

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

India

**Project: Skill Acquisition and Knowledge Awareness for Livelihood Promotion
("SANKALP")**

Date: 18/10/2017

Assignment Title: Hiring of a Project Management Consulting Firm to support the implementation of Skill Acquisition and Knowledge Awareness for Livelihood Promotion ("SANKALP")

Reference No.: SD-22/2/2017-IC

1. The Government of India on behalf of Ministry of Skill Development and Entrepreneurship (MSDE) has applied for financing from the World Bank towards cost of SANKALP Project and intends to apply part of the proceeds for the consulting services. MSDE intends to engage an agency for project management consulting services for SANKALP. SANKALP aims to strengthen institutional mechanisms for skill development and increase access to quality and market-relevant training for youth across country.
2. Background: The National Policy for Skill Development and Entrepreneurship 2015 ("NPSDE") launched in July 2015, stresses on the need for *Skilling on a large Scale at Speed with high Standards and to promote a culture of innovation based entrepreneurship to ensure Sustainable livelihoods for all citizens in the country*. In order to meet magnitude of the challenge of Skilling India, one of the critical inputs is finance that needs to be mobilized from various stakeholders including the Government both at Centre and States, the enterprises - public and private, multilateral agencies, national and international financial institutions.
3. The project will focus on the overall skilling ecosystem covering both Central (MSDE, NSDA and NSDC) and State agencies, and outcomes will be measured through Disbursement Linked Indicators (DLIs) agreed between MSDE and the Bank. A DLI verification protocol has also been established to measure DLIs on a periodic basis.
4. Ministry of Skill Development and Entrepreneurship (MSDE) will engage a Project Management Consulting firm (PMC) to support the implementation of SANKALP Project in achieving the objective of the programme, by focusing on following key function areas and outputs:

I. Project Management Support

- a) Create an organized work plan for the project with activities, milestones, timelines and resource plans and continuously monitor the schedule and activities.
- b) Support Ministry of Skill Development and Entrepreneurship (MSDE), National Skill Development Agency (NSDA) and National Skill Development Corporation (NSDC) with dedicated teams (including the technical experts based on the requirements of the agencies) for managing activities under the project and tracking the Disbursement Linked Indicators (DLIs) assigned to the implementing agency for eventual verification by the Independent Verification Agency (IVA).
- c) Management of project progress, reporting, analysis of project financing, results framework, and DLIs, and communication between stakeholders
- d) Create an operational manual (along with SOPs) for the project highlighting governance mechanisms, roles and responsibilities of the stakeholders, implementation process, information flow, fund management guidelines etc.
- e) Make available resources for short-term and specific deliverable linked assignments (“mini projects”) as per mutual agreement.

II. Financial Management Support

- a) Lead the overall financial management of the project including preparing of annual budget proposals, monitoring fund flows and internal controls for all the stakeholders such as MSDE, NSDA, NSDC and State Skill Development Missions (SSDMs)
- b) Undertake financial activities related to budget, DLI verification, liaison with all stakeholders and implementers, reporting, and supporting audits.

III. Monitoring and Evaluation Support

- a) Develop a Monitoring and Evaluation (M&E) framework for the project in line with the broad project objectives.
- b) Ensure periodic project progress reviews amongst various stakeholders
- c) Consolidation and dissemination of information on project progress reports (including reporting on youth satisfaction with program design and delivery, fiduciary performance, and safeguards compliance as per the World Bank norms
- d) Reporting on DLI achievements and providing evidence according to the agreed verification protocols
- e) Commissioning surveys, studies, and assessments (including tracer studies) as necessary
- f) Assisting the IVA with provision of all data/information sources along with coordination of the relevant agencies (MSDE, NSDA, NSDC and state governments) for gathering of information.

IV. Procurement and Vendor Management Support

- a) Manage the procurement and vendor management activities to achieve agreed results for MSDE, NSDA and NSDC for both the Program for Results (PforR) component (based on country systems) and the Technical Assistance (TA) component as per World Bank Guidelines.
5. The Project Management Consulting firm will be hired initially for a period of three years. Subject to satisfactory performance by the PMC or required by MSDE, the contract may be extended for another three years.
 6. MSDE as an implementing agency now invites eligible management consulting firms (“Consultants”) to indicate their interest in providing the services as Project Management Consultants (PMC) to support MSDE in implementing SANKALP Project.
 7. Interested management consulting firms 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 for at-least eight years.
 - b) The firm should have an average annual turnover of INR 100 Crore in the last three financial years. (2013-14; 2014-2015; 2015-16)
 - c) The firm should have at least 5 years experience in strategic recruitment of professionals at leadership and operational levels.
 - d) The firm 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) Preference will be given to firms having experience in providing project management services in skill development sector.
 8. **List of documents to be submitted along with EoI are:**
 - a) Document (s) to demonstrate that the firm is in the business for the last 8 years (registrations/licenses etc.)
 - b) Details of work experience and similar assignments (minimum 3) undertaken to support the short-listing criteria accompanied by copies of contracts/completion or acceptance certificate(s);
 - c) Certificate from the statutory auditors/ Chartered Accountant certifying the turnover from consultancy business during the last three (3) financial years.

9. 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 and revised in July 2014) (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.
10. The management 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.
11. A consulting firm will be selected in accordance with the Quality Cost Based Selection (QCBS) method set out in the “Consultant Guidelines”.

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

12. Expressions of interest must be delivered in a written form (as per Annexure 1) 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 by **16/11/2017** till 1700 hrs.

Ministry of Skill Development & Entrepreneurship

Address: 2nd Floor, Annexe Building Shivaji Stadium,
Shaheed Bhagat Singh Marg, Connaught Place,
New Delhi - 110001.

Attn: Director, Ministry of Skill Development & Entrepreneurship

Skill Acquisition and Knowledge Awareness for Livelihood Promotion (“SANKALP”)

Tel: +91-11-23450828

E-mail: deepti.srivastava@nic.in

Form – 1: Notice of Intent to Submit response to the EoI

(To be submitted on the Letter head of the applicant)

To

Director

Ministry of Skill Development & Entrepreneurship

2nd Floor, Annexe Building Shivaji Stadium,
Shaheed Bhagat Singh Marg, Connaught Place,
New Delhi - 110001.

Ref: EoI Notification dated 18/10/2017

Subject: Hiring of a Project Management Consulting Firm to support the implementation of Skill Acquisition and Knowledge Awareness for Livelihood Promotion (“SANKALP”)

Dear Sir/Maam,

1. Having examined the EoI document, we, the undersigned, herewith submit our response to your EoI Notification dated 18/10/2017 for Hiring of a Project Management Consulting Firm to support the implementation of Skill Acquisition and Knowledge Awareness for Livelihood Promotion (“SANKALP”), in full conformity with the said EoI document.
2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
3. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 60 days from the closing date fixed for submission of proposal as stipulated in the EoI document.
4. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. We understand that MSDE is not bound to shortlist / accept any proposal received in response to this EoI.

Our correspondence details with regard to this EoI are:

No.	Information	Details
1.	Name of the applicant	
2.	Address of the applicant	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this EoI	
4.	Telephone number of the contact person	
5.	Mobile number of the contact person	
6.	Fax number of the contact person	
7.	Email ID of the contact person	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[Applicant's Name with seal]

Name:

Title:

Signature:

Date:

Form-2: Details of the applicant's Operations and Consulting Business

S. No.	Information Sought	Details to be furnished	
1	Contact Details of the Applicant		
	Name of the applicant		
	Address		
	Telephone, Mobile No		
	Email		
	Fax		
	Website		
2	Business Information about the Applicant's Operations		
2.1	Incorporation/registration Information		
	Incorporation status of the firm (public limited / private limited, etc.)		
	Details of company registration (Attach the photocopy of the registration)	Date of registration	
		Registration Reference No.	
Details of registration with appropriate authorities for service tax/GST and other statutory taxes/duties (for each provide date of registration, registration reference/number and photocopies and any other relevant detail)			
2.2	Turnover/Budget outlay including Consulting works: as revealed in Annual Financial Statements		
	Financial Year	Revenue from training/consulting operations (rupees crores)	
	FY 2015-16		
	FY 2014-15		
	FY 2013-14		
Average (rupees crores) for the last 3 FY			
2.3	Details of work experience and similar assignments (minimum 3) undertaken to support the short-listing criteria accompanied by copies of contracts/completion or acceptance certificate(s)		
2.4	Certificate from the statutory auditors/ Chartered Accountant certifying the turnover from consultancy business during the last three (3) financial years.		

Please attach relevant documents as mentioned in the point 6 of the EOI document.