

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: 08/12/2017

ASSIGNMENT TITLE:

HIRING A THIRD-PARTY AGENCY (TPA) FOR “VERIFICATION OF DISBURSEMENT-LINKED INDICATORS (DLIs) UNDER THE NAI MANZIL– EDUCATION AND SKILLS TRAINING FOR MINORITIES PROJECT”

Reference No.14-3/2017-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 “VERIFICATION OF DISBURSEMENT-LINKED INDICATORS (DLIS) UNDER THE NAI MANZIL – EDUCATION AND SKILLS TRAINING FOR MINORITIES PROJECT”and require requisite experience and capabilities in assessment and verification related to multiple domains like Education, Skills Training, ICT, and Management Information Systems (indicative only). Details of the assignment are provided in Draft Terms of Reference, uploaded at www.minorityaffairs.gov.in
3. The objective of this consultancy is to:
 - a. Carry out an independent verification of the achievement of the DLI targets reported by MoMA for each disbursement claim under the project, based on the Verification Protocol agreed between MoMA and the World Bank; and
 - b. Prepare and submit comprehensive Verification Reports to MoMA for each

disbursement claim under the project, in a form and substance acceptable to MoMA and the World Bank.

4. The Independent Verification Agency (IVA) 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. 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.
6. 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 verification and assessment-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).
7. 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.

8. 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.
9. A Consultant will be selected in accordance with the Quality and Cost-Based Selection(QCBS) method set out in the Consultant Guidelines.
10. Interested Consultants may obtain further information at the address below during officehours i.e., 10.00 to 17.00 hours on all working days.
11. 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 **29th December 2017** till 1700 hours.

Address for Communication

**Under Secretary (NM),
Ministry of Minority Affairs,
11th Floor, Pt. DeendayalAntyodayaBhawan, CGO Complex,
Lodhi Road, New Delhi.
Tele: 011-24364310**

Prescribed format for applying for Third-Party Agency (TPA) For “Verification Of Disbursement-Linked Indicators (DLIs) Under TheNaiManzil – Education And Skills Training For Minorities Project”

I) Organizational Profile

A – Consultant’s Profile (Maximum 2 pages)				
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 Annual Turnover of at least Rs. 5.00 crore 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 financial years in Indian Rupees.		
		2014-15	2015-16	2016-17
B- Consultant’s Experience				
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 verification and assessment-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) TPA for IVA will be evaluated based on the shortlisting criteria as per EoI.

S#	Shortlisting Criteria	Must Meet criteria	Documents to be submitted
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	<u>Statutory Audit report</u> to be attached
3	Evidence of the firm’s experience with similar types of verification and assessment-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 and verification 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)