

NATIONAL RURAL LIVELIHOODS PROJECT (NRLP)
Ministry of Rural Development, Government of India
Krishi Bhavan, New Delhi. India

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 Livelihood Mission (NRLM), Ministry of Rural Development (MoRD), Government of India under the **National Rural Livelihoods Project (NRLP)**.
2. **Background:** 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. Towards this purpose, the Government of India has availed a Credit from International Development Association and the International Bank for Reconstruction and Development for the National Rural Livelihoods Project (NRLP) which aims to support the National Rural Livelihoods Mission (NRLM).

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 NRLM for carrying out program implementation and technical assistance for implementation of the NRLM in India.

4. The expected results of the consultancy services are:

Providing services through qualified manpower for NRLM and MGNREGS - The MA will be responsible for providing high quality services to NRLM and MGNREGS through deployment of qualified manpower. (refer Annex I for description of services in the first year). The manpower will be deployed in a phased manner, as agreed in the inception report. This dedicated team of experts/professionals would be drawn from the open market or on loan basis from other organisations. In case, candidates do not turn up for joining after selection, it will not be considered as completed task on behalf of the consulting agency.

 - i. **Procurement support services:** For NRLM Procurement, consulting firm will carry out procurement functions including release of advertisements, tender notices, expressions of interest, press releases and other print media, as required and approved by the Mission Director – NRLM, and provide administrative support as needed for organising pre-bid meetings, bid openings, etc. The Agency will provide administrative support in procurement related record maintenance as needed.
 - ii. **Financial management support services:** The Agency will provide back-end support to NRLM 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.

- iii. **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. As part of the inception report the Agency will propose norms and systems applicable to the positioned manpower that will be followed for undertaking all travel and related services. The norms for reimbursement of the travel cost would be decided by NRLM based on the submission of norms by the Agency at the time of submitting the bids. The travel undertaken by the deployed manpower would be based on the requirements of the NRLM. The Agency will also provide within city taxi/travel services for local transport by the positioned manpower.
 - iv. **Management Agency's Annual Plan of Operation:** consulting firm's support team NRLM and MGNREGA will have to be placed; consulting firm's annual operational plan with quarterly activity and cost estimates will be prepared jointly with NRLM and approved by Mission Director-NRLM.
 - v. **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 NRLM. (e) Consolidated progress reports on expenditure and analytical reports (f) Report on consolidated services user's feedback on office facilities. (g) Report on expenditure along with cost estimates analysis (variance analysis, etc.)
5. The consultants who are interested in being considered for this assignment should fulfill the following criteria:
- (i) Mandatory:
 - The agency should have at-least eight 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.
 - (ii) Desirable:
 - A lead agency, who could form a consortium of agencies that bring together diverse experiences in large scale program management, strategic recruitment and placement of development professionals and grassroots implementation of community development programs will be preferred.

6. The TOTAL duration of the Consultancy Services will be ONE year, and it should begin in JANURAY, 2012. The initial contract of 12 months from the date of signing of contract during which key hiring would be completed. Depending on annual performance review of the selected agency, and available budget, the contract can be extended further on a 12 monthly basis, with mutual agreement up to maximum of total 3 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 NRLM.

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.

7. Criteria for Evaluation of EOI

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

a) Core Business and Years in Business

- Number of years experience, at least 8 years in existence

(a) 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.

8. Expressions of interest with the accompanying material should be submitted to the Mission Director, National Rural Livelihood Mission, Ministry of Rural Development within 15 days from the date of publication of this advertisement. The submission can be made between 11.00 to 17.00 hrs on at the address below.

Mailing Address: Mission Director, National Rural Livelihood Mission
Ministry of Rural Development, Government of India
Room 249, Krishi Bhavan,
New Delhi. India

Phone: 011-23386553

E-Mail: mdnrlmindia@gmail.com

9. 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 NMMU, NRLM, 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 2010-11, 2009-10, 2008-09.

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.
3. General qualifications and experience and number of key staff appropriate for the assignment

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.