Letter for Expression of Interest

Dear Sir/Madam,

1. Letters for Expression of interest are invited from qualified and experienced consulting firms who wish to undertake Consultancy services for “Management Support” to National Rural Livelihoods Promotion Society (NRLPS), Ministry of Rural Development (MoRD), Government of India.

2. **Background**: National Rural Livelihoods Mission (NRLM) aims 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 and selected public services. For ensuring that technical assistance and required implementation support is available under NRLM, the Government of India has availed a Credit from the World Bank for the National Rural Livelihoods Project (NRLP) which aims to provide support the National Rural Livelihoods Mission (NRLM). A National Rural Livelihoods Promotion Society (N.R.L.P.S.) was set up under the NRLP by MoRD for providing technical support for implementation of NRLM in the States.

   The Government of India intends to apply a portion of the proceeds of this loan to finance the above Consultancy Services.

3. **The objectives** of the Consultancy Services which will be carried out are:

   To provide certain defined services to NRLPS for carrying out program implementation and technical assistance for implementation of the NRLM.

   a) Deploying/placing the staff as finalized by NRLPS as per HR committee on such terms as agreed to by the committee.

   b) Maintain all the relevant documents for different statutory obligation purposes.

4. **The expected results of the consultancy services are:**

   **Management of Staff Contracts and Payrolls:**

   To undertake the requisite deployment of professionals and support staff in the NRLPS. The professionals and the support staff already working in the programme are to be taken on its rolls by the agency on the existing terms and conditions of so required by NRLPS.
To support in recruitment and selection of candidates of vacant posts in NRLPS through a fair, transparent and open procedure. The manpower deployed by the Management Agency will be dedicated full time for this service and shall be retained with that exclusive requirement.

To ensure quality, the agency shall follow an exclusive HR policy, describing standards and guidelines for managing the manpower deployed for the purpose, based on comparable similar structures established for delivering technical assistance projects of this nature in rural livelihoods sector.

The selected agency will provide services through deployment of suitable manpower, having results orientation, potential to lead a thematic unit and ability to extend quality support to states. The manpower deployed should be in accordance with the service requirements of NRLPS and capable of delivery of quality service.

**Procurement support services:** For NRLPS procurement, consulting firm will carry out procurement functions, release all kinds of advertisement, tender notice, expression of interest, press release and other print media material as required and approved by the Chief Executive Officer (CEO) NRLPS, and provide administrative support as needed for organising pre bid meetings, bid opening, etc. The Agency will provide administrative support in procurement related record maintenance as needed.

**Financial management support services:** The Agency will provide back-end support to NRLPS to maintain records of expenditures incurred for the services along with the supporting documents, track expenditure by activity heads, etc. The consulting firm will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the office related expenditure.

**Travel and logistic:** It is envisaged that positioned manpower will be undertaking considerable amount of official travel outside their base station (New Delhi). Therefore, provision of travel and logistic services to them is a key requirement and the coordination for travel booking and other logistic support will be arranged by the Agency. The Agency will also provide within city taxi/travel services for local transport by the positioned manpower.

**Management Agency’s Annual Plan of Operation:** Consulting firm’s support team will have to be placed; consulting firm’s annual operational plan with quarterly activity and budget projections will be prepared jointly with NRLPS and approved by CEO, NRLPS.

**Quarterly Reporting:** Quarterly progress report to include: (a) Quarterly inventory report of office goods and equipment procured, submitted and payments reimbursed. (b) Outputs of HR selection and recruitment against agreed plans. (c) Outputs on HR Administration against agreed plans. (d) Outputs related to procurement support services rendered to MoRD. (e) Consolidated progress reports on expenditure and analytical reports (f) Annex of consolidated services user’s feedback on office facilities. (g) Report on expenditure along with budget analysis (variance analysis, etc.). Draft TOR is available at www.aajeevika.gov.in.

5. The consultants who are interested in being considered for this assignment should fulfill the following criteria:

- The agency should have at least five years’ experience of providing similar services to large scale community based rural livelihoods programs.
• The agency should have at least 5 years’ experience in strategic recruitment of professionals at leadership and operational levels, both at the national and state level.

• The agency should have help set up program management systems including fiduciary assurance mechanisms to at least 3 large scale projects in the past five years for National/ State level government projects, preferably supported by bilateral or multi-lateral agencies.

• Should have minimum annual turnover of Rs. 6 crore or above for last three years.

6. The initial contract would for a period of one year. NRLPS is expecting that the new contract shall begin in October 2015 positively. However, the contract be extended further on a 12 monthly basis, with mutual agreement up to maximum of total 2 years.

7. Consultants may associate other Service Providers to complement their respective areas of qualifications/expertise, such that the agency can deliver management support to NRLPS.

8. Consultants or associations of consultants, who are interested in being considered for the assignment, should submit information in the format indicated in the attachment to this letter for expression of interest.

9. Criteria for Evaluation of EOI

The EOs would be evaluated on the basis of the following criteria.

a) Core Business and Years in Business
   • Number of years’ experience, at least 5 years in existence
     Past Experience of work of similar nature, 5 years’ experience in strategic recruitment of professionals at leadership and operational levels, both at the national and state level.
   • Traceable experience of at least 3 large scale similar projects in the past five years for National/ State government project demonstrating setting up of program management systems including fiduciary assurance mechanisms.

b) Capability
   • Fully established office with adequate staffing, computer and communication services and in-house resources

c) Experience of Key Personnel
   • Qualifications
   • Relevant Experience

d) Financial Strength of the Consultant
   • Turnover figure of Last three years.
   • Net Profit figure for Last three years.


11. Consultants may associate with other firms to enhance their qualification. The “Association” may take the form of a joint venture (with joint and several liability) and this should be stated clearly in the submission.

12. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the NRLM Procurement Guidelines.

13. The Agency will be selected in accordance with the procurement guidelines. The Information on eligibility must be furnished in the prescribed tabular format which
may be downloaded from the website [http://www.aajeevika.gov.in](http://www.aajeevika.gov.in). Shortlisted agencies will be asked to submit technical and financial proposals.

14. Interested Agency may obtain any further information from the office during normal office hours i.e. 10 AM to 5 PM on working days. The EOI may be delivered in **written form along with a soft copy in a CD/DVD** addressed to “CEO, NRLPS” on the address given above on or **before 10th August 2015 by 5.30 pm in a sealed envelope**. Interested consultants may refer annexure-1 and 2 for submission requirements. The envelope should bear the name of the assignment and reference number for which EOI is being submitted. **EOIs received after the specific date and time will not be considered.**

**Mailing Address:**

The Mission Director/CEO,  
National Rural Livelihoods Promotion Society (NRLPS)  
Ministry of Rural Development, Government of India  
6th Floor, Hotel Samrat  
Kautilya Marg, Chanakyapuri  
New Delhi

Please note that no proposals are required now. On the basis of information provided by interested consultants, the project will prepare a shortlist of up to 6 consultants who will be invited to submit proposals.
Attachment 1: Format for Submission of Information for providing Management Support to NRLPS, MoRD, GoI

Submission Requirements

A - Consultant’s Company Profile:
1. Organizational: Provide a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm, availability of appropriate skills among staff, brochures etc.

2. Financial: Provide the turn over and net worth of the company on the basis of the audited accounts of the previous three financial years i.e 2013-14, 2012-13, 2011-12.

B - Consultant’s Experience
1. Description of minimum three similar assignments undertaken by the consultant in past five years.

2. Experience in conducting similar assignment in India, relevant experience in other developing countries.

3. Availability of staff strength to deliver the assignment etc.,

If the Consultant has formed a consortium, all the above details of each member of the consortium and the name of the lead partner, shall be provided.
Annexure -2

Declaration

Date:.................

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect of this declaration at a later date; we would inform the mission accordingly.

Authorized Signatory

(with seal)