diploma in Materials &amp; Logistics Management, Pune</td>
<td>2008 -2009</td>
</tr>
<tr>
<td>3</td>
<td>Indira College of Commerce, Pune</td>
<td>B. Com</td>
<td>2008</td>
</tr>
<tr>
<td>4</td>
<td>BISSS 8/B, Bokaro Steel City</td>
<td>HSC</td>
<td>2005</td>
</tr>
<tr>
<td>5</td>
<td>BV 9/C</td>
<td>SSC</td>
<td>2003</td>
</tr>
</tbody>
</table>

6. **Employment Record**:

<table>
<thead>
<tr>
<th>Period</th>
<th>Employing Organization &amp; Designation</th>
<th>Country</th>
<th>Summary of Activities Performed relevant to assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>May, 2018 To : till date</td>
<td>SIDS (Project Executive – HR)</td>
<td>India</td>
<td>A. Local Anchor Person for the HR Assignment with JSLPS, Ranchi.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. Undertake design and finalization of advertisements for various vacancy announcements under JSLPS in consultation with JSLPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Ensure online project and policy for receiving online applications is updated by coordinating with SIDS Technical Team</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Execute the Recruitment &amp; Selection related tasks, which include screening and shortlisting, responding to queries from applicants, Response Management, liaison and coordinate for fixing venues for selection tests,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Identifying and coordinating with panel members</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5. Develop/ supervise question papers as per requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6. Undertake field related travel to gather and analyze</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>data/feedback from staff regarding the current induction programme and performance appraisal system</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Support the senior team members in re-designing the induction programme. Provide support to JSLPS in conducting the Induction Programme.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Support the senior team members performance appraisal system. Provide support to JSLPS during performance appraisal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Participate in Induction programme and performance appraisal of staff as an observer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Support in training of JSLPS staff on conducting Induction Programme and performance appraisal system</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Liaison with JSLPS on a daily basis for smooth conduct of assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Submission of reports and follow up on pending payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13. Keep track of all expenses/bills for all expenses incurred locally.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>B. Other Tasks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Support SIDS team in other recruitment and selection assignments in Bihar, or other locations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Submission of your monthly reports on time. Any other task assigned by SIDS based on expansion of our business.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Company</td>
<td>Location</td>
<td>Details</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>----------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>May, 2012 to April, 2018</td>
<td>ELECTROSTEEL STEELS LIMITED (Jr. Officer – HR)</td>
<td>India</td>
<td></td>
</tr>
</tbody>
</table>

1). TALENT ACQUISITION
- Receiving MRF from Stakeholders and Top Mgmt.
- Full execution of the recruitment process including preparation of MRF,
  phone interviewing, job interviewing, regular communication with candidates and managers) including
  the recruitment administration.
- Performing reference and background checks.
- Issuing offer letter to the selected candidates before joining,
  & follow up with candidate for joining post offer.
- Hiring of New Joinees (HCM Module – SAP).

2). TRAINING AND DEVELOPMENT:
- Preparation of Annual Training Budget.
- Prepare Training calendar & organise in house training programs / sessions.
- Measuring Training Effectiveness Index with the help of Training Assessment.
- Organising Induction Program for New Joinees.
- Manage Internship Training Programs.
- Working on Skill Matrix and drafting of Training Module.

3). TALENT AND PERFORMANCE MANAGEMENT
- Distribution and collection of duly filled Performance Assessment Forms from R1/R2.
- Documenting individual performance to support compensation and career planning decisions.
- Defining and communicating clear performance objectives and standards.
- Assist in employee retention and long-term career development.
- Handling ‘Rewards & Recognition’ activities.

4). PAYROLL AND MISCELLANEOUS ACTIVITIES
- Looking after entire process of Probation and Confirmation of employees.
- Handling exit formalities.
- Organising Employee Engagement activities.
- Taking care of Consultants Attendance Management.
7. Membership of Professional Associations:

8. Languages:

<table>
<thead>
<tr>
<th>Language</th>
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</tr>
<tr>
<td>Hindi</td>
<td>Excellent</td>
<td>Excellent</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

9. Adequacy for the Assignment

Contact Information: Madhawi Kumari; Email: madhawi.sharma1986@gmail.com; Contact no: +917562966834

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

22/05/2018

Madhawi Kumar
II. General Conditions of Contract

{day/month/year}
Signature
{22/05/2018}

Name of Expert
Date

Mr. Ved Arya
Name of authorized Representative of the Consultant
Signature

{the same who signs the Proposal}

/ /2018
APPENDIX C – REMUNERATION COST ESTIMATES

1. Monthly rates for the Experts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Person Day/Month Remuneration Rate</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Total Time Input in Person Months</th>
<th>Phase I Costs (Rs)</th>
<th>Phase II Costs (Rs)</th>
<th>Phase III Costs (Rs)</th>
<th>Total Costs (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shubham Singh</td>
<td>Team Leader</td>
<td>8,000</td>
<td>110</td>
<td>110</td>
<td>110</td>
<td>330</td>
<td>8,80,000</td>
<td>8,80,000</td>
<td>8,80,000</td>
<td>26,40,000</td>
</tr>
<tr>
<td>Ajeet Kr Singh</td>
<td>Recruitment Expert</td>
<td>5,000</td>
<td>110</td>
<td>110</td>
<td>110</td>
<td>330</td>
<td>5,50,000</td>
<td>5,50,000</td>
<td>5,50,000</td>
<td>16,50,000</td>
</tr>
<tr>
<td>Ved Arya</td>
<td>OD Expert</td>
<td>15,000</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>45</td>
<td>2,25,000</td>
<td>2,25,000</td>
<td>2,25,000</td>
<td>6,75,000</td>
</tr>
<tr>
<td>Rakesh Gupta</td>
<td>Development Expert</td>
<td>7,500</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>180</td>
<td>4,50,000</td>
<td>4,50,000</td>
<td>4,50,000</td>
<td>13,50,000</td>
</tr>
<tr>
<td>Madhavi Kumari</td>
<td>HR Systems Expert</td>
<td>3,000</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>180</td>
<td>1,80,000</td>
<td>1,80,000</td>
<td>1,80,000</td>
<td>5,40,000</td>
</tr>
<tr>
<td>*Various</td>
<td>Experts for setting question papers, as Panel Members for GD &amp; Interviews &amp; as Examination Controllers for venues for written test</td>
<td>4,500</td>
<td>380</td>
<td>470</td>
<td>365</td>
<td>1,215</td>
<td>17,10,000</td>
<td>21,15,000</td>
<td>16,42,500</td>
<td>54,67,500</td>
</tr>
</tbody>
</table>

Sub Total for Key Experts: 735, 825, 720, 2280, 39,95,000, 44,00,000, 39,27,500, 1,23,22,500

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Person Day/Month Remuneration Rate</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Total Time Input in Person Months</th>
<th>Phase I Costs (Rs)</th>
<th>Phase II Costs (Rs)</th>
<th>Phase III Costs (Rs)</th>
<th>Total Costs (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuhasha Kriti</td>
<td>IT Expert</td>
<td>2500</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>180</td>
<td>1,50,000</td>
<td>1,50,000</td>
<td>1,50,000</td>
<td>4,50,000</td>
</tr>
<tr>
<td>Manoj Maurya</td>
<td>R&amp;S Assistant</td>
<td>1,300</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>360</td>
<td>1,56,000</td>
<td>1,56,000</td>
<td>1,56,000</td>
<td>4,68,000</td>
</tr>
<tr>
<td>Manju Arora</td>
<td>Accounts Assistant</td>
<td>1,300</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>60</td>
<td>26,000</td>
<td>26,000</td>
<td>26,000</td>
<td>78,000</td>
</tr>
<tr>
<td>*Various</td>
<td>Selection Camp Assistants - for written tests and GD/PI</td>
<td>1,000</td>
<td>100</td>
<td>120</td>
<td>100</td>
<td>320</td>
<td>1,00,000</td>
<td>1,20,000</td>
<td>1,00,000</td>
<td>3,20,000</td>
</tr>
</tbody>
</table>

Sub Total for Non Key Experts: 200, 320, 300, 600, 3,32,000, 3,32,000, 3,32,000, 9,96,000

TOTAL REMUNERATION: 43,27,000, 47,32,000, 42,59,500, 1,33,18,500
### APPENDIX D – REIMBURSABLE EXPENSES COST ESTIMATES

<table>
<thead>
<tr>
<th>S No</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>No. of Units/ Quantity</th>
<th>Amount (RS)</th>
<th>Total Costs (RS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of Advertisement - Includes release of advt in one local and one national newspaper</td>
<td>avg cost per advt</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Cost of advertisement in various online portals</td>
<td>per vacancy cost</td>
<td>3,000</td>
<td>36 14 7</td>
<td>1,08,000 42,000 21,000</td>
<td>1,71,000</td>
</tr>
<tr>
<td>3</td>
<td>Photocopying, packing of Question Papers</td>
<td>per candidate</td>
<td>20</td>
<td>29,000 27,000 20,000</td>
<td>5,80,000 5,40,000 4,00,000</td>
<td>15,20,000</td>
</tr>
<tr>
<td>4</td>
<td>Printing &amp; Evaluation of OMR Sheets for written tests</td>
<td>per candidate</td>
<td>20</td>
<td>29,000 27,000 20,000</td>
<td>5,80,000 5,40,000 4,00,000</td>
<td>15,20,000</td>
</tr>
<tr>
<td>5</td>
<td>Transportation of sealed Question Papers to Lucknow and back to Delhi for evaluation</td>
<td>per trip</td>
<td>10,000</td>
<td>4 4 4</td>
<td>40,000 40,000 40,000</td>
<td>1,20,000</td>
</tr>
<tr>
<td>6</td>
<td>Hiring of Venue &amp; Invigilation Charges for conducting written tests</td>
<td>per candidate</td>
<td>60</td>
<td>29,000 27,000 20,000</td>
<td>17,40,000 16,20,000 12,00,000</td>
<td>45,60,000</td>
</tr>
<tr>
<td>7</td>
<td>Hiring of Video cameras for Written</td>
<td>per camera</td>
<td>2,000</td>
<td>80 100 80</td>
<td>1,60,000 2,00,000 1,60,000</td>
<td>5,20,000</td>
</tr>
<tr>
<td>S No</td>
<td>Description</td>
<td>Unit</td>
<td>Unit Cost</td>
<td>No. of Units/Quantity</td>
<td>TOTAL</td>
<td>Amount (RS)</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------</td>
<td>-----------</td>
<td>-----------------------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Phase I</td>
<td>Phase II</td>
<td>Phase III</td>
</tr>
<tr>
<td>8</td>
<td>Tests for each venue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Hiring of Vehicles to carry sealed question papers to each venue for written test</td>
<td>per day</td>
<td>2,000</td>
<td>40</td>
<td>50</td>
<td>40</td>
</tr>
<tr>
<td>9</td>
<td>Hiring of Venue for conducting second round tests (GD &amp; PI), including refreshments for panel members, etc.</td>
<td>per day</td>
<td>30,000</td>
<td>50</td>
<td>60</td>
<td>50</td>
</tr>
<tr>
<td>10</td>
<td>Hiring of Video cameras to cover Round 2 tests (GD &amp; PI)</td>
<td>per camera</td>
<td>2,000</td>
<td>200</td>
<td>240</td>
<td>200</td>
</tr>
<tr>
<td>11</td>
<td>Hiring of vehicles to carry stationary/team &amp; panel members for GD/PI tests</td>
<td>per day</td>
<td>2,000</td>
<td>50</td>
<td>60</td>
<td>50</td>
</tr>
<tr>
<td>12</td>
<td>Outstation Travel, including per diem costs - for Panel &amp; Team Members for conducting round 2 tests</td>
<td>per Trip</td>
<td>10,000</td>
<td>50</td>
<td>60</td>
<td>50</td>
</tr>
<tr>
<td>13</td>
<td>Panel Members boarding/lodging</td>
<td>per panel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Form FIN-4 Breakdown of Reimbursable Expenses

<table>
<thead>
<tr>
<th>S No</th>
<th>Description 1</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>TOTAL</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Total Costs (RS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>during personal interviews/ round 2</td>
<td>per candidate</td>
<td>20</td>
<td>5,800</td>
<td>7,000</td>
<td>5,700</td>
<td>18,500</td>
<td>1,16,000</td>
<td>1,40,000</td>
<td>1,14,000</td>
<td>3,70,000</td>
</tr>
<tr>
<td>15</td>
<td>Xerox and stationary during GD/PI (photocopy of CVs, verification formats etc)</td>
<td>per diem</td>
<td>2,500</td>
<td>100</td>
<td>120</td>
<td>100</td>
<td>320</td>
<td>2,50,000</td>
<td>3,00,000</td>
<td>2,50,000</td>
<td>8,00,000</td>
</tr>
<tr>
<td>16</td>
<td>Team members per diem cost</td>
<td>per month</td>
<td>30,000</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>12</td>
<td>1,20,000</td>
<td>1,20,000</td>
<td>1,20,000</td>
<td>3,60,000</td>
</tr>
<tr>
<td></td>
<td>TOTAL REIMBURSABLE EXPENSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>70,24,000</td>
<td>75,42,000</td>
<td>60,35,000</td>
<td>2,06,01,000</td>
</tr>
</tbody>
</table>

2. All reimbursable expenses shall be reimbursed at actual cost, unless otherwise explicitly provided in this Appendix, and in no event shall reimbursement be made in excess of the Contract amount.
APPENDIX E - METHODOLOGY SUBMITTED BY CONSULTANT

a) Technical Approach and Methodology,

Key Challenges for successful completion of the Recruitment & Selection (R&S)

The biggest challenge in such an assignment is to ensure complete transparency and fairness in the recruitment and selection process. Being a ‘Government project’ it would be open to all and sundry to raise questions (both legitimate queries and questions or objections in case decisions are not favourable to them). Having undertaken mass level recruitment successfully for livelihoods and social development projects across various states across India since 2006, we have streamlined processes which can provide data to any answer inquiry raised, and objectively prove the sanctity of the processes undertaken. We are fully versed with the reservation roster system and its compliance.

We can proudly state that over the twelve years of our existence wherein we have undertaken mass scale recruitment and selection for various state government projects across the country, including UP, Tamilnadu, Jharkhand, Bihar, Gujarat, MP, Rajasthan, Haryana, Assam, Meghalaya. We have been HR Agency for UPSRLM earlier too and have supplied HR to similar projects in Rajasthan RRLP and UP SRLM and have undertaken recruitment and selection for Bihar Road Development Corporation, Bihar Pul Nirman Nigam Ltd, Bihar Apda Punarvas exam Punarnirman Society, Bihar Rural Development Society, Bihar Mahadalit Vikas Mission and provided technical support to BPSP apart from other government projects in various states, not a single assignment has been challenged legally. The few RTIs, which have been raised, have been successfully responded to the satisfaction of the applicant and our clients. We have bagged repeat assignments from our clients, due to our professional and transparent approach, which stands testimony to this fact!

We have developed robust systems and processes, which capture and make available all information at each stage of the R&S process. These have been detailed below in the sections that follow.

Another key challenge to the assignment is to select persons who are aligned to the basic guiding principles of the UPSRLM. We may get candidates with sharp intellect, but it is equally important that the candidates selected believe in the non-negotiable principles of UPSRLM. Thus identifying and selecting not only people who have the skills and technical knowledge related to the tasks, but also the correct attitude, which emphasizes on empowering the community, and strengthening their capacity to uplift themselves. Hence the core principles of empowerment, involvement and trust on community have to match with the basic attitudes and values of the persons selected. Our selection methodology would reflect this principle.
Our team has directly worked in similar projects and has a first hand experience of the persons required in such projects, we believe we are in the best position to understand the requirements and would be able to deliver such candidates.

We clearly understand the key attributes of knowledge, skills and attitudes that are required for staff to undertake such a livelihoods project. We have been able to design tests and instruments to test these very attributes to ensure that the candidates selected are a ‘best fit’ with the requirements of similar projects in the past. We have detailed how we would achieve this in the following sections.

i) Recruiting the Best Talent – Reaching out to attract applications

Attracting the best talent to apply for these vacancies would be the first challenge. The universe from which candidates would apply would mainly be senior professionals working with Civil Society Organizations, donor agencies, government officials with relevant experience, and young and enthusiastic local candidates for field level positions.

A media plan will be developed and implemented to attract quality applications. The plan would cover the following:

1. Print Media: The advertisement would be released in at least One National daily along with one/two vernacular newspapers, which reaches our target audience. We have designed attractive advertisements for Govt Projects in the past, which have stood out in print media and have been able to attract large number of applicants.

2. Release of Advertisement in job portals: Devnetjobsindia.org is a website frequented by most of the development professionals. Advertisements would be released on this portal as well.

3. Our own portal sids.co.in is a very popular job portal for candidates with similar profile and attracts thousands of visitors looking for potential job opportunities.

4. Release of vacancies in alumni networks of reputed institutions of India (IIM, IRMA, IIFM, XISS, XIDAS, Agri & Allied colleges etc.) to attract quality applications. We have access to most institutes offering rural development programmes in India. These networks would be tapped and advertisements circulated among the potential candidates.

5. Having ourselves worked in the livelihoods domain, we have a very strong network with rural development professionals across states.

6. A detailed advertisement, along with application format would be uploaded on our website.
IV. Appendices

(and also that of UPSRLM), which would ensure a continuous source of information for potential candidates during the entire recruitment and selection process.

ii) Managing Applications

ONLINE APPLICATION SUBMISSION

We have an in-house recruitment and selection Software, which allows us to work efficiently to handle large-scale recruitment process. The software has been designed to manage large volumes of applications and has modules for creating new project, online application by candidates, screening & short listing the candidates based on eligibility criteria, searching the database, generating call letters (admit cards), registration numbers etc.

The software creates projects and positions and defines the eligibility criteria for each position – as decided by UPSRLM.
IV. Appendices

Once a new project with all the positions and their eligibility criteria is created, candidates can directly apply online into the software.

Online Application Format

Post applied under project - Jharkhand State Livelihoods Promotion Society - SAU

Date of application: 03 April 2017

Note: Fields marked with * are mandatory.
Section 1: Personal Details

Section 2: Education Details
IV. Appendices

Section 3 : Work Experience Details

Work Experience Details

Note: This is applicable only if you have full time work experience for which you can produce supporting evidence. ENTER YOUR CURRENT WORK DETAILS (Mention in brief the project you worked in, your job profile and your key achievements).

If you do not have any full time work experience click this box:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Designation</th>
<th>Level of Posting</th>
<th>From (aaaa-yyy)</th>
<th>To (aaaa-yyy)</th>
<th>Exp. (Months)</th>
<th>Salary (Monthly)</th>
<th>Please mention Job Details (min 100 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select

Click here to add another work experience

Continue

Section 4 : Declaration & Submission

Confirmation

References

S.no. Name Address Contact No.
1. 
2. 

By clicking on submit, I certify that all the information provided by me in this application is true. At any stage during the process of selection, if any of this information is ascertained to be false, my application may be rejected.

Please scanned copy of your signature

Note: Scanned signature image should be in 3.5cm (width) * 1.5cm (height) (132px * 56px) and choose file. No file chosen

Note: After submitting application, you will get an unique, which should save for future reference.

Please check all the information filled by you are correct before you submit. After submission you will not be permitted to edit.

Register

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IV. Appendices

Time-Based

Section 5: Confirmation of Submission

Your application has been accepted. The receipt number is 9901363022. Please take a print out of your application and quote the application receipt number for all future references.

Print View

An SMS is immediately sent to the candidate upon successful submission of the application.

Data on application received can be sought from the software for timely updates to the client.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Bihar Rural Livelihoods Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of PPF Applications and Short Listed Applicants</td>
<td></td>
</tr>
<tr>
<td>No. of applicants shortlisted for selection camp</td>
<td></td>
</tr>
<tr>
<td>S.No.</td>
<td>Position</td>
</tr>
<tr>
<td>1</td>
<td>District Project Manager</td>
</tr>
<tr>
<td>2</td>
<td>Project Manager - Communication</td>
</tr>
<tr>
<td>3</td>
<td>Project Manager - Livelihoods</td>
</tr>
<tr>
<td>4</td>
<td>Project Manager - Marketing &amp; Innovation</td>
</tr>
<tr>
<td>5</td>
<td>State Project Manager - MEU</td>
</tr>
<tr>
<td>6</td>
<td>State Project Manager - Institution &amp; Capacity Building</td>
</tr>
<tr>
<td>7</td>
<td>State Project Manager - Jobs</td>
</tr>
<tr>
<td>8</td>
<td>State Project Manager - Monitoring &amp; Evaluation</td>
</tr>
<tr>
<td>9</td>
<td>State Project Manager - RMC Farm</td>
</tr>
<tr>
<td>Total</td>
<td>2056</td>
</tr>
</tbody>
</table>

Once the applications are received, the software shortlists the candidates based on the pre-defined eligibility criteria for each position.
The software can provide data on parameters like category wise short listing, state/district wise shortlisting etc. The software has options to export all reports into excel formats which can be analyzed based on the data sought by the client.

In case required, detailed application form can be opened by clicking on each candidate’s name to check his or her applications in case of a query.

The software also has an option of generating list of not shortlisted candidates along with the reasons of not being shortlisted. These lists can be generated immediately after the closing date of receiving applications, thus making the process very efficient. These lists can also be posted on the website thus maintaining complete transparency in the short-listing process.

**Module for Call Letters**
The software has a module to generate call letters for the short listed applicants. Hard copy of the call letters can be printed and posted to the candidates. The software also sends the call letters through emails to all the shortlisted candidates.
Section: Sending Call Letters

Online application option would be activated. The candidates would be given an option to print their online application form and send us the hard copy of the same along with the relevant supporting documents.
iii) Screening & Shortlisting of applications

Our software has been designed using algorithms to screen applications by matching the information provided by the candidates against the eligibility criteria prescribed for each position in the advertisement. Thus large volumes of applications received can be screened by a click of a button. Since there would be no data entry from our side, there would be ZERO data entry errors, reducing the chances of complaints and RTI applications.

All shortlisted candidates (meeting the eligibility criteria as prescribed in the advertisement) would be called for selection tests. **Call letters** would be sent to all shortlisted candidates (software generated) and through registered post. For all positions, information regarding shortlisting, call letters, date and venue of exam etc. would also be sent to the shortlisted candidates through email, on the email id provided by the candidate in their application form.

Apart from this, the list of short listed candidates would also be **posted on our website** (and that of UPSRLM).

We would also publish a **list of candidates NOT SHORTLISTED** on the website, mentioning the **reason for their non-selection**. This would ensure complete transparency in the recruitment process and would eliminate chances of future grievances by applicants.

iii) Opportunity to applicants to make representation about their shortlisting.

Once the lists are uploaded on our website, a list of candidates who did not meet the eligibility criteria for the position and hence were not shortlisted is also uploaded on the website, along with displaying the reason for which they were not shortlisted. A 5-7 day window is provided to such applications to make representations regarding their application. If such a representation is found to meet the eligibility criteria, the candidate is shortlisted for that position and is accordingly informed to attend the selection process.

This step brings in greater transparency into the process. We have seen that by providing this opportunity to seek clarification and resolving issues at this stage itself reduces the chances of complains/ litigations in future.

**The use of our software enhances efficiency of the process and reduces errors to large extent especially while short-listing applications. It also helps us make the process transparent.**

iv) Selection Methodology
Having conducted similar assignments for the past twelve years has given us a sound understanding of the competencies required in candidates for various positions. We have been successfully using instruments to assess behavioural and managerial competencies apart from technical/ domain knowledge in candidates.

Selection methodology would be suitably designed to test the requisite skills of the candidates apart from domain knowledge of the position for which s/he has applied. However, if TNRTP agrees, we could map out the competencies required for each position and design a selection process to assess those competencies in the candidates. An illustration of a competency mapping for a positions is given in the table below.

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Knowledge, Skills, Behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Embedding Organizational vision at the district level</td>
<td>Understands broader project objectives and contextualizes it to the district. Able to communicate and links plans to organizational vision. Able to get staff to think and coordinate their plans to the organizations vision</td>
</tr>
<tr>
<td>2. Supervision (including getting work done)</td>
<td>Uses a clear monitoring framework, tracks works done and confronts for work not done. Rewards and punishes suitably as per results.</td>
</tr>
<tr>
<td>3. Motivating Others</td>
<td>Recognizes performance and special skills, appreciates performance in public, expresses confidence, allows initiative, and delegates responsibility.</td>
</tr>
<tr>
<td>4. Taking Initiative</td>
<td>Able to identify local issues and mobilizes resources to tackle the issues</td>
</tr>
<tr>
<td>5. Advanced Planning</td>
<td>Prepares Annual and monthly plans keeping in mind the personal and organizational constraints and requirements, prioritizes activities as per the situation/ overall organization priorities.</td>
</tr>
<tr>
<td>6. Liaising (with Government Departments, Banks and other agencies)</td>
<td>Understanding role of departments, banks and other agencies, understanding their perspectives, able to establish an effective working relationship with departments, banks – to mobilize resources through convergence.</td>
</tr>
<tr>
<td>7. Coordination</td>
<td>Understanding the role of each staff and the effect of one’s work and schedule on another. Ability to listen to staff’s thinking on work schedule and ability to communicate this across the team.</td>
</tr>
</tbody>
</table>

As mentioned in the RFP, a multiple choice objective test would be administered for most of the positions.

We use an **OMR (Optical Magnetic Reader – same as used in competitive exams of Banks etc.) based testing system**, which can be used to check test scores and declare results of large number of candidates very quickly. This would be used for positions where a screening test has been prescribed as part of the selection process. This ensures that a complete transparency is
maintained in the process almost negating any chances of a legal case at any later stage of the selection process. This also ensures that there are no errors in correcting answer sheets.

The type of instruments to be used, the weightages, the cut offs etc. would be discussed with UPSRLM and frozen before the start of the selection process.

Based on the methodology that is arrived at in consultation with UPSRLM, a two stage selection process may be undertaken. A first round consisting of written test to test the candidates’ domain expertise, apart from general development issues, IQ, computers etc. All test papers are prepared outside the state in which the assignment is being carried out. We have a large panel of experts who support us in developing papers. They are spread all across India and have been associated with us for a very long time. Sealed papers are brought at the venue and opened in front of the local examination controller to ensure that complete fairness and transparency is maintained.

The second shortlist (after the written test) would be prepared based on the scores obtained by candidates in the written test. This round of selection will have Group Discussions and Personal Interviews. We have trained professionals available to observe and evaluate Group Discussions and Interviews.

Senior specialists from our team as well some experts would be invited to the interview panel. We have a strong network of development professionals who have been associated with us for recruitment and selection process for various SRLMs as well as other state government projects. They have been orientated on our methodology.

b) Work Plan

The work plan indicates the process that would be followed for each cycle of recruitment. Since we have been undertaken large-scale recruitment and selection for various government projects, our processes and systems are fully streamlined.

Once the contract is signed, the media plan (along with advertisements) would be designed in consultation with UPSRLM. The advertisement would clearly mention our website (and UPSRLM website) as a source for all updates regarding the recruitment and selection process and candidates would be encouraged to access it from time to time for updates. Important updates could also be published in newspapers from time to time.

All applications would be received online through our in-house software. Thus managing these applications would be completely automated. Our website has been hosted on reliable and dedicated servers and are rarely down. Applicants would submit hard copy of their applications, which would be used to scrutinize their applications at the time of shortlisting.
A list of all applications received till the last date (of receiving applications) would be published on our website (and also that of UPSRLM). This would make the process transparent and more importantly would reduce the number of queries during the next steps of the selection process.

All applications would be sorted and filed for any future reference.

**Short-listing & Sending call letters:**

Shortlisting of all applications received would be done through our software. It has built in algorithms, which compare the candidates’ qualification and experience with the prescribed eligibility criteria as per the advertisement. However, as an additional measure, our team would go through each application received and ensure that there are no errors due to automation of the process.

All candidates meeting the eligibility criteria would be called to attend the selection process. Call letters can be efficiently generated using our software. Information regarding the date and venue of selection process, etc. would also be sent through email to all shortlisted candidates. The scheduling of the selection camps would be done in consultation with UPSRLM, as per their priority.

Given the large number of vacancies, we anticipate a large number of applications. These are being projected after studying the eligibility criteria for each position and our experience of inviting applications for similar positions in UP earlier as well as in neighbouring states of Bihar, Jharkhand from where a large number of applications are anticipated.

Tentatively the numbers at each stage of the process is given below.

<table>
<thead>
<tr>
<th></th>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Positions</td>
<td>35</td>
<td>17</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Total Number of Vacancies</td>
<td>1702</td>
<td>2532</td>
<td>1904</td>
<td>5958</td>
</tr>
<tr>
<td>Total Anticipated applications</td>
<td>75,000</td>
<td>55,000</td>
<td>35,000</td>
<td>1,65,000</td>
</tr>
<tr>
<td>Total applications anticipated to be shortlisted to appear for written tests</td>
<td>30,000</td>
<td>27,000</td>
<td>20,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Total number of candidates shortlisted to appear for Round 2 tests (GD &amp; PI)</td>
<td>5100</td>
<td>7500</td>
<td>5700</td>
<td>18,300</td>
</tr>
</tbody>
</table>
IV. Appendices

As it can be seen, the task is big, and it would take time to ensure that all transparency is maintained at all stages and quality is not compromised.

To illustrate, if we were to interview approximately 5100 candidates (for 1702 vacancies in Phase I), we would have to set up simultaneous panels. If three such panels are set (given the fact that ideally not many interview panels should be set for a particular position), it would take us approximately 50 days of continuous interviews to complete the task!

We would try to make the process as efficient as possible, but it would take time!

In our experience, we would suggest that State Level positions be filled first. The entire process could be fast tracked for state level positions. Given the fact that the selected candidates would take at least a month to join, during this time we could run the process for district and then block level positions. This would help UPSRLM have a bigger state team to handle the huge number of staff who would join at the district and block levels. The state level staff could support UPSRLM in orientation and induction of new staff.

A tentative work plan (for each phase) is indicated below:

<table>
<thead>
<tr>
<th>SI No.</th>
<th>EVENT</th>
<th>Ending Day</th>
<th>Dates</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Signing of Contract</td>
<td>0</td>
<td>20 June 2018</td>
<td>Finalizing Eligibility criteria, designing the advt and recruitment strategy</td>
</tr>
<tr>
<td>2</td>
<td>Release of Advertisements</td>
<td>7</td>
<td>27 June 2018</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Last date of receiving applications</td>
<td>27</td>
<td>24 July 2018</td>
<td>20 days given for candidates to apply</td>
</tr>
<tr>
<td>4</td>
<td>Shortlisting for all positions</td>
<td>47</td>
<td>06 August 2018</td>
<td>Shortlisting for State Level positions would be done on priority and then for District and Block level positions. Time taken maybe more if number of applications are very large</td>
</tr>
<tr>
<td>5</td>
<td>Publishing the final shortlists</td>
<td>57</td>
<td>16 August 2018</td>
<td>10 days time given for any grievance from candidates on shortlisting</td>
</tr>
</tbody>
</table>

(subject to timely approvals)
| Time-Based |  
|-----------|---|---|---|
| **5** Call letters to all shortlisted candidates - for Round 1 tests (sms & emails to download) | 59 | 18 August 2018 | Fixing of venue etc for conducting the selection process would be done simultaneously while the applications are being scrutinized. |
| **6** Start of Selection Camp - State Level, then District & Block Level | 74 | 02 September 2018 | Plan to conduct on nearest Sunday. 12 days given for letters to reach and candidates to appear for exam. |
| **8** Declaration of Results of Written Test and list of candidates shortlisted for Round 2 selection tests | 79 | 07 September 2018 | Results would be declared within 7 days using OMR based answer sheets. |
| **9** Round 2 Selection Tests - Starting with State level positions | 89 | 17 September 2018 | 10 days time given for candidates to come for the test. |
| **10** Completion of State Level selection process and submission of results | 99 | 27 September 2018 |  |
| **11** Start of Round 2 Selection Tests for District and Block Level positions | 102 | 30 September 2018 |  |
| **12** Completion of District and Block Level selection process | 142 | 09 November 2018 |  |
| **13** Submission of results for district and block level positions | 156 | 23 November 2018 |  |
c) Organization and Staffing

A core team with Team Leader and a recruitment expert, apart from experts would be assigned to this assignment. Given our experience of providing similar services for various government projects, we know the amount of administrative and accounting related work that would be required to ensure that the assignment is carried out smoothly. The team would be in consultation with UPSRLM and would regularly update them on the assignment.

Senior members would provide the overall guidance for smooth conduct of the assignment and ensure quality and transparency in all stages of recruitment. Specialists would be brought in to suggest technologies that can be used to make the induction programme/ performance review system more efficient.

A lot of work until the selection process is automated. This not only streamlines the work processes, but also allows the key team members to focus on the more qualitative aspects of the assignment.

The work load of the assignment would happen in cycles. Thus at the time of conducting written tests, additional team members would be called in to support the team to ensure smooth conduct of the assignment. Similarly during group discussions and interviews, domain experts would be roped in to be part of the panel. We have on our panel a large number of experienced domain experts who are well versed in our selection methodology.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Qualification</th>
<th>Total Year of Experience</th>
<th>Years of Experience in HR Consulting</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1: Team Leader</td>
<td>Shubham Singh</td>
<td>Post Graduate Diploma in Rural Management - IRMA</td>
<td>20 years</td>
<td>16 Years</td>
</tr>
<tr>
<td>K-2: Recruitment Expert</td>
<td>Ajeet Singh</td>
<td>MBA and Bsc Agriculture</td>
<td>11 years</td>
<td>8 years</td>
</tr>
<tr>
<td>K-3: OD Expert</td>
<td>Ved Arya</td>
<td>Post Graduate Diploma in Management, IIM A ; B Tech from IIT Kanpur</td>
<td>37 years</td>
<td>25 Years</td>
</tr>
<tr>
<td>K-4: Development Expert</td>
<td>Rakesh Gupta</td>
<td>Post Graduate Diploma in Rural Development, XISS Ranchi</td>
<td>15 years</td>
<td>10 Years</td>
</tr>
<tr>
<td>K-5: HR system Expert</td>
<td>Madhawi Kumari</td>
<td>MBA in HR</td>
<td>9 years</td>
<td>9 years</td>
</tr>
</tbody>
</table>
## APPENDIX F–WORK PLAN SUBMITTED BY THE CONSULTANT
WORK SCHEDULE AND PLANNING FOR DELIVERABLES FOR EACH PHASE OF RECRUITMENT.

<table>
<thead>
<tr>
<th>S No</th>
<th>Activity/ Deliverable</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Initiation of Recruitment &amp; Selection process – Finalizing Job Descriptions, recruitment plan, selection methodology</td>
<td></td>
</tr>
<tr>
<td>D2</td>
<td>Release of advertisement – Submission of Inception Report Preparation of online applications, receiving applications</td>
<td>1-4</td>
</tr>
<tr>
<td>D3</td>
<td>Screening and Shortlisting, submission and publishing shortlisted candidates’ list on website, answering queries on representations made by candidates, if any</td>
<td>5-8</td>
</tr>
<tr>
<td>D4</td>
<td>Conducting Round 1 Selection Process : (Written tests)</td>
<td>9-16</td>
</tr>
<tr>
<td>D5</td>
<td>Conducting Round 2 Selection Process : (GDs, PIs)</td>
<td></td>
</tr>
<tr>
<td>D6</td>
<td>Submission of Final Merit Lists</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX G—MINUTES OF THE TECHNICAL NEGOTIATIONS

Technical Negotiation Meeting dated- 31.07.2018

Selection of HR Recruitment Agency for UPSRLM
Minutes of the technical negotiations held on 31st July 2018 with SRIJAN Infratech and Development Services Pvt. Ltd (SIDS) held at UPSRLM office, Lucknow.

Background
UP SRLM is in the process of hiring a Consultancy services for staff recruitment and other HR Services”. Based on the combined evaluation, M/s SRIJAN Infratech and Development Services Pvt.Ltd (SIDS) has become Highest Ranked consultant. As per the provisions of the RFP, on 25th July 2018, the UPSRLM had one round of technical negotiations with the agency. During the negotiations held on 25th July 2018, the agency has requested to provide some time to revisit the financial proposals and get back on to UPSRLM.

It is in this context, a second round technical negotiations meeting has been convened on 31st July 2018 at SMMU, UPSRLM office, Lucknow. List of participants are provided at annexure-3. Minutes of the technical negotiations held on 25th July 2018 are provided at Annxure-2. The agency has confirmed availability of key and non-key resources proposed for the assignment.

Key Decisions
1. As per the scope of the work indicated in the Terms of Reference, the selected agency is required to conduct written test, Group Discussion and personal interview for all the positions. During the meeting the committee had a detailed deliberations with the agency representatives and found that in most of the government recruitment processes, group discussion is not used as recruitment tool. Further, an analysis of the financial proposal indicates that if group discussion is excluded from the recruitment process, reasonable amount of savings can be achieved without compromising the quality. Keeping these factors, it was agreed that the agency will conduct group discussion for State Mission Managers, Mission Managers and District Mission Managers only “Group Discussion” for the selection of Block Project Manager (BPMs). Whereas for all other positions, group discussion shall not be conducted. Further, the agency is requested to re-work on the financial proposal and indicate the revised financial quote excluding the cost of undertaking group discussions for positions as mention above.

2. As per the RFP, the agency is required to complete recruitment process within 3-4 months. In the technical proposal, the agency has proposed a work plan of 4 months for completion of each phase of recruitment. During the discussion, the agency has explained stage wise time required and man-power requirement. Given the volume of the position to be recruited and quality parameters, it was agreed that the agency shall
complete the entire process within 4 months (including the spill over period) and complete the process.

3. During the meeting held on 25\textsuperscript{th} July 2018, it was agreed the UPSRLM will issue the advertisement. As per the Instructions to Consultants Clause 28.8, in case a time based contract is used, financial negotiations shall be taken up, without changing the unit rates. Hence, the agency is requested to take out the cost of advertisements from the financial bids.

4. Accordingly, the agency has provided revised financial proposal. Details of the original and revised financial proposal is provided below.

![Summary of Costs Table]

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Actual Costs Quoted in Financial Proposal</th>
<th>Agreed after Negotiations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL</td>
<td>TOTAL</td>
</tr>
<tr>
<td>1) Remuneration</td>
<td>14,586,000</td>
<td>1,33,18,500</td>
</tr>
<tr>
<td>2) Reimbursable</td>
<td>23,601,000</td>
<td>2,06,01,000</td>
</tr>
<tr>
<td>TOTAL cost of Financial Proposal</td>
<td>38,187,000</td>
<td>3,39,19,500</td>
</tr>
<tr>
<td>Indirect Local Tax Estimates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) GST @ 18%</td>
<td>6,873,660</td>
<td>61,05,510</td>
</tr>
<tr>
<td>Total Estimate for Indirect Local Tax</td>
<td>6,873,660</td>
<td>61,05,510</td>
</tr>
</tbody>
</table>

Detailed table indicating original and revised financial proposal is attached at Annexure-1.

5. It was agreed that as part of the Inception Report, the agency is required to submit detailed selection process to be followed for the approval of UPSRLM. UPSRLM, promptly review and approve the recruitment process. Thereafter the agency is required to inform the SRLM on the progress of recruitment and run the process independently.

6. As indicated in the RFP, the agency is required to keep the process very transparent and should document the process in a detailed manner for future consumption of UPSRLM.

7. It was agreed that the agency will conduct the written test in two locations viz., (i) Lucknow; and (ii) Allahabad whereas, personal interviews shall be organised in Lucknow.

8. The agency is requested to plan the work plan in such a way that the interview shall not take more than 20 days. If, required, 10-15 interview panels may be set up for taking personal interview of the prospective candidates.

9. As a token of acceptance, both the parties has initialled the draft negotiations contract. After seeking necessary approvals, agency will be asked to come for execute the contract and start working on the assignment.
Annexure-1
Selection of HR Recruitment Agency for UPSRLM
Table showing original and revised financial proposal submitted by SIDS

<table>
<thead>
<tr>
<th>Form FIN-2 Summary of Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Cost of the Financial Proposal</td>
</tr>
<tr>
<td>1) Remuneration</td>
</tr>
<tr>
<td>2) Reimbursable</td>
</tr>
<tr>
<td>TOTAL cost of Financial Proposal</td>
</tr>
</tbody>
</table>

Indirect Local Tax Estimates - to be discussed and finalized at the negotiations if the contract is awarded

| i) GST @ 18%               | 2,295,180     | 2,461,320     | 2,117,160     | 6,873,660 | 20,43,180   | 22,09,320     | 18,53,010    | 61,05,510 |
| Total Estimate for Indirect Local Tax | 6,873,660     |           |               |           |             |               |               | 61,05,510 |

Note: Excluding cost of advertisement in the print media and revised time input of the key and non-key staff.
### Annexure- 3
### List of Participants

<table>
<thead>
<tr>
<th>S.no</th>
<th>Name</th>
<th>designation</th>
<th>Organization Name</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sh.N.P. Singh</td>
<td>SMD</td>
<td>UPSRLM</td>
<td><a href="mailto:Mdsrlmup9@gmail.com">Mdsrlmup9@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Sh.T.K. Shibu</td>
<td>AMD</td>
<td>UPSRLM</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sh. Hari Pashupulati</td>
<td>Procurement Specialist</td>
<td>NMMU</td>
<td><a href="mailto:Hari.nrlm@gmail.com">Hari.nrlm@gmail.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Sh. R.K. Upadhyay</td>
<td>CFAO</td>
<td>UPSRLM</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sh. A.K. Pandey</td>
<td>JMD</td>
<td>UPSRLM</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Shmt. Vandana Singh</td>
<td>DC- NRLM</td>
<td>UPSRLM</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Sh. Shubham Singh</td>
<td>Director-SIDS</td>
<td>SIDS</td>
<td><a href="mailto:Shubham@sids.co.in">Shubham@sids.co.in</a></td>
</tr>
<tr>
<td>8</td>
<td>Sh. Akbar</td>
<td>Project Executive-SIDS</td>
<td>SIDS</td>
<td><a href="mailto:Akbar@sids.co.in">Akbar@sids.co.in</a></td>
</tr>
</tbody>
</table>
Technical Negotiation Meeting dated- 25.07.2018
Selection of HR Recruitment Agency for UPSRLM
Minutes of the technical negotiations held on 25th July 2018 with SRIJAN Infratech and
Development Services Pvt. Ltd (SIDS) held at National Mission Management Unit, Ministry of
Rural Development, GOI, New Delhi

Background

UP SRLM is in the process of hiring a Consultancy services for staff recruitment and
other HR Services". Based on the combined evaluation, M/s SRIJAN Infratech and Development
Services Pvt. Ltd (SIDS) has become Highest Ranked consultant. As per the provisions of the
RFP, on 25th July 2018, the UPSRLM had called SIDS for technical negotiations. List of the
participants are provided at annexure-1.

Key Discussions and Decisions

1. At the outset, the agency has confirmed availability of all the key and non-key staff
   proposed for the assignment. UPSRLM has requested to the agency that all the full
time team member proposed this assignment should not take any other assignment

2. In tech-3, agency has requested to consider couple of factors in the recruitment of
   process and clarify the same. For instance, the RFP stipulates that the agency has to
obtain permission from UPSRLM in each stage and complete entire recruitment
   process of each phase within 3 months with one month spill over period. The agency
has explained the process and informed that in order to ensure the quality in the
   recruitment process and to reduce the possibility of grievances, it is proposed to
notify the results in the public domain at all the key stages. Further, UPSRLM might
   take some time to provide necessary approvals. Keeping the complexity and volume
of the staff to be recruited, it would be highly difficult to complete the process in 3
   months. Hence, it was requested to allow the agency to complete the process within
4 months, including spill over period.

3. The agency has requested to clarify the basis and duration of payment. As the time
   based contract is included in the RFP, all the payments to the consultant shall be
based on the actuals and on the agreed unit rates. It was also clarified that the
   agency is required to submit separate invoices viz., (i) Remuneration; and (ii)
Reimbursable expenditure. Further, the agency is required to submit time sheets of
   the key and non-key team members and original bills. It was also agreed that the
agency has to submit monthly invoice for both remuneration and reimbursable
   expenditure. Along with the invoice, the agency will also submit a monthly report
with the status of recruitment.

4. The agency will try to obtain tax invoices. However, in few cases, it would be difficult
to obtain the tax invoices. For instance, for conducting the written test and the
   interview, premises of educational institutions shall be hired. Few institutions may
not be willing to issue tax invoice. UPSRLM may consider to clear such payments if
they are within the overall ceiling indicated in the contract and the same was agreed by the Mission.

5. The agency has also requested to process the invoices and release the payment at the earliest possible. In response, the UPSRLM has confirmed that a sub-committee will be formed to look into the invoices and monthly progress reports submitted by the agency and the committee will be entrusted the task of review and clearing the invoices promptly.

6. During the discussion, it was agreed that the agency will submit the inception report and a detailed process to be followed for recruitment. Once the inception report and the recruitment process document is approved by UPSRLM, the agency will continue the work as per the approved plan and progress will be updated to UPSRLM.

7. The agency should allow prospective candidates to submit their grievances if any and promptly dispose such grievances. Further, the agency shall also copy all such responses to the UPSRLM. Further, any grievances received at the UPSRLM shall be forwarded to the agency to take necessary action on the grievances.

8. The agency has requested to clarify whether reservation roster needs to be followed. If so, provide the reservation roster before the issue of advertisement. It clarified that the reservation roster needs to be followed meticulously and the mission has also agreed to provide the roster before the notification of vacancies.

9. The agency is required to maintain proper documentation of processes and procedures followed in the recruitment process.

10. During the discussion the agency has explained their past experience with UPSRLM and expressed their concerns. The UPSRLM assured that they shall not abruptly terminate the services of the consultant. In case the UPSRLM decided to terminate the contract abruptly, the UPSRLM agrees to pay the actual expenditure incurred by the consultant (remuneration and reimbursable expenditure) till the date of such termination notice. If SIDS fails to deliver any services as stated in this contract with in the agreed time lines, UPSRLM shall be free to get these services performed by any other source at SIDS’s risk and cost.

11. During the meeting, the financial proposal submitted by the agency has been discussed in detail. It was also informed that since the time based contract is used, in pursuance of ICT clause 28.8, financial negotiations are allowed. While justifying the rates quoted for each item, the agency has requested to consider whether UPSRLM will be in a position to meet certain cost items so that economy and value for money can be achieved.

12. After a detailed discussion, it was agreed that the advertisements to notify the vacancies shall be issued by UPSRLM whereas the agency will provide the draft advertisement for the consideration and necessary action by the Mission.
13. The UPSRLM has also asked the agency to re-visit the financial proposals and see whether there is any scope for reduction of number of units without changing the unit rates originally quoted in the proposal. In response, the agency as sought couple of day's time to look into it and get back.

14. It was also agreed to have second round of technical negotiations on an appointed date and time as decided by UPSRLM and finalise the draft contract.

**List of Participants**

<table>
<thead>
<tr>
<th>S.no</th>
<th>Name</th>
<th>designation</th>
<th>Organization Name</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Procurement Specialist</td>
<td>NMMU</td>
<td><a href="mailto:Hari.nrlm@gmail.com">Hari.nrlm@gmail.com</a></td>
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<td></td>
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<td><a href="mailto:Shubham@sids.co.in">Shubham@sids.co.in</a></td>
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<tr>
<td>5</td>
<td>Sh. Akbar</td>
<td>Project Executive-SIDS</td>
<td>SIDS</td>
<td><a href="mailto:Akbar@sids.co.in">Akbar@sids.co.in</a></td>
</tr>
</tbody>
</table>
APPENDIX H - FORM OF ADVANCE PAYMENTS GUARANTEE
[See Clause GCC 41.2.1 and SCC 41.2.1]

{Guarantor letterhead or SWIFT identifier code}

Bank Guarantee for Advance Payment

Guarantor: [insert commercial Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: [insert Name and Address of Client]

Date: [insert date]

ADVANCE PAYMENT GUARANTEE No.: [insert number]

We have been informed that [name of Consultant or a name of the Joint Venture, same as appears on the signed Contract] (hereinafter called "the Consultant") has entered into Contract No. [reference number of the contract] dated [insert date] with the Beneficiary, for the provision of [brief description of Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [insert amount in figures] () [amount in words] is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of [amount in figures] () [amount in words] upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant:

(a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;
(b) has used the advance payment for purposes other than toward providing the Services under the Contract.

1 The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.
It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number _______ at _______ [name and address of bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as “paid” by the Client which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the ___ day of ___[month]____, ___[year]___, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

[signature(s)]

(Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.)

---

2 Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”
UTTAR PRADESH STATE RURAL LIVELIHOODS MISSION

First Floor, Eldeco Corporate Tower, Vibhuti Khand, Gomti Nagar, Lucknow
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Letter No-002/.........../HR/Aajeevika/2017-18  Dated: 6th March 2018

Lucknow, March 2018

E-Procurement

EXPRESSION OF INTEREST
HIRING OF RECRUITMENT AGENCY FOR FY 2018-2019

Expression of Interest is invited from experienced recruitment agencies, who wish to undertake assignment for recruitment of qualified and experienced staff for Uttar Pradesh State Rural Livelihoods Mission, Government of Uttar Pradesh, under the National Rural Livelihoods Mission/ Project (NRLM/ NRLP). In pursuance of this, Uttar Pradesh State Rural Livelihood Mission invites "Expression of Interest" from qualified, experienced and registered consulting agencies/organizations who wish to undertake consultancy services for human resource recruitment related services "Recruitment Agency" to support the implementation architecture of Uttar Pradesh State Rural Livelihoods Mission at various levels i.e. State, Districts and Blocks.

Interested recruitment agencies/ organisations firm should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. For detailed scope of work, may refer TOR attached. Interested consultant should submit their EOI's on the following short listing criteria

Short-listing criteria:

1) Agency/ organisation must be registered entity (Society/Trust/ Company/ body incorporated ) (Attach proof of registration, i.e. copy of Incorporation Certificate)
2) Agency/ organization must be registered with Income Tax and Goods and Service Tax (G.S.T.) Departments. (Attach Copy of self attested PAN Card and G.S.T. Registration Certificate)
3) Agency/ organisation must have minimum average annual turnover of Rs. 3 crores in the last three years (FY 2014-15, FY 2015-16 and FY 2016-17). (Attach copy of audited Financial Statements.
4) Agency/ organisation should have experience of minimum 5 years in recruiting manpower for departments of central govt. /state govt. /World bank Funded projects. (Give details of assignments and attach copy of experience certificates/ work orders)
5) Agency/organization should have completed recruitment of HR for large development project or poverty reduction programme or livelihood projects funded by state Govt/Central Govt/World Bank and have undertaken at least 3 similar assignments of minimum 300 personnel's in each assignment/ contract in last 5 years (from FY 2012-13 to FY 2016-17). (Give details of assignments and attach copies of experience certificates/work order). Experience in recruitment and placement of semi-skilled and unskilled staff viz., housekeeping staff, watch and ward services/ security services, data entry operators etc., shall not be considered.

Shortlisting will be done on the basis of above criteria. EOI's meeting all the above criteria shall be considered. Preference shall be given to the agencies who have demonstrated experience in recruitment of professionals for National Rural Livelihoods Mission/ or Bilateral projects funded by
World Bank/ADB and other multilateral/ bilateral donor funded projects. Based on the responses received, the Mission Director, may come up with a sub-criteria for shortlisting.

The selection of recruitment agency will be made as per the procurement guidelines of NRLM following Quality and Cost Based Selection (QCBS) method. The information related to the qualifying criteria must be furnished in the prescribed format. Interested consultants may access additional information about the Mission at www.srlm.up.nic.in Shortlisted firms will be asked to submit a detailed proposals. Interested firms may obtain further information from the office during the office hours from 11:00 A.M. to 4:00 P.M. on working days. The EOI must be submitted though e-tendering portal of Government of UP https://etender.up.nic.in. Last date for submission of EOI is 27 March 2018. EOIs received in the offline mode and incomplete EOIs shall not be considered.

NOTE:
1) The Mission Director on his sole discretion can cancel any or all the EOIs being submitted at UPSRLM.
2) In case of any dispute, the legal jurisdiction shall be at Lucknow.

Mission Director
**FORMAT FOR Submission of Information**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particular</th>
<th>Details</th>
<th>Weightage in number</th>
<th>Marking Criteria</th>
</tr>
</thead>
</table>
| 1       | Brief Profile of the firm:  
- Name of the Agency/Organization.  
- Overall experience of the firm. | Attach:  
- Copy of Registration Certificate |   |   |
| 2       | Empanelment and Registration Details | Pan:  
Tan:  
GST Registration No:  
(Attached copies PAN Card, GST Registration Certificate) |   |   |
| 3       | Average Annual turnover (Last 3 Years) | Year Amount  
- FY 2016-17  
- FY 2015-16  
- FY 2014-15  
(Attach copy of Balance sheets and income tax returns of the respective years) | 30 | Turn Over | Marks |
|         |            |         |                     | 3-4 Cr | 20 |
|         |            |         |                     | 4-5 Cr | 25 |
|         |            |         |                     | Above 5 Cr | 30 |
| 4       | Experience of minimum 5 years in recruiting manpower (professionals) for department of state/Central Government/world bank funded projects. | | 35 | Years of Exp. | Marks |
| Sr. No. | Name of the assignment | Name of the client | Nature of the Assignment | Type of professional recruited (Sub-Block Level; Block Level; District Level; State Level) | Completion date of assignment | | 5-6 Yrs. | 15 |
|         |            |            |                     |                  |                    |                     | 6-8 Yrs. | 20 |
|         |            |            |                     |                  |                    |                     | 8-10 Yrs. | 25 |
|         |            |            |                     |                  |                    |                     | 10-12 Yrs. | 30 |
|         |            |            |                     |                  |                    |                     | Above 12 Yrs. | 35 |

(Attach copy of Experience Certificate/Work Order/ full copy of the contract). Recruitment and placement of semi-skilled and unskilled staff viz., housekeeping staff, watch and ward services etc.shall not be considered.
Details of 3 assignments in last 3 years in recruiting qualified professionals in large numbers. (Add rows as per your requirements)

<table>
<thead>
<tr>
<th>Name of the assignment</th>
<th>Name of the client</th>
<th>Assignment value</th>
<th>Period of assignment</th>
<th>Type of professionals recruited (Sub-Block Level; Block Level, District Level; State Level)</th>
<th>No of Professionals Recruited</th>
<th>Completion date of assignment</th>
</tr>
</thead>
</table>

(Attach copy of Experience Certificate/Work Order/contract). Assignments with recruitment of less than 300 positions shall not be considered. Recruitment and placement of semi-skilled and unskilled staff viz., housekeeping staff, watch and ward services etc. shall not be considered.

**Note:** Short listing will be made on above information only. Attach all supporting documents with this format.

Signature of authorized representative with seal of the agency.
Draft TOR- Subject to modifications at the time RFP.

Uttar Pradesh State Rural Livelihoods Mission

Draft Terms of Reference (TOR) for hiring the services of a Recruitment Agency for Uttar Pradesh State Rural Livelihoods Mission Society

Background

1. The Ministry of Rural Development (MoRD), Government of India (GoI) launched the National Rural Livelihoods Mission (NRLM) in 2011. The key thrust of NRLM is rural poverty reduction through the creation and strengthening of institutional platforms of the rural poor. The centrally sponsored NRLM provides a combination of financial resources and technical support to the states to implement a comprehensive livelihoods approach to rural poverty alleviation. The approach of the Mission encompasses four-interlinked components viz., (a) mobilization of all rural poor households into effective Self Help Groups (SHGs), SHG federations and other organizations, in a phased manner; (b) enhancing access to financial, technical and livelihood support services; (c) building capacities and skills for gainful and sustainable livelihoods; and finally (d) improving the inclusive delivery of social and economic support services to the poor in convergence with other rural development programmes.

2. The mandate of the Mission is to cover over 8 crore rural poor households, across more than 650 districts, 6,000 blocks, 250,000 Gram Panchayats and 600,000 villages in the country through self-managed Self Help Groups and their federations and support them for livelihoods over a period of eight to ten years. For further details about NRLM, please visit- www.aajeevika.in.

3. The Mission is financed on a cost-sharing basis between the GoI and the state governments. The distribution of GoI allocation to the states is based on the inter-state rural poverty ratios. In order to augment the resources required for implementation of NRLM in 13 high poverty states, the GoI has entered into an agreement with the World Bank (IDA credit) for assistance of about US $500 Million, with closing date of 30th June, 2018. Thus, apart from NRLM allocation, GoI provides additional funds to 13 states which account for 85% of the total rural poor in the country. Uttar Pradesh is one of the 13 high poverty states covered under NRLP.

4. The Uttar Pradesh State Rural Livelihood Mission (UPSRLM), under the aegis of Rural Development Department, Government of Uttar Pradesh is an autonomous society registered under the Societies Registration Act, 1860 which was formed in November 2011. UPSRLM’s mandate is to implement the National Rural Livelihood Mission/Mission (NRLM/P) in Uttar Pradesh, which aim sat creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihood enhancements and improved access to financial services. To
attain these objectives, UPSRLM intends to engage a fulltime dedicated team of professionals, through a Recruitment Agency, to implement NRLM activities at the state level, district and block levels.

5. This set of professionals is expected to act as a team and in collaboration with other members, lay the foundation for successful implementation of the Mission objectives in the state. It will also act as a resource team and guide the future NRLM expansion in the state. This will be possible only when a quality professional team is hired through a meticulously designed recruitment and selection method. In this back drop, the Society needs the services of a Recruitment Agency (RA) for recruiting Qualified Manpower and supplying them to UPSRLM.

6. As NRLM lays emphasis on promotion of ‘professionally competent and dedicated implementation structures’ at the state, district, and block level for managing and supporting all Mission activities. The details of Job Profile for the professional and other staff is given in Annexure -1. No of filled and vacant staff is given in Annexure-2.

### Professionals to be recruited by RA in 3 Years:

<table>
<thead>
<tr>
<th>Phases</th>
<th>Positions in state</th>
<th>Positions in District</th>
<th>Positions in Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19 Ist Phase</td>
<td>22</td>
<td>225</td>
<td>2158</td>
</tr>
<tr>
<td>2018-19 II nd Phase</td>
<td>As per the approval of GB of Annual Action Plan of respective FY</td>
<td></td>
<td></td>
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<tr>
<td>2019-20</td>
<td>As per the approval of GB of Annual Action Plan of respective FY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020-21</td>
<td>As per the approval of GB of Annual Action Plan of respective FY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This does not include recruitment against vacancies arising out of attrition etc., which will have to be carried out within 30 days of the vacancy arising.

### Objectives of the assignment

1. Designing the recruitment and selection methods for the recruitment of professionals to roll out the UPSRLM activities at different levels.
2. Designing detailed Job descriptions of staff to be placed with UPSRLM.
3. Recruiting the staff as desired by UPSRLM as per the position and location specified and for the time period specified in Annexure and providing replacements as and when required.
4. Maintain all the relevant documents for different statutory obligation purposes.

### Scope of Work

- UPSRLM will engage a RA to undertake the requisite recruitments of NRLM staff in the state.

- It is expected that RA will make best efforts to recruit staff having result orientation, potential to lead thematic unit for a large state like Uttar Pradesh and ability to extend quality support to community institutions and the SRLM.
• The recruitment will be done largely from open market through advertisement. If agreed by the Society and scope provided under the policy, the recruitment could also be done through Deputation from Government / Academic Institutions / Public Sector Banks / NGOs etc.

• All governance, monitoring and reporting aspect of this assignment will be controlled by the SMD, UPSRLM. The UPSRLM will be in supervisory role for all recruitment and selection events conducted by the RA.

• Govt. of UP guidelines on reservations of posts, if applicable, will have to be adhered to by RA

• The RA is expected to maintain highest degree of transparency and integrity. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The RA will ensure selection of only those candidates who fulfil the eligibility criteria prescribed for the respective positions. In case of not finding suitable candidates, the RA will make all possible effort still the suitable candidate is identified.

• The RA will follow a systematically designed system of receiving applications, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information on website. All information about scrutiny of application will be provided to UPSRLM as and when required.

• It is expected that the selected RA will put in place a high caliber team consisting of a dedicated Team Leader; key senior HR and recruitment expert; pool of specialists and sufficient number of administrative assistants. It is desirable that key members, including the specialists proposed for the assignment are fulltime staff of the Agency. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by RA agency, will have the profile of the best in the business. The expected individual profile of team members is annexure Annexure-4.

• Once the Staff is selected and approved by UPSRLM, the RA would ensure that the staff reports for duty at their designated location within fifteen days.

• In the rare case of a deployed staff leaving the UPSRLM for any reason during the assignment period, the RA shall be responsible to provide a suitable replacement (meeting all the eligibility criteria prescribed for the position) as soon as possible but not later than 30 days from the date on which the deployed staff resigns. The replacement may be made either from the waitlisted pool or through conducting another round of selection process. In such cases, the process of recruitment and selection will be the same as followed earlier.

• Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This will be worked out mutually between the SRLM-UP and the selected RA.
• The RA will design exclusive selection tools for different set of position i.e. State
level staff, District level staff and Block level field functionaries. The selection
strategy and tools should be designed in such a way that it could assess requisite
knowledge, skills, and attitude on quality parameters for different positions. The
selection criteria should be very objective. The selection procedure for candidates will
be as defined in HR manual of UPSRLM.

• Village immersion will be an integral part of selection process for the positions of
district and block level field staff. The recruitment agency will conduct intensive
village immersion of candidates for these positions for 2 days including one night stay.
The village immersion design will be finalized once the RA is on the board.

• The initial phase of recruitment process for the positions specified by UPSRLM shall
be completed within 2 months from the date of signing of the contract and repeat
process shall be completed within next 2 months, if any candidate not joined. The
same shall be filled up from the waiting list or through repeat selection process if
there is no waiting list for those positions. Since this is a phased assignment, any
subsequent phase of recruitment for new posts will also have to be completed within 2
months of the requirement been forwarded by UPSRLM to RA.

• RA must take an affidavit from candidates that no any relative of the candidate is
working with UPSRLM and RA , during the process of selection.

• A performance security of 5 percent of contract Value must be deposited in UPSRLM
in form of Demand Draft/ Bank Guarantee valid for One Year from date of awarding
contract.

Key Task and Responsibility

During the assignment period, RA will closely work with UP-SRLM and perform key tasks
and responsibilities as explained below.

Designing Recruitment Methodology, and Recruitment of suitable individuals

• The RA will be responsible for designing recruitment and selection methodology;
developing job description and staff contract policy; and conducting recruitment of
suitable individuals for total positions in UPSRLM. The recruitment schedule will be
mutually agreed upon at the time when inception report is submitted by the selected
RA. The detailed eligibility criteria and experience details are there in AnnexureI.

• In case, candidates do not turn up for joining after selection, it will not be considered as
completed task on behalf of the RA. The payment schedule of the assignment will
necessarily be linked with the output of final joining of staff on time.

Outputs

• Inception report submitted with detailed work plan, approach to the assignment and
proposed selection methodology for the given positions.
• The proposed selection methodology will be agreed upon by UPSRLM.
• Recruitment and selection camp successfully completed for all positions.

**Advertisement Management**

The RA will design the advertisement for vacancies, and notify the same in leading daily newspapers (in Hindi, and English). The advertisement will further be notified on reputed web-portal visited by jobseekers in development sector. The vacancy will also be notified through other media sources and among relevant alumni networks. The cost of notification of advertisement including repeat editions shall have to be borne by the RA. Apart from that, the RA shall also bear the venue costs including repeat camps for written test, Group Discussion, Interviews, Village Immersion etc.

**Outputs**

• Data base is developed of all applications received in response to advertisement released.
• Records maintained of scrutinized applications against the eligibility criteria and short list created of all candidates qualified to attend selection process. The same is also floated on website.
• Position wise data base created of all applications and not shortlisted along with reasons for rejection

**Submitting Merit List of Recommended Candidates**

The RA will submit the final merit list of the recommended candidates along with decided minimum wait list candidate for each category and number of positions. The RA will submit the final result of recommended candidates in the agreed set of format sand updated CVs of recommended candidates. The result must be submitted after verification of reference of both selected and waitlist candidates.

**Outputs**

• Position wise merit list submitted with detailed grades/score obtained by each of the candidates participated in the selection process.
• Position wise final recommended list submitted along with minimum 4 wait list for each category and number of positions.
• CVs of all recommended and waitlist candidates submitted in both electronic form and hard copy.
• The credential verification of all recommended and waitlist candidates completed and report of the same submitted.

**Maintaining Recruitment Records**

RA will be accountable for checking the veracity and authenticity of information furnished by selected candidates. The liabilities in respect of the authenticity of information about the selected candidates will extend beyond the contract period. Hence the RA will be liable to compensate any liability arising out of the performance of this contract either during or up to 1 year from the expiry of the contract. RA will ensure to maintain complete secrecy of recruitment process and records and not share any related information or document to third party.

**Output**
• The required information regarding any steps of recruitment process is shared on demand.
• All record related to recruitment and selection under this assignment is maintained and accessed by UPSRLM whenever required.
• A resource pool of thematic area experts is developed and maintained at UP-SRLM level.

Duration of the Assignment

The total duration of the Consultancy Services will be for 3 years from the date of signing of contract. However, it is desired that the recruitment agency will complete the first round of recruitment within 2 months from the date assignment is awarded. Residual vacancies, if any, will be done in the next 2 months. Since this is a phased assignment, any subsequent phases of recruitment for new posts will also have to be completed within 2 months of the requirement been forwarded by UPSRLM to RA.

Review and Monitoring of the Assignment

The RA will prepare a detailed time-bound implementation work plan for implementation of the aforementioned task. In addition, in case, UPSRLM has any objections related to assignment deliverables, it will inform to the RA in writing. The RA will comply with the recommendation made by UPSRLM and accordingly complete the assignment at no additional cost. A joint fortnightly review (every 15 days) mechanism will be put in place and represented by core members of UPSRLM and RA.
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<thead>
<tr>
<th>S.N O</th>
<th>Position</th>
<th>Numb er of Position</th>
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<tbody>
<tr>
<td>1</td>
<td>Chief Operating Officer (COO)</td>
<td>01</td>
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</tbody>
</table>
|      | Through service provider 100,000-140,000 per month,  
**Educational Qualification**- At least post graduate degree in rural development/social work/agriculture/management/business administration and  
**Experience**-Should have at least 10+ years of post qualification work experience in leading and coordinating large scale community driven development programmes particularly world bank/UN/national and international development funding with wide spectrum on managing large scale livelihood promotion programmes of which 07 years should be in senior management level in Government / semi Government /world bank / UN / National / International / development Mission. |
| 2    | State Mission Manager-Human Resource        | 01                  |
|      | Through service provider 75,000-100,000 per month,  
**Educational Qualification**-At least post graduate degree in HR Management/rural development/social work/and allied disciplines/development studies from recognized university/institute/or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade. Experience-Should have at least 07+ years of relevant post qualification work experience and understanding in the field of developing professionals, human resource system,strategic human resource for the community driven development Mission/programs in national,international scenario. The developing and maintenance of HR policies, processes,systems,recruitment,performance management, retention and the incumbent should have experience on developing systems at state/national level of which 5 years should be in middle management level.. |
| 3    | State Mission Manager-Livelihood             | 01                  |
|      | Through service provider 75,000-100,000 per month,  
**Educational Qualification-MBA**-RuralManagement/MSW/RD/PGdegree/diploma in RM  
**Experience**-Should have at least 07 years of relevant post qualification work experience and understanding in the field of Livelihood (Farm, off-farm and Non farm), worked directly with livelihood collectives or organizations promoting livelihood collectives, experience in promoting enterprises, forward and |
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Details</th>
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<tbody>
<tr>
<td>4</td>
<td>State Mission Manager-Skill</td>
<td>Through service provider 75,000-100,000 per month, <strong>Educational Qualification</strong> - MCA/BE/B.Tech/MBA/MSW or PG degree/diploma in rural management with specialization in marketing or economics/commerce/business and market development. <strong>Experience</strong> - At least 07+ years experience in planning and organizing market oriented training for employment for women and youth, including in rural communities. <strong>Desirable Qualification</strong> - Demonstrated experience in providing technical assistance to women and youth on employment opportunities; A proven excellent background and hands on professional experience of market issue/marketing, practical knowledge of private sector development, women and youth entrepreneurship development in India.</td>
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<tr>
<td>5</td>
<td>State Mission Manager-Social Inclusion</td>
<td>Through service provider 75,000-100,000 per month, <strong>Educational Qualification</strong> - At least post graduate degree in rural development/social work/agriculture/management/business administration and allied disciplines development studies from recognized university/institute or at least 55% minimum marks or equivalent grade. <strong>Experience</strong> - Should have at least 07+ years experience post qualification work experience and understanding in the field of working with socially excluded groups/class, social inclusion framework and community/institution framework development institutions in national/international scenario of which 3 years should be in senior/middle management level. A thorough knowledge of and substantial experience in the thematic area, knowledge of public policies, experience of managing implementation of a large program, at least at state level, experience of working with government/semi government/development programs, program design skills, strong communication skills (written and oral), ability to work in/with teams, and strong ability to build capacities and mentor team members/state functionaries.</td>
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<tr>
<td>6</td>
<td>State Mission Manager- MIS</td>
<td>Through service provider 75,000-100,000 per month, <strong>Educational Qualification</strong> - At least post graduate degree in Computer application/rural development/social work/management/business administration and allied disciplines/development studies from recognized university/institute or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade. <strong>Experience</strong> - Should have at least 07+ years of relevant e post qualification work experience and able to develop or execute MIS in a reputed organization understanding in the field of monitoring, evaluation, learning and strong acumen in conducting development, SHG's and institution development and have strong knowledge of IT based monitoring tools and system of program learning at state/national level of which 2 years should be in middle management level.</td>
</tr>
<tr>
<td>7</td>
<td>State Mission Manager-FM &amp; Admin</td>
<td>Through Service Provider 75000 to 100000 per month <strong>Educational Qualification</strong> - At least MBA in Finance/CA/ICWA from recognized university/institute or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade.</td>
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<tr>
<td>No.</td>
<td>Position</td>
<td>No. of Posts</td>
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</tr>
<tr>
<td>8</td>
<td>Mission Manager - Social Inclusion</td>
<td>01</td>
</tr>
<tr>
<td>9</td>
<td>Mission Manager - IBCB</td>
<td>01</td>
</tr>
<tr>
<td>No.</td>
<td>Position Description</td>
<td>Experience</td>
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<tr>
<td>11</td>
<td>Mission Manager - Micro Finance &amp; Financial Inclusion</td>
<td>05+ yrs</td>
</tr>
<tr>
<td>12</td>
<td>Mission Manager - Training and Capacity Building</td>
<td>05+ yrs</td>
</tr>
<tr>
<td>13</td>
<td>Mission Manager - M&amp;E</td>
<td>05+ yrs</td>
</tr>
<tr>
<td>14</td>
<td>Mission Manager - MIS</td>
<td>05+ yrs</td>
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<tr>
<td>No.</td>
<td>Position</td>
<td>Vacancy</td>
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</tbody>
</table>
| 15  | Mission Manager - Procurement                | 01      | Through Service Provider 45000 to 75000 per month  
**Educational Qualification** - At least MBA in Finance/CA/ICWA from recognized university/institute/or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade.  
**Experience** - Should have at least 05+ years of Procurement related works. Sound experiences about the taxation and other statutory formalities of govt/and other international agencies, experience in working with world bank/DFID/International funding agencies procurement norms for a large Mission. Working experience at the state/national level of which 02 years should be in middle management level. |
| 16  | Mission Manager - Livelihood                 | 01      | Through Service Provider 45000 to 75000 per month  
**Educational Qualification** - At least post graduate degree in rural development/social work/agriculture/management/business administration and allied disciplines/development studies from recognized university/institute/or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade.  
**Experience** - Should have at least 05+ years of relevant e post qualification work experience and understanding in the field of Livelihood(Farm, off-farm and Nonfarm), worked directly with livelihood collectives or organizations promoting livelihood collectives, experience in promoting enterprises, forward and backward linkages. |
| 17  | Mission Manager - HR                         | 01      | Through Service Provider 45000 to 75000 per month  
**Educational Qualification** - At least post graduate degree in rural development/social work/agriculture/management/business administration and allied disciplines/development studies from recognized university/institute/or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade.  
**Experience** - Should have at least 05+ years of relevant e post qualification work experience and understanding in the field of developing professionals, human resource system, strategic human resource for the community driven development Mission /programs in national, international scenario. The developing and maintenance of HR policies, processes, systems, recruitment, performance management, retention and the incumbent should have experience on developing systems at state/national level of which 2 years should be in middle management level. |
<p>| 18  | Mission                                      | 01      | Through Service Provider |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Category</th>
<th>Grade</th>
<th>Educational Qualification</th>
<th>Experience</th>
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</thead>
<tbody>
<tr>
<td>19</td>
<td>Retainer Consultant</td>
<td>01</td>
<td></td>
<td>Through Service Provider 45000 to 75000 per day basis</td>
<td>Should have at least 05+ years of Finance related fields. Sound experiences about the taxation and other statutory formalities of government/and other international agencies, experience in working of a world bank funded Mission at the state/national level of which 02 years should be in middle management level</td>
</tr>
<tr>
<td>20</td>
<td>Account Officer</td>
<td>01</td>
<td></td>
<td>Through Service Provider 45000 to 75000 per month</td>
<td>Should have at least 05+ years of relevant e post qualification work experience and understanding in the field of Accounting and Finance in large development Mission</td>
</tr>
<tr>
<td>21</td>
<td>State Level Consultant-1</td>
<td>01</td>
<td></td>
<td>Through service provider(Fixed Term Employment For 3 years) 60,000-700,000 per month, Educational Qualification- At least post graduate degree in agriculture or Animal Husbandry, Veterinary Science and allied disciplines from recognized university/institute/or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade.</td>
<td>Should have at least 07 years of relevant e post qualification work experience and understanding in the field of Livelihood(Farm, off-farm and Nonfarm), worked directly with livelihood collectives or organizations promoting livelihood collectives, experience in promoting enterprises, forward and backward linkages.</td>
</tr>
<tr>
<td>22</td>
<td>State Level Consultant-2</td>
<td>01</td>
<td></td>
<td>Through Service Provider(Fixed Term Employment For 3 years) Rs.30000 to 40000 per month, Educational Qualification- At least post graduate degree in agriculture or Animal Husbandry, Veterinary Science and allied disciplines from recognized university/institute/or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade.</td>
<td>Should have at least 05+ years of relevant e post qualification work experience and understanding in the field of Livelihood(Farm, off-farm and Nonfarm), worked directly with livelihood collectives or organizations promoting livelihood collectives, experience in promoting enterprises, forward and backward linkages.</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>District Mission Manager -SM &amp; CB</td>
<td>16</td>
<td></td>
<td>Through service provider. 45,000-75,000 per month</td>
<td>Post graduate degree/diploma in business management/social sciences (sociology, anthropology, social work)/rural development/rural management with emphasis on</td>
</tr>
</tbody>
</table>

**Manager - Admin & FM**

45000 to 75000 per month

**Educational Qualification** - At least MBA in Finance/CA/ICWA from recognized university/institute/or at least post graduate diploma in above discipline from recognized university/institute with at least 55% minimum marks or equivalent grade.

**Experience** - Should have at least 05+ years of Finance related fields. Sound experiences about the taxation and other statutory formalities of government/and other international agencies, experience in working of a world bank funded Mission at the state/national level of which 02 years should be in middle management level.
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Experience required</th>
<th>Education required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>District Mission Manager-Micro Finance &amp; Financial Inclusion</td>
<td>At least 03+ years experience in social mobilization, gender activities particularly in large scale rural poverty reduction programmes.</td>
<td>Post graduate degree/diploma in management/social sciences/economics/rural development/rural management or professional master’s degree in engineering/agriculture/veterinary science/business administration/management/natural resource management etc.</td>
</tr>
<tr>
<td>3</td>
<td>District Mission Manager-Livelihood</td>
<td>At least 03+ years proven experience in livelihood promotion in largescale rural poverty reduction programmes.</td>
<td>Post graduate degree/diploma in management/social sciences/economics/rural development/rural management or professional master’s degree in engineering/agriculture/veterinary science/business administration/management/natural resource management etc.</td>
</tr>
<tr>
<td>4</td>
<td>Districts Mission Manager-MIS &amp;ME</td>
<td>Experience of working with institutions like planning, UNDP, UNICEF etc. preferred.</td>
<td>MCA/BE/B Tech (computer science/information &amp; technology)/MBA/MSW or post graduate degree/diploma in rural management/rural development, business management.</td>
</tr>
<tr>
<td>5</td>
<td>District Mission Manager-Skill Development &amp; Jobs</td>
<td>At least 03+ years experience in planning and organizing market oriented training for employment for women and youth.</td>
<td>Post graduate degree in business administration with specialization in marketing or economics/commerce/business and market development.</td>
</tr>
<tr>
<td>Position</td>
<td>Age</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| District Mission Manager-Social Inclusion & Social Development | 35  | Through service provider. 45,000-75,000 per month  
**Desirable Qualification**: Demonstrate experience in providing technical assistance to women and youth on employment opportunities. A proven excellent background and hands on professional experience of market issue/marketing, practical knowledge of private sector development, women and youth entrepreneurship development in India. |
| Account Assistant                             | 35  | Through Service Provider 30000 to 50000 per month  
**Educational qualification**: Post graduate degree in management/social work/rural development/veterinary science/dairy/agro/economics/agriculture.  
**Experience**: At least 03+ years experience of grass root engagement in social development and convergence. He must have thorough understanding of different government run programmes and plan focusing on the vulnerable groups and process of convergence with mainstream institutions.  
**Desirable Qualification**: Must have worked in externally aided/government funded development Missions in the country. |
| Data Entry Operator                           | 13  | Through Service Provider 10,000-18,000 Per Month  
**Educational Qualification**: Graduate degree in Any Stream  
**Experience**: At least 01+ Year of experience, English/Hindi typing knowledge 30 word/minutes.  
**Desirable Qualification**: PGDCA |

Total: 225

1. Block Mission Manager  
Through service provider. 25,000-45,000 per month  
**Educational Qualification**: Post graduate degree in management/social work/rural development/veterinary science/dairy/agro/economics/agriculture from recognized university  
**Desirable Qualification**: He should have worked in development Missions preferably for poverty reduction or livelihood promotion and have exposure of working multi-disciplinary team. Work experience with government/other development or programme would be desirable.  
**Experience**: 02+years of experience in the social/community development sector. Candidate should have experience in handling large and multidisciplinary team as well executing livelihood, SHGs
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Educational Qualification</th>
<th>Experience</th>
<th>Desirable Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Block Mission Manager-Social mobilization</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Experience-At least 02+ years experience in social mobilization, gender activities</td>
</tr>
<tr>
<td></td>
<td>and capacity building</td>
<td>Educational Qualification- Post graduate degree/diploma in business management/social sciences (sociology, anthropology, social work)/rural development/rural management with emphasis on strategic communication planning for behaviour development, social mobilization, gender, participatory communication and research.</td>
<td>Desirable Qualification-Experience in designing and implementing various capacity building strategies and managing various training programmes is required Experience-At least 02+ years experience in social mobilization, gender activities particularly in large scale rural poverty reduction programmes.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Block Mission Manager-Micro Finance &amp; Financial Inclusion</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Desirable Qualification-Experience of working with institutions like NABARD, SIDBI preferred working on credit linkage to the institutions of poor is required.</td>
</tr>
<tr>
<td>4</td>
<td>Block Mission Manager-Livelihood</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Desirable Qualification-Experience in working with producers organizations on value chain development, building livelihood institutions of the poor and vulnerable is required.</td>
</tr>
<tr>
<td>5</td>
<td>Block Mission Manager-Social Inclusion and Social Development</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Desirable Qualification-Must have worked in externally aided/government funded development Missions in the country. Private sector development, women and youth entrepreneurship development in India.</td>
</tr>
<tr>
<td>6</td>
<td>Block Mission</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Desirable Qualification-Must have worked in externally aided/government funded development Missions in the country. Private sector development, women and youth entrepreneurship development in India.</td>
</tr>
<tr>
<td>Manager-Skill and Jobs</td>
<td>Educational qualification</td>
<td>Experience</td>
<td>Desirable Qualification</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------------------</td>
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<td></td>
</tr>
<tr>
<td>Block Mission Manager- Monitoring &amp; Evaluation, MIS</td>
<td>Post graduate degree in business administration with specialization in marketing or economics/commerce/business and market development.</td>
<td>At least 02+ years experience in planning and organizing market oriented training for employment for women and youth, including in rural communities.</td>
<td>Demonstrate experience in providing technical assistance to women and youth on employment opportunities. A proven excellent background and hands on professional experience of market issue/marketing, practical knowledge of private sector development, women and youth entrepreneurship</td>
<td></td>
</tr>
<tr>
<td>Block Mission Manager- Monitoring &amp; Evaluation, MIS</td>
<td>MCA/BE/B Tech (computer science/information &amp; technology)/MBA/MSW or post graduate degree/diploma in rural management/rural development, business management.</td>
<td>Through service provider. 25,000-45,000 per month</td>
<td>Experience of working with institutions like planning, UNDP, UNICEF etc. preferred</td>
<td></td>
</tr>
<tr>
<td>Cluster Coordinator</td>
<td>Graduate degree/diploma in rural management/rural development, business management.</td>
<td>At least 02+years proven experience in Mission management, programme planning operation of MIS software, monitoring and evaluation of progress in large scal rural poverty reduction programme.</td>
<td>At least 01+ years of experiences working with SHG’s</td>
<td></td>
</tr>
<tr>
<td>Accountant</td>
<td>Through Service Provider 20000 to 35000 per month</td>
<td>Atleast MBA in Finance/CA(Inter)/CS(Inter)/management/studies from recognized university/institute/or at least post graduated diploma in abovediscipline from recognized university/institute with at least 55% minimum marks or equivalent grade.</td>
<td>Should have at least 02+years of relevant post qualification work experience and understanding in the field of Accounting and Finance in large development Mission.</td>
<td></td>
</tr>
<tr>
<td>Data Entry Operator</td>
<td>Through Service Provider 8,000-12,000 Per Month</td>
<td>At least 01+ Year of experience, English/Hindi typing knowledge 30 word/minutes.</td>
<td>PGDCA</td>
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</table>

Total 2158
Grand Total 2405
For all the positions, A combination of the following attributes will be desirable - She/he should have passion for working with poor. She/he should have a commitment to undertake grassroots level assignments and stay with rural poor community. She/he should have ability to work in/with teams. She/he should have good academic career. She/he should be proficient in Hindi and English.
## State Mission Management Unit (SMMU)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>No. of Position</th>
<th>Filled Position</th>
<th>Vacant Position</th>
<th>Remarks</th>
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<tr>
<td>1</td>
<td>Chief Operating Officer</td>
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<td>1</td>
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<tr>
<td>2</td>
<td>State Mission manager SOCIAL INCLUSION</td>
<td>1</td>
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<tr>
<td>3</td>
<td>State Mission manager IBCB</td>
<td>1</td>
<td>1</td>
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<tr>
<td>4</td>
<td>State Mission manager Micro Finance &amp; Financial Inclusion</td>
<td>1</td>
<td>1</td>
<td>0</td>
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</tr>
<tr>
<td>5</td>
<td>State Mission manager Livelihood</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>State Mission manager Skills</td>
<td>1</td>
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<tr>
<td>7</td>
<td>State Mission managers HR</td>
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<td>8</td>
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<td>1</td>
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<tr>
<td>9</td>
<td>State Mission managers MIS</td>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td>10</td>
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<td>11</td>
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<tr>
<td>12</td>
<td>State Mission managers Admin &amp; FM</td>
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<td>1</td>
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<td>13</td>
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<td>Mission manager IBCB</td>
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<td>15</td>
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<tr>
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<td>17</td>
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<td>23</td>
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<tr>
<td>24</td>
<td>Reatiner Consultant</td>
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<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*As per Finance Manual*
# Annexure-2

Existing/Proposed Thematic Staff composition : UPSRLM

<table>
<thead>
<tr>
<th>1</th>
<th>Account Officer</th>
<th>1</th>
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<th>1</th>
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</thead>
</table>

**Special Project MKSP**

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<tr>
<th>1</th>
<th>State Level Consultant-1</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>State Level Consultant-2</td>
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<td><strong>Total</strong></td>
<td>27</td>
<td>5</td>
<td>22</td>
<td></td>
</tr>
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</table>

**District Mission Management Unit (DMMU) for 35 Districts**

<table>
<thead>
<tr>
<th>1</th>
<th>District Mission Manager Social Inclusion &amp; Social Development</th>
<th>35</th>
<th>0</th>
<th>35</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>District Mission Manager Social Mobilization &amp; Capacity Building</td>
<td>35</td>
<td>19</td>
<td>16</td>
</tr>
<tr>
<td>3</td>
<td>District Mission Manager Micro Finance &amp; Financial Inclusion</td>
<td>35</td>
<td>14</td>
<td>21</td>
</tr>
<tr>
<td>4</td>
<td>District Mission Manager Livelihood</td>
<td>35</td>
<td>0</td>
<td>35</td>
</tr>
<tr>
<td>5</td>
<td>District Mission Manager Skills &amp; Jobs</td>
<td>35</td>
<td>0</td>
<td>35</td>
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<tr>
<td>6</td>
<td>District Mission Managers Monitoring &amp; Evaluation, M.I.S.</td>
<td>35</td>
<td>0</td>
<td>35</td>
</tr>
</tbody>
</table>

**As per Finance Manual**

| 1 | Account Assistant | 35 | 0 | 35 |
| 2 | Data Entry Operator | 35 | 22 | 13 |
| **Total** | 280 | 55 | 225 |

**Block Mission Management Unit (BMMU) for 200 Blocks**

<table>
<thead>
<tr>
<th>1</th>
<th>Block Mission Manager</th>
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<th>15</th>
<th>185</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Block Mission Manager Social Inclusion &amp; Social Development</td>
<td>200</td>
<td>11</td>
<td>189</td>
</tr>
<tr>
<td>3</td>
<td>Block Mission Manager Social Mobilization &amp; Capacity Building</td>
<td>200</td>
<td>12</td>
<td>188</td>
</tr>
<tr>
<td>4</td>
<td>Block Mission Manager Micro Finance &amp; Financial Inclusion</td>
<td>200</td>
<td>9</td>
<td>191</td>
</tr>
<tr>
<td>5</td>
<td>Block Mission Manager Livelihood</td>
<td>200</td>
<td>11</td>
<td>189</td>
</tr>
<tr>
<td>6</td>
<td>Block Mission Manager Skills &amp; Jobs</td>
<td>200</td>
<td>8</td>
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</tr>
<tr>
<td>7</td>
<td>Block Mission Managers Monitoring &amp; Evaluation, M.I.S.</td>
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<tr>
<td>S.N. No.</td>
<td>KeyMember</td>
<td>DesiredProfile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Team leader(1)</td>
<td>Having master’s degree in any discipline with minimum 15 years of relevant experience in HR support in development sector. Experience in leading recruitment and selection assignments of similar programmatic nature. S/he should have experience of doing HR planning and designing staff selection methodologies for agencies involved in development sector. Knowledge of applying reservation policy will be essential.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Recruitment Expert(1)</td>
<td>Having master degree in any discipline with at least 10 years of experience of conducting recruitment of multi-disciplinary teams. S/he should have knowledge of designing staff selection methodologies and using various selection instruments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pool of Specialists for design of selection process and conducting interview(4)</td>
<td>Each individual should have at least 8 years’ experience in recruitment and selection of professionals at managerial level. S/he should be a post graduate preferably in the area of Management (Finance /HR /IT), Social Work, Rural Development/ Management. It is expected that person should have worked in development sector and have very good understanding about requirement of human resources for poverty reduction programme.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Administrative Assistant(2)</td>
<td>Master degree in Business Administration with minimum of 3 years of experience in data analysis, logistic arrangements, data entry etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>