

No. 2-26/2015-MAEF
Government of India
Ministry of Minority Affairs

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

India

Project :Nai Manzil Scheme

Project # P156363

Date:23rd September, 2015

Subject: Hiring of Consulting Firm for Providing Project Management Services for Implementation of Nai Manzil Scheme of Ministry of Minority Affairs (MoMA)

Reference No. CS - 1

1. The Government of India on behalf of Ministry of Minority Affairs (MoMA) has applied for financing from The World Bank towards the cost of Nai Manzil Scheme and intends to apply part of the proceeds for the consulting services.

Background: The Ministry of Minority Affairs with World Bank assistance is implementing Nai Manzil - an integrated education and skill development scheme for the Minority youth. Nai Manzil aims to engage constructively with poor minority youth and help them to get sustainable and gainful employment.

The Scheme would be implemented throughout the country in a phased manner, primarily targeting Minority concentrated areas / pockets. It would be implemented through Private (for profit or not for profit) and/or Government Project Implementation Agencies (PIA). Administratively, the Scheme would be implemented directly by the Ministry through the PIAs. Within the Ministry, a Project Management Unit (PMU) headed by a Joint secretary would manage the implementation of the Scheme, supported by a team of experts.

2. The Project Management Agency (PMA) will support the implementation of Nai Manzil – a scheme for minority youth in achieving the objective of the programme, by focusing on following key function areas and outputs:
 - A. Policy & Strategy Development.
 - B. Project Management and Monitoring Support
 - C. Procurement, Contract Administration and Financial Management Support
 - D. IEC Support
3. The Project Management Agency will be hired initially for a period of two years. Upon successful completion of the term or required by the project, the contract may be extended for further duration of the overall project period. A Draft Terms of Reference (ToR) is available at www.minorityaffairs.gov.in

4. The Ministry now invites eligible consulting firms (“Consultants”) to indicate their interest as the Project Management Agency (PMA) to support MoMA in implementing Nai Manzil Scheme.
5. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to undertake the mentioned assignment. The shortlisting criteria are:
 - a. The firm should be in the business from last at-least eight years.
 - b. The firm should have an annual average turnover of INR 5 Crore in the last three years.
 - c. The agency should have at least 5 years’ experience in strategic recruitment of professionals at leadership and operational levels.
 - d. The agency should have helped set up program management systems including quality and 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.
 - e. Agencies should have relevant project management experience in at least two skill development and/or education projects preferably with the government.

Agencies must submit the information as per **annexure -1** and also submit relevant documentary evidence to substantiate their credentials.

6. The attention of interested Consulting firm/s 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.

7. Consulting firm may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The “Association” may take the form of a joint venture (with joint and several liability) or of a sub-consultancy, and this should be stated clearly in the submission.

8. A Consulting firm will be selected in accordance with the Quality Cost Based Selection (QCBS) out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours from **10.00 to 17.00 hours**

9. Expressions of interest must be delivered in a written form and should include 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 in hard copy and CD by **12/10/2015** till 1700 hrs.

Address: Under Secretary (FC),
Ministry of Minority Affairs,
Paryavaran Bhawan, CGO Complex,
Lodhi Road, New Delhi
Tel: +91-11-24364310 E-mail: pradeep.ks@nic.in

Annex –1: Format for 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			
6.	Financial average Annual Turnover of at least Rs 5.00 crores 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.			
		2012-13	2013-14	2014-15	
B- Consultant’s Experience					
1.	The agency should have at least 5 years’ experience in strategic recruitment of professionals at leadership and operational levels <u>Please provide details of at least 3 such assignments (you may add more rows).</u>				
	Name of Project	Services provided	Client	Duration of Assignment	Value of Contract (in INR)
2.	The agency should have helped set up program management systems including quality and 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. <u>Please provide details of at least 3 such assignments (you may add more rows).</u>				
	Name of Project	Services provided	Client	Duration of Assignment	Value of Contract (in INR)

3	<p>Agencies should have relevant project management experience in at least two skill development and/or education projects preferably with the government.</p> <p><u>Please provide details of at least 2 such assignments (you may add more rows).</u></p>
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	Name of Project	Services provided	Client	Duration of Assignment	Value of Contract (in INR)