

REQUEST FOR EXPRESSION OF INTEREST

Name of Country: India
Name of Project: Rajasthan Rural Livelihood Project (RRLP)
Consulting service: Engagement of Process Monitoring Agency

Period of Consultancy Two years
Loan no: IDA Credit No 4859-IN

Expression of Interest:

The Government of Rajasthan is implementing the Rajasthan Rural Livelihood Project(RRLP) through the Rajasthan Grameen Aajeevika Vikas Parishad(RGAVP) , with funding support from the International Development Association (IDA).

RRLP ,a Community Demand Development Project to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the 18 target districts of Rajasthan covering 51 blocks and 9000 villages for a period of five years. The 18 districts covered under RRLP are Baran, Bhilwara, Bundi, Banswara, Bikaner, Chittorgarh, Churu, Dausa, Dholpur, Dungarpur, Jhalawar, Karoli, Kota, Pratapgarh, Sawai Madhopur, Rajsamand, Tonk & Udaipur . Other details about the project are available in our website: www.rgavp.org

The State Mission Director, RGAVP proposes to engage process monitoring agency , to support RGAVP in conduct of field-based process monitoring studies, identifying weak areas in project implementation and facilitate review and discussion of the learnings among all the levels of project management, communities.

Period of Consultancy is for 2 years. The contract will be subject to annual review on the basis of performance.

The Consultant for the contract will be selected using methods in accordance with the World Bank guidelines: Selection and Employment of Consultants by World Bank’s Borrowers (published by the Bank in May 2004; revised in October 2006, and May 2010)

The RGAVP invites Expression of Interest (EoI) from eligible agencies for providing the said services.

Interested agencies / Firms with a proven track record of over 4 years in anchoring/conducting process monitoring activities, and having an average annual turnover of Rs 50.00 lakhs or more during last 3 years from process monitoring studies, are requested to provide information indicating that they are qualified to perform the services namely Brochures, description of similar assignments, experience in similar conditions and in Externally Aided Projects, track record in anchoring / conducting process monitoring activities, no. of officers/staff available and availability of appropriate skills among staff, details of average annual turnover and Balance Sheets of the last three years along with reports of at least two recently (within the last 2 years) completed similar assignments and list of last two years completed and ongoing similar assignments with names of clients(in the prescribed EoI format given at the website). Further details about the assignment, including ToR, is available in the website (<http://www.rgavp.org>) .

Expressions of Interest must be addressed and delivered not later than 14 days from the date of advertisement in sealed envelopes super-scribing “EOI for Process Monitoring Agencies” to the

Office of State Mission Director, Rajasthan Grameen Aajeevika Vikas Parishad , 1st Floor, RFC-Block, Udyog Bhawan, C-Scheme, Jaipur, Ph: 2227011, 2227416

State Mission Director

EOI Format

CONTENTS FOR SECTION - II

Sl. No.	Description	Schedule No.
1.	Application	Application
2.	Structured Questionnaire	Schedule-I
3.	Declaration	Schedule-II

(The Structured Questionnaire contained in Schedule-I are to be submitted by the interested Applicant duly filled in, signed and stamped on each page. This questionnaire is an integral part of EoI and will be used for evaluation)

APPLICATION

Applicant's Name and Address:

Application Reference:

Dated:

Person to be contacted:

Designation:

Telephone No.:

Fax:

To

State Mission Director,

Rajasthan Rural Livelihood Project,

Udyog Bhawan,

Tilak Marg, C-Scheme, Jaipur (Raj.)

Subject: Expression of Interest (EoI) for ----- (name of assignment) for Rajasthan Rural Livelihood Project (World Bank funded).

Credit No 4859 IN

Dear Sirs,

1.0 We, the undersigned Applicant, have read and examined in detail your solicitation of EOI for the purpose of short-listing of our firm for Appointment of Agency for **(name of assignment)** for RRLP (World Bank funded project) being implemented by RGAVP.

2.0 **Structured Questionnaire:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of EOI in *Schedule-1*. In case you require any further information in this regard, we agree to furnish the same.

3.0 **Supporting documents:** We have enclosed documents supporting compliance and in support of the information provided in the Structured Questionnaire

4.0 Dated this day of 2013.

Thanking you, we remain

Yours faithfully

Date :

(Signature)

Place :

Schedule –I

Structured questionnaire for appointment of agency for (name of assignment) for Rajasthan Rural Livelihood Project

Applicant's Name & Address:

To, State Mission Director, RGAVP, Jaipur

Dear Sirs,

In support of our Expression of Interest, we furnish herewith Structured Questionnaire, alongwith other information, as follows:

1. General Particulars of Agency

Name of the firm	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this EoI	
Phone no. of the Contact Person for this EoI	
Email id of the Contact person for this EoI	
Office/ Branch offices if any in Jaipur	
Office/ Branch in Other Districts if any	

2. Particulars of Agency

Date of Firm's establishment	
Registration No.	
Registration Authority/Act	
Validity of Registration	
Service Tax Registration No. & Validity	
Empanelment with other Govt./ Govt. under takings	
Type of the Agency Proprietary Firm/Institute/Company/Partnership	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	
PAN No.	
TAN No.	

3. Financial Particulars of the Agency

Financial Year	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Turnover from the area, applied for(process monitoring)
2009-10				
2010-11				
2011-12				

4. Brief Details of the Agency

Particular	Code No./ Policy No.	Validity if any	Turn over Amount during last year (2012-13)
Provident Fund			
ESI Department			
Insurance Policy for staff			

5. Presently Professional Staffs with the Agency*

Name of Staff/ M. No.	Age	Years of experience	Qualification	Number of years associated with the Agency	Brief nature of work done (assignment where the staff has worked with year)

* Excluding the Office Support Staff viz. – Clerk, Steno, Computer Operator, Class-IV etc.

6. Other than Professional staff**

Name of Staff	Age	Years of experience	Qualifications	Number of years associated with the Agency	Assignments where the staff has worked with year

** Clerk, Steno, Computer Operator and Class-IV etc.

7. Experience of the agency/organization -

7. A. Sector specific experience (livelihood projects in rural areas) – Last four years***

Name of Deptt/ Project / Agency	(1) Funded by Multilateral/ Bilateral funding agency; (2) Agencies implementing government projects (other than above); or (3) Public sector undertakings in the same sector (Rural Development). Please specify 1, 2, 3	Client Name	Nature of Assignment	Year of Work Done	Value of Assignment	Locality where work was done

*** Detail citation of work can be provided separately. Please also attach self attested copies of the letters for the above assignments

7. B. Experience in Process Monitoring[#]

Firms with a proven *track record* of over 4 years in anchoring/conducting process monitoring activities are eligible for this study and hence the table below should reflect this.

Name of Deptt/ Project / Agency	(1) Funded by Multilateral/ Bilateral funding agency; (2) Agencies implementing government projects (other than above); or (3) Public sector undertakings in the same sector (Rural Development). Please specify 1, 2, 3	Client Name	Nature of Assignment	Year of Work Done	Value of Assignment	Locality where work was done

Please specify the methodology and Enclose a detailed note.

7. C. Experience of working with SHGs in Rural Areas

Name of Deptt/ Project / Agency	Funding Agency & Project name	Client Name	Nature of Assignment	Year of Work Done	Value of Assignment	Locality where work was done

8. Area of operation -

Whether the organization is entitled to operate the activities in all Rajasthan or the targeted districts	Yes/No
If yes, Please refer provision in By-laws/MoA and describe	
Duration of presence in Area (Years)	

9. Entitlement for the present assignment

Whether the organization has provisions to undertake the present assignment in its By-laws or MoA.	Yes/No
If yes, Please refer provision in By-laws/MoA and describe	

10. Has the organization been awarded at National/State/District level?
National/State/District

(If yes, please attach certificate and describe)

11. Impact Studies or evaluation of the Agency's work in the recent past by an external agency.

11.(a) Has any evaluation/ study conducted for the agency's work. Yes/No

11. (b) If yes, then status /remarks (Good/Average/ Unsatisfactory.

12. 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? (Declaration on non-judicial stamp of Rs. 10/- as per enclosed Schedule-II)

13. Firms are requested to enclose documents indicating that they are qualified to perform the services namely Brochures, description of similar assignments, experience in similar conditions and in Externally Aided Projects, track record in anchoring / conducting process monitoring activities, no. of officers/staff available and availability of appropriate skills among staff, details of average annual turnover and Balance Sheets of the last three years along with reports of at least two recently (within the last 2 years) completed similar assignments and list of last two years completed and ongoing similar assignments with names of clients .

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 project accordingly.

Authorized
Signatory
(with seal)