Request for Expression of Interest

No: J-11060/56/2020-RL /New Delhi
Dated: 22\textsuperscript{nd} May 2020

Hiring a Consulting Firm to support National Mission Management Unit (NMMU), under Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM)

MoRD invites “Expression of Interest” from the eligible consultancy agencies to submit their interest for providing consulting services for “Hiring a Consulting Firm experienced in promoting community institutions and capacity building to support Ministry of Rural Development in implementation of the Model CLF initiatives under the Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM)” assignment at New Delhi. Interested agencies may obtain further information and procedure for submitting the “Expression of Interest” from the websites: https://eprocure.gov.in/eprocure/app and https://rural.nic.in/

Sd/

Chief Executive Officer

Ministry of Rural Development, Department of Rural Development
7\textsuperscript{th} Floor, NDCC-II Building, Jai Singh Road, New Delhi 110001, INDIA
Web: https://aajeevika.gov.in
II. Instructions to the consultants, Description of Services and Qualification Criteria:

NATURE OF JOB
1. The Government of India launched the Deendayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM), a centrally sponsored Scheme in 2011 to address the critical dimensions of Rural Livelihoods and Human Development. The objective of DAY-NRLM is to alleviate rural poverty and create sustainable livelihood opportunities for the rural poor. Towards this objective, the Mission seeks to promote sustainable community-based institutions which will facilitate provision of financial services, economic services and other entitlements to the rural poor with digital/alternate solution.

2. In July 2011, a World Bank loan of USD 500 million was approved for supporting implementation of DAY-NRLM under a project namely National Rural Livelihoods Project (NRLP) in 13 high poverty states in India.

3. Subsequently, the Technical Assistance and Investment Support towards scaling up the economic initiatives is being continued through additional financing from World Bank to the tune of USD 250.00 million under a new phase of the project namely National Rural Economic Transformation Project (NRETP) with a life cycle of five years. The total outlay of the project will be USD 500 million and will be implemented in 125 districts in the 13 NRETP States, focused on the following:
   • Strengthening SHG federations
   • Scaling up Value chain for farm and non-farm commodities
   • Promoting large scale Producer Companies
   • Expanding Banking Correspondent Strategy
   • Enabling access to finance for farmers collectives and rural enterprises
   • Promoting Organic Clusters
   • Promoting Skill Development and Enterprise

4. Implementation Arrangements: The programme implementation is managed by the National Rural Livelihoods Mission and the State Rural Livelihoods Missions at State level. The
Additional Secretary / Joint Secretary, NRLM, Ministry of Rural Development leads the Mission at the national level.

5. MoRD has created separate autonomous agencies namely State Rural Livelihood Missions (SRLMs) for implementation of DAY-NRLM with multi-stakeholder governance mechanisms. SRLM have set-up District Mission Management Unit (DMMU) and Block Mission Management Unit (BMMU) for implementing NRLM activities. The funds to the States for implementing the program is released directly by MoRD.

6. MoRD proposes to engage a Consulting Firm experienced in promoting community institutions and capacity building to support Ministry of Rural Development in implementation of the Model CLF initiatives under the Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM).

SUBMISSION REQUIREMENTS

7. The EoIs should only be submitted by email: tenders.nrlps@gov.in by or before the deadline. The EOI submission including all annexures shall not be more than 50MB. All the pages of the EOI should be clearly scanned and numbered. Any unclear or illegible EOI will not be scored.

8. Pre-Bid Meeting: A pre-bid meeting will be held via Video Conference on 2nd June, 2020 at 11:30 am. Interested bidders may send an email latest by 28th May, 2020 to tenders.nrlps@gov.in, cc to procurementnrlps@gmail.com to allow MoRD to share relevant VC details.

SUBMISSION DEADLINE

9. Interested Firms must submit their EOI by email on or before 11:00 am on 12th June, 2020. Those requiring a Word file for templates may request the same by email.
10. There is no Bid Processing Fees for this assignment.
BRIEF PURPOSE AND SCOPE OF WORK

11. The objective of this assignment is to provide technical assistance MoRD and implementation support to State Units. It is with the objective to - To develop 600 CLFs as a Model CLF which are member owned, member managed and member controlled financially sustainable Community based Institutions in the selected NRETP blocks by capacitating SRLMs

Brief Scope of Work

a) Facilitate SRLMs to prepare state specific operational strategy for the development of Model CLFs
b) Facilitate SRLMs to conduct assessment of SHG-VO-CLF, identify critical gaps, develop strategies and action plans
c) Facilitate development of Vision Building and Business development Plans including cash flows and its roll out.
d) Suggest feasible capital structure and financial model for CLFs including potential source of funds
e) Establishment of Systems (policies related to products and services, financial management, Accounting and Audit, Community HR, MIS, internal control mechanism, Transaction based Accounting etc.)
f) Establishment of community managed training centres and development of pool of trainers/resource persons (state/district/block level)
g) Design and facilitate appropriate financial products to be offered by CLFs to their members
h) Support SRLMs in customization & adoption of SOPs.
i) Support SRLMs in identification of appropriate act for registration of CBOs, preparation of Bye- laws and registration of CBOs
j) Train and guide CLFs staff, SHG Federation, CRPs and Mission staff on fulfilment of statutory and legal requirements of the registered CLFs.
k) Institutionalize monitoring and decision-making system and facilitate adoption of technology for effective functioning
l) Support SRLMs in fulfilling the necessary requirement of release and utilization of Viability Gap fund and Infrastructure Fund of model CLFs
m) Document best Practices that exist in CLFs and share with both SRLM and NMMU on periodic basis.

n) Support in the development of both training and operational manuals, aids and knowledge materials (case studies, flip charts, short films, best practice documents etc.) for scale-up of the initiative.

o) Work closely with the State/National Mission in creation of a resource pool at Block, State, National level) for roll out of the initiative.

p) Regularly report and update concerned SRLM and NMMU on the development of model CLFs.

q) Support NMMU on designing appropriate or new guidelines /policies for development of a model CLF.

r) Any other mutually agreed task for the strengthening of VO/CLF.

Detailed Terms of Reference will be shared at the Request for Proposal (RFP) stage.

Qualification Criteria

12. EOI responses received will be shortlisted based on the criteria indicated below and a list of Shortlisted firms will be drawn. MoRD will come with the Shortlist of firms that have expressed interest, meeting the criteria and have the relevant experience, managerial and organizational capabilities for the assignment. The shortlist will include not less than Five (3) firms and shall not be more than Eight (5).

13. All the EOI responses received will be scored based on the criteria indicated below. In order to consider the EOI, the firm should meet all the mandatory criterion indicated below.

Eligibility Criteria: Firms which do not meet the following qualifying criteria will be rejected at the first stage:

i. The agency should be a legally registered entity in India.

ii. Agencies/ Firms should have an **average annual turnover of Rs 5 crore** during last 3 years (2016-17, 2017-18 and 2018-19)

iii. The Agency should have a proven track record of at least **5 years' experience in developing SHG Federations and their capacity building including work on social development** with State and/or Central Government departments etc.
iv. Agencies/Firms should have at least **20 in-house professionals** (other than promoters). These professionals should have at least **5 years’ experience of promoting SHG Federations**.

**Evaluation Criteria for REOI stage**

The proposed Evaluation Criteria is as follows:

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<tr>
<th>S.No</th>
<th>Criteria</th>
<th>Score</th>
<th>Supporting Documentation Required</th>
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<tbody>
<tr>
<td>1</td>
<td>Agency’s should have average annual turnover of at least <strong>5 Crores</strong> in the last three financial years (i.e. FY 2016-17, FY 2017-18 and FY 2018-19).&lt;br&gt;  - INR 5 Crores: ........20 marks&lt;br&gt;  - Additional 2 mark for every additional 1 Crore average annual turnover to a maximum of 40 marks.</td>
<td>40</td>
<td>Audited Statements/ CA Certificate, etc.</td>
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<td>2</td>
<td>Agency’s experience of at least <strong>5 years</strong> in developing SHG Federations and their capacity building including work on social development with State and/or Central Government departments etc.&lt;br&gt; [Only Projects with different titles and objectives will be counted as separate projects; Extension of the same project will be counted as one]&lt;br&gt;  - 5 year’s experience ............ 20 marks&lt;br&gt;  - Additional 5 mark for every additional 1 year of experience to a maximum of 30 marks.</td>
<td>30</td>
<td>Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience.</td>
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3. **Availability of inhouse Professionals with at least 5 years’ experience of promoting SHG Federations.**
   - Min 20 professions ..................20 marks
   - Additional 2 mark for every additional professional to a maximum of 30 marks.

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<td></td>
<td>List of Team Members along with their qualification and experience</td>
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**Passing marks to qualify for shortlisting is 60**

Top scoring 5-8 eligible Agencies will be shortlisted for RFP stage.

Note: The criteria sub-marks are awarded from the minimum requirement.


15. Further information can be obtained through email addressed to tenders.nrlps@gov.in within 10 days of publication of advertisement. All queries need to be through email. **No queries by phone or in person shall be entertained.**

Government of India
Ministry of Rural Development
Department of Rural Development
7th Floor, NDCC-II Building,
Jai Singh Road, New Delhi 110001, INDIA
FORMATS FOR EoI RESPONSE

FORM I: COVERING LETTER

(Company letterhead)

[Date]

To,

The Joint Secretary (RL II)

MoRD

Ref: Hiring a Consulting Firm for promoting community institutions and capacity building for implementation of the Model CLF initiatives to support National Mission Management Unit assignment

Dear Madam,

Having examined the Request for Expression of Interest (REOI), we, the undersigned, hereby submit our response for selection of Agency to provide above services to MoRD. We attach hereto the response as required by the REOI.

Primary and Secondary contacts for our company are {Note to Bidders – Please include contact details of only those that deal with this particular bid, not based on your company/agency hierarchy}:

<table>
<thead>
<tr>
<th></th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
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<td>Name:</td>
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<td>Mobile:</td>
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</table>
We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to MoRD is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the REOI document.

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

Dated this Day of 2020

(Signature) (In the capacity of)
(Name)

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

(Name and Address of Company/Organization) Seal/Stamp of Consulting Firm

Witness Signature:
Witness Name:
Witness Address:

Encl: 1. EOI along with enclosures duly filled in
FORM II: CERTIFICATE

(Company letterhead)

[Date]

To,

The Joint Secretary (RL II)
MoRD

Ref: Hiring a Consulting Firm for promoting community institutions and capacity building for implementation of the Model CLF initiatives to support National Mission Management Unit assignment

Dear Madam,

We,........................................, the Board of Directors/ Trustees of .............................., certify that ................................................................. who signed the above Bid is authorized to do so and bind the organization by authority of its board/ governing body.

Date:

Signature:

(Name)

(Company Seal)
**FORM III: GENERAL DETAILS OF THE ORGANIZATION/FIRM**

<table>
<thead>
<tr>
<th>Details of the Organization</th>
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<tbody>
<tr>
<td>Name of organization/ Firm</td>
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<td>Nature of the legal status in India</td>
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<td>Legal status reference details</td>
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<td>Nature of business/ work in India</td>
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<tr>
<td>Date of Incorporation/ Registration</td>
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<td>Date of Commencement of Business/ Work</td>
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<td>Address of the Office in Delhi</td>
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<td>Address of the Registered Office in India</td>
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**Other Relevant Information**

**Mandatory Supporting Documents:**

a. **Certificate of Incorporation from Registrar of Companies (ROC) / Registration Certificate as applicable**

b. **Relevant sections of Memorandum of Association of the organization or filings to the stock exchanges to indicate the nature of business of the organization**

c. **Copy of yearly filings to statutory authorities for last 3 years**
FORM IV: ELIGIBILITY, FINANCIAL STRENGTH AND RELEVANT PROJECT EXPERIENCE (PLEASE ADD ADDITIONAL SHEETS AS REQUIRED)

Note to Bidders: Please provide responses in the templates providing all the information required. Incomplete or EoIs with missing information may not be evaluated.

Eligibility criteria checklist:

<table>
<thead>
<tr>
<th>SNo</th>
<th>Criteria</th>
<th>Yes/No</th>
<th>Evidence attached at Page No</th>
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<tbody>
<tr>
<td>1</td>
<td>The agency should be a legally registered entity in India.</td>
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<td>4</td>
<td>Agencies/Firms should have at least 20 in-house professionals (other than promoters). These professionals should have at least 5 years’ experience of promoting SHG Federations.</td>
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</table>

Any responses without above table duly filled especially with page number where evidence is provided may be marked low or not scored at all.
**FINANCIAL STRENGTH:**

Agency's should have average annual turnover of at least **5 Crores** in the last three financial years (i.e. FY 2016-17, FY 2017-18 and FY 2018-19).

**Audited Statements/ CA Certificate, etc.**

Provide the turnover of firm/agency (on the basis of the audited accounts) in the last three financial years in Indian Rupees.

<table>
<thead>
<tr>
<th></th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
<th>Average Annual Turnover</th>
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**RELEVANT PROJECT EXPERIENCE:**

Kindly use the table below without making any changes – any information shared in any other template or with missing information may not be evaluated or may be awarded low scores.

**CRITERIA 2:**

Agency’s experience of **at least 5 years** on promotion of SHG federations in partnership with State and/or Central Government departments etc.

*Only Projects with different titles and objectives will be counted as separate projects; Extension of the same project will be counted as one*

<table>
<thead>
<tr>
<th>Overall Experience in promotion of SHG federations in partnership with State and/or Central Govt, Depts.</th>
<th>{xx Years}</th>
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<table>
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<tr>
<th>SNo</th>
<th>Duration of Contract</th>
<th>Assignment name/&amp; brief description of main deliverables/outputs</th>
<th>Role included ‘developing SHG Federations and their capacity building including work on social development’.</th>
<th>Name of Client</th>
<th>Approx. Contract value (in INR)</th>
<th>Evidence attached (Page No)</th>
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<tbody>
<tr>
<td>1</td>
<td>{e.g., Jan.2009– Apr.2010}</td>
<td>{e.g., “Improvement in quality of SHGs .... }</td>
<td>{e.g., “Yes”..}</td>
<td>{e.g., Ministry of ......,}</td>
<td>{e.g., INR 2 Crore}</td>
<td>{Experience/ Work completion certificate from Client.. – Page Nos X-Y}</td>
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<td>SNo</td>
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**CRITERIA 3:**

Availability of inhouse Professionals with at least 5 years’ experience of promoting SHG Federations.

List of Team Members along with their qualification and experience

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<thead>
<tr>
<th>SNo</th>
<th>Name</th>
<th>Designation</th>
<th>Educational Requirement</th>
<th>Experience of at least 7 years of promoting SHG Federations?</th>
<th>Page No of EoI where brief Profile with relevant experience is provided</th>
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</table>
Add brief profiles highlighting only the relevant experience – detailed CVs will be required from shortlisted agencies at RfP stage.
FORM V: UNDERTAKING ON MAJOR LITIGATION AND BLACKLISTING

(Organization letterhead)

[Date]

To,

The Joint Secretary (RL II)

MoRD

Ref: Hiring a Consulting Firm for promoting community institutions and capacity building for implementation of the Model CLF initiatives to support National Mission Management Unit assignment

Dear Madam,

I/We as potential bidders do hereby state that our company/organization is not involved in any major litigation which may impact the performance of the services to be provided by us, if selected by MoRD.

I/We also certify that we are not currently blacklisted by GoI or State Government/Ministries/Departments etc.

In case there is any change in the status, we will notify the MoRD.

Yours faithfully,

Authorized Signatory

Designation