

## **North East Livelihood Promotion Society**

Ministry of DoNER, Govt. of India,  
House No. 2, Near Nayantara  
Six Mile, G.S Road, Guwahati – 781022,

**No. PD/NERLP/2012-13/161**

**Dated: 01/11/2012**

### **REQUEST FOR EXPRESSIONS OF INTEREST**

**Country** : **India.**  
**Name of the Project** : **North East Rural Livelihoods Project.**  
**Loan No./Credit No./ Grant No.** : **5035 N**  
**Assignment Title** : **(i) Preparation of Training Module for the Community based Organizations (CBOs) and (ii) Training and Capacity Building of Project Staff.**  
**Reference No.** : **RPMU/C/25 & RPMU/C/27**

The Government of India has received financing from the World Bank toward the cost of the **North East Rural Livelihoods Project** and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include developing Training Modules for the Community based Organisations by adapting the Community Operational Manual (COM) and Project Implementation Manual (PIP) followed by extending services of capacity building for the Project Staffs in the areas of Community Mobilization and Institution Building, SHG livelihoods Plan and Community Development Plan, in accordance with the project rules and procedures. The agency will be further responsible for developing a prototype of training kit for Community Mobilizer, PFTs and DPMU level team that includes training material, readers/reading material, flip charts, handouts which are relevant to the training module. Facilitating Teams and community mobilizers The Agency will have to develop ‘Capacity Building Implementation Plan’ in close coordination and consultation with NERLP. The Agency further have to deliver refresher training based on the 2<sup>nd</sup> round Training Need Assessment (TNA) of the Project Staff.

The North East Rural Livelihoods Project now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as per the Format at Appendix-I and a certificate self-attested by the head of the institution stating that the agency has not been black listed by any Government institution. The short listing criteria have been indicated at Annexure-II.

The consultant may take up the entire task as defined in ‘Section G: Key Tasks and Responsibility’ of the ToR (draft) or may take a part of the entire task as per their competency. Also, consultants will develop the training modules **for all the CBOs** or **modules for any of the CBO separately**. However, the consultants may associate with other firms in the form of a ‘joint venture’ or a ‘sub consultancy’ to enhance their qualifications. Consultant may express their interest either on preparation of Training Modules or Capacity Building of the Project Staff and Community Mobilizer as per the following Groups (Refer: Annexure I of Draft ToR):

1. Group 1 : Social Mobilization, SHG and SHG Federation
2. Group 2 : Community Development Group (CDG)
3. Group 3 : Producer Organizations (PO)

Consultant/s will be selected in accordance with the LCS (Least Cost Selection) method set out in the Consultant Guidelines- Selection and Employment of Consultants by under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (published by the Bank in January,2011).

In respect of Training and Capacity Building of Project Staff, Consultant/s will be selected in accordance with the QBS (Quality Based Selection) method set out in the Consultant Guidelines- Selection and Employment of Consultants by under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (published by the Bank in January,2011).

Further information can be obtained at the address below during office hours 0930 to 1730 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by registered mail, or by fax, or by e-mail) by 20/11/2012

**Project Director,**  
Regional Project Management Unit  
North East Rural Livelihoods Project  
House No:2, Near Nayantara,  
G.S.Road, Guwahati-22  
Tel: 0361-2331233/Fax: 0361-2331277  
E-mail: [nerlpdoner@gmail.com](mailto:nerlpdoner@gmail.com)  
Website:[www.nerlp.gov.in](http://www.nerlp.gov.in)

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## Appendix 1

### ANNEXURE: II

#### Format for Expression of Interest (EoI)

1.	Name of the organization	
2.	Address of registered office	
3.	Address of local/district office	
4.	Contact details	
5.	Name of Contact person	
6.	Designation	
7.	Telephone	
8.	Fax	
9.	Email	
10.	Website	
11.	Registration details (number and date)	
12.	Income tax registration and PAN no. details	
13.	Number of years of experience in the District	
14.	Number of offices	
15.	Number of employees	
16.	Full time, Professional cadre	Men ----- ; Women -----
17.	Full time, Non- professional cadre	Men ----- ; Women -----
18.	Name and contact details of the Statutory Auditor	
19.	Please provide the following:	

- i. Copy of Registration Certificate
- ii. Copy of MoA and By-Laws
- iii. List of board/governing body members with contact details, date of association, qualification and occupation/experience
- iv. Furnish few details about Governing Board meetings with meeting number, dates and number of members who attended
- v. Narrative Annual Reports including audited financial statements for the past three years
- vi. Copies of certifications/testimonies, if any, of past work done by the Agency
- vii. List of three eminent persons in the development sector, District /State administration, banking sector/academia who can vouch for the credentials of the Agency
- viii. Impact Studies or evaluation of the Agency's work in the recent past by an external agency, if any
- ix. Newspaper reports of the work of the Agency in the recent past, if any

**20.**

- (a) List and brief summary of similar training programmes carried out by the Agency in the past three years, including in the region (in the District and nearby districts)
  1. Geographic location of projects (districts/talukas)
  2. Project awarded by
  3. Total funding received/utilized for each project
  4. Key objectives of the projects
  5. Duration of the project and key activities undertaken
  6. Key outcome achieved
  7. Focus groups (rural/tribal/women etc.)
- (b) List of Training Manuals/ Training Modules developed mentioning client name, focus groups, geographical area and sectoral area for which the manuals had

	<p>developed.</p> <p>(c) Mention in brief about experience of working in SGSY/DPIP/MPOWER/etc. projects.</p>
<b>21.</b>	Is the Agency or any of its Directors a member/affiliate/supporter of any political or religious organization/group? If yes, provide details.
<b>22.</b>	Is any/few of the Governing Board members related in any way to any of the full/part time staff members? If so please give details
<b>23.</b>	Has the Agency has been blacklisted by any government (Union and/or state) Ministry/Department/Organization/NABARD/CAPART/Multinational donor agency/etc. or any other donor/partner organization in the past? If yes, provide details.
<b>24.</b>	Is the Agency a member of any Agency network/alliance? If yes, provide details.
<b>25.</b>	Submit a write up in about 1500 - 2000 words on the Agency, its evolution, founding philosophy, values, beliefs, vision, mission, approaches and strategies, activities, major achievements and plans for future.
<b>26.</b>	A short note of about 500 words on why the Agency thinks it is suitable for the preparation of the module and capacity building programme of NERLP
<b>27.</b>	Describe in brief about the experience of working
<b>28.</b>	<p>Please indicate the willingness of the Agency to undertake the following assignment:</p> <p>(i) Preparation of Training Module for the Community based Organizations (for all the Groups or any Group) ----- ( A )</p> <p>(ii) Training and Capacity Building of Project Staff (for all the Groups or any Group)-- ----- ( B )</p> <p>(iii) Both (A) and (B) (for all the Groups or any Group)</p>

## **Annexure-II**

The general selection of agency would be guided by the following criteria:

### **1. Years of Experience**

- Number of years of operation
- Geographical area of operation (experience of working in North East/Project State)

### **2. Organizational Competency – Areas of Expertise**

- Number of Training Module prepared. Any other IEC Materials, books, publications being done by the Agency
- Subject areas where training module has been developed
- Target groups for which training module have been developed
- Number and target groups for whom Training Programmes were Conducted.

### **3. Organizational Competency – Networking**

- Name and type of Organizations where the agency provide services for last 3 years
- Any empanallement with any reputed Govt./Semi Govt./Corporate/UN Agency

### **4. Organizational Competency – Human Resource**

- Panel of experts exists with the organization that suits the need of the NERLP

### **5. Annual Turn Over**

- Average Annual turn over
- Status of Audited statement

### **6. Legal Matters**

- Status of registration under relevant law
- Any issue of blacklisting of the Agency by government (Union and/or State), Ministry/Department/ Organization/NABARD/CAPART/Multinational donor agency/etc. or any other donor/partner organization in the past.
- Even though not blacklisted, any legal action/proceedings faced in the last years.

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