

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– FIRM SELECTION)**

Project - NAI MANZIL – EDUCATION AND SKILLS TRAINING FOR MINORITIES  
PROJECT(Project # P156363)

IDA Credit No. – 5738-IN

**EoI Date: 22/01/2018**

## **ASSIGNMENT TITLE:**

**SELECTION OF AN M&E AGENCY FOR “MONITORING & EVALUATION OF ACTIVITIES UNDER THE NAI MANZIL – EDUCATION AND SKILLS TRAINING FOR MINORITIES PROJECT”**

### **Reference No.14-4/2017-NM**

1. The Ministry of Minority Affairs (MoMA), through the Government of India, has received financing from the World Bank towards the cost of the NAI MANZIL PROJECT, and intends to apply part of the proceeds toward consulting services for this assignment.
2. The consulting services (“Services”) are for “**MONITORING & EVALUATION OF ACTIVITIES UNDER THE NAI MANZIL – EDUCATION AND SKILLS TRAINING FOR MINORITIES PROJECT**”and require requisite experience and capabilities in monitoring and evaluation (M&E) related to multiple domains such as Education, Skills Training, Information and Communications Technology (ICT), and Management Information Systems (MIS) (indicative only). This request invites expressions of interest from qualified parties to provide services for a period of three years.

3. The role of the M&E agency:

In order to achieve Nai Manzil project objectives, MoMA proposes to engage an independent and external agency with the requisite skills and proven experience to design and implement an M&E system for Nai Manzil. Due to the decentralized design, both planning and implementation of the Nai Manzil scheme occur at state and sub-state levels, involving a range of stakeholders with diverse priorities and capabilities. A well-

designed and functional M&E system should be able to capture progress in the achievement of overall project objectives while at the same time providing insights and strategies for improvement at all levels.

4. Contract Period:

The M&E Agency will initially be offered a Contract for a period of three (3) years, renewable for an additional period of one year or more as required, dependent upon satisfactory performance in the first 3 years.

5. The scope of services will include:

- Developing an overall M&E framework for the project;
- Carrying out a baseline and follow-up survey to establish benchmarks and values for assessing the impact of project interventions;
- Undertaking a final overall evaluation to determine the net effects of the project;
- Conducting concurrent process monitoring, including collecting and reporting data for different indicators at PIA/Training Centre level;
- Facilitating regular feedback and dissemination mechanisms for learning and course correction;
- Assembling documentary evidence of program processes through good quality photographs, videos, slide shows, brochures, reports, and other means.

6. MoMA now invites eligible consulting firms (Consultants) to indicate their interest in providing these services. Interested Consultants should provide information demonstrating that they have the required qualifications, skills, expertise, and experience to perform the desired services.

7. Shortlisting Criteria: The Expression of Interest should include the following information, which will form part of the short-listing criteria (please provide the information in annexure 1 and 2) :

- a. The firm should be in business for atleast the last eight years.
- b. The firm should have an annual average turnover of INR 5 Crore or above in the last three years.
- c. Evidence of the firm's experience with similar types of requisite experience and capabilities in monitoring and evaluation (M&E) related assignments in related domains under externally-aided projects in India and other developing countries (i.e.,enclose list of relevant assignments, including evidence of conducting similar

- monitoring and verification exercises in the education and skills sector, with customer name and address, contact details, order value, and performance certificates).
- d. Proven ability to work closely with Government Departments and coordinate with diverse government, non-governmental, and quasi-governmental agencies.
  - e. Availability of qualified experts in fields relevant to lead the proposed work.
  - f. The agency should not have any unsatisfactory track record resulting in adverse action taken by any Government in India (an undertaking must be submitted).
8. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers[January 2011, revised July 2014] ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.
  9. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their technical qualifications. The submission should clearly state the type of association, including whether it is a joint venture or a sub-consultancy.
  10. The final selection of the M&E Consultant will be in accordance with the Quality and Cost-Based Selection(QCBS) method set out in the Consultant Guidelines.
  11. Interested Consultants may obtain further information at the address below during officehours i.e., 10.00 to 17.00 hours on all working days. Alternatively queries can be sent through Email to [naimanzil.query@gmail.com](mailto:naimanzil.query@gmail.com). Queries received within 10 days from the date of advertisement will be responded.
  12. Expressions of Interest must be delivered in written form and should include the firm's demonstrated capacity to provide the required expertise. Expressions of Interest must be delivered to the address below through registered post/speed post/courier/by hand as hard copy and CD latest by **12<sup>th</sup>February 2018** till 1700 hours.

### **Address for Communication**

**Under Secretary (NM),  
Ministry of Minority Affairs,  
11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex,  
Lodhi Road, New Delhi.  
Tele: 011-24364310  
<http://www.minorityaffairs.gov.in/>**



**Prescribed format for applying for****SELECTION OF AN M&E AGENCY FOR “MONITORING & EVALUATION OF ACTIVITIES UNDER THE NAI MANZIL – EDUCATION AND SKILLS TRAINING FOR MINORITIES PROJECT”.****I) Organizational Profile**

<b>A – Consultant’s Profile (Maximum 2 pages)</b>				
1.	Name of the Organization			
2.	Postal Address			
3.	Telephone: Mobile / Fax/ E-mail			
4.	Contact Person name and designation with contract details			
5.	Registration Details: Registered on (Date) No. of completed years	Provide copy of the registration certificate and indicate whether Society/Trust/Company/Others		
6.	Financial average <b>Annual Turnover</b> of at least <b>Rs. 5.00 crore</b> during the last three financial years required.  (Enclose Audited Balance Sheets)	Provide the turnover of organization (on the basis of the audited accounts) in the last three <b>financial years in Indian Rupees.</b>		
		<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
<b>B- Consultant’s Experience</b>				
1.	The firm should be in business for at least the last eight years holding a valid Permanent Account Number (PAN)/ TAN and Service Tax Registration / GST Number or equivalent Registration in case of foreign applicants.			
2.	Evidence of the firm’s experience with similar types of requisite experience and capabilities in monitoring and evaluation (M&E)related assignments in related domains under externally-aided projects in India and other developing countries.			
3.	Proven ability to work closely with Government Departments and coordinate with diverse government, non-governmental, and quasi-governmental agencies.			
4.	The agency should not have unsatisfactory track record resulting in adverse action taken by Central/State Governments in India (an undertaking must be submitted)			

**II) M&E Agency will be evaluated based on the shortlisting criteria as per EoI.**

<b>S#</b>	<b>Shortlisting Criteria</b>	<b>Must Meet criteria</b>	<b>Documents to be submitted</b>
1	The firm should be in business for at least the last eight years holding a valid Permanent Account Number (PAN)/TAN and GST Registration Number.	Must Meet	Registration certificate, Copies of PAN, TAN and GST registration
2	The agency should have an average annual turnover of Rs. 5 Crore or above for the past 3 financial years (2014 – 2015; 2015 – 2016; 2016 - 2017).	Must Meet	Statutory Audit report to be attached
3	Evidence of the firm’s experience with similar types of requisite experience and capabilities in monitoring and evaluation (M&E)related assignments in related domains under externally-aided projects in India and other developing countries.	Must Meet	Enclose list of relevant assignments, including evidence of conducting similar monitoring & evaluation exercises in the education and skills sector, with customer name and address, contact details, order value, and performance certificates.
4	Proven ability to work closely with Government Departments and coordinate with diverse government, non-governmental, and quasi-governmental agencies.	Must Meet	Relevant orders, certificates, completion orders, etc. should be provided as evidence.
5	Availability of qualified experts in fields relevant to lead the proposed work.	Must Meet	Consent document of the proposed expert.
6	The agency should not have any unsatisfactory track record resulting in adverse action taken by any Government in India (an undertaking must be submitted)	Must Meet	As per format provided at Annexure – II.

**(On the letterhead of the agency/firm)**

**Declaration**

**Date:.....**

**To whomsoever it may concern**

I/We hereby solemnly take oath that I/We am/are an authorized signatory in the Agency/Society/Company/Trust and hereby declare that "Our Agency/Society/Company/Trust does not face any sanction or any pending disciplinary action from any authority." Further, it is also certified that our firm does not have any unsatisfactory track record resulting in adverse action taken by any Government in India. In case of any further changes which effect this declaration at a later date, we would inform the Ministry of Minority Affairs (MoMA) accordingly.

Authorized Signatory

(with seal)