

GOVERNMENT OF ASSAM  
PLANNING AND DEVELOPMENT DEPARTMENT:  
ASSAM SECRETARIAT, BLOCK-F, 4th FLOOR, DISPUR  
(Human Development Report Cell)

EXPRESSION OF INTEREST

**Consultancy Services for preparation of Human Development Report for Assam**

The Government of Assam in Planning and Development Department intends to prepare the Human Development Report (henceforth referred as HDR) for the state .In that respect the Planning and Development Department is seeking Expression of Interest (EOI) for short listing of **consultants** to provide services for the above mentioned work. The Consultancy services under this contract will be funded by the Government of Assam.

The consultant desires to apply for the consultancy service should have at least five years of proven track record in preparation of schedules, questionnaires, conduct of training and report preparation etc. preferably for report on social issues. The person should satisfy the above eligibility criteria. Previous experience of carrying out such activities at national/state level in Government /non- governmental programmes would be given due weight age. Further persons having adequate experience working in relevant field in NE India particularly in Assam with knowledge of local language will be given preference.

The Government of Assam has constituted a State Level Steering Committee (SLSC), An Advisory Committee and a Core Committee ( notification on website: planassam.info)which shall decide on all modalities of the HDR,2012.The Consultant shall , in addition to the scope of work specified hereunder need to work in close conjunction of the aforementioned committees.

**Scope of Consultancy Services:**

The scope of services comprises:

1. Preparation of training modules for master trainers, field level workers, data collectors and complier. Training modules shall include both training manuals, handouts and training presentation(power point based or other educational aid based);
2. Conduct of State, District and sub district level training and workshops;
3. Preparation of the detailed survey format and preparation of the field survey methodology, survey techniques and collection of primary data including submission of collated data and final data analysis;
4. Preparation of the framework of the final HDR for the state including data analysis, interpretation and presentation of report/report generation in statistical tables, geographical representation and analytical projection;

**Submission of Expression of interest:**

The Expression of Interest may be submitted in sealed envelope clearly marked as “**EOI for Consultancy services for HDR preparation**” to the “Secretary, Planning and Development department, 4<sup>th</sup> Floor, Block-F, Assam Secretariat, Dispur, Guwahati-781006

on or before **22<sup>nd</sup> March,2012**.EOI received after the last date (post , by messenger, or e-mail) shall be summarily rejected.

**Evaluation Criteria:**

1. The short listing of consultants will be based on eligibility criteria of EOI.
2. Short listed consultants will be invited (through e-mail/letters) to present his/her credentials in a pre bid meeting ;
3. Price bid from qualified short listed consultants will be obtained (in sealed envelope) after the presentation for price negotiations.

In case of any clarification, please contact, the Secretary, Planning and Development Department in his office chamber at Assam secretariat or by telephone 0361-2237100or E mail “shyamj03@gmail.com”

Planning and Development Department will have the right to reject any or all EOIs, received in response to this invitation and its decision in this regard shall be final and binding.

APPLICATION FORM-1.

1. Name of the Applicant ( in full & capital Letters):

2. Address:

(a) Permanent Address :

(b) Present & mailing address :

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3. Gender (Male/Female) :

4. Date of Birth :

5. Educational Qualifications(in reverse chronological :  
order)

6. Professional Qualifications ( in reverse chronological :  
order)

7. Marital Status

8. Contact telephone /Fax/Mobile Nos.

9. E-Mail Address :

10. Summarize the professional experiences over last 5 years, in reverse chronological order.  
Indicate particular experience relevant to the assignment.

Name of the project	Position	From (month/year)	To (month/year)	Place of work	Employer /Free lance	Relevant experience stating the duties & responsibilities

( please attach certificate of completion of assignments completed/done wherever applicable)

**DETAILS OF ASSIGNMENTS OF SIMILAR NATURE AND COMPLEXITY.**

Name of the Applicant	
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1	Name of the assignment*	
2	Name of the Employer	
3	Address of the Employer	
4	Nature of services and special feature of the assignment	
5	Date of award of the assignment	
6	Original schedule for completion of the assignment	
7	Date of completion of the assignment	
8	Specified requirements **	

\*Use separate sheet for each assignment

\*\*The applicant should insert any specific contractual criteria required for particular services.