

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

REQUEST FOR EXPRESSION OF INTEREST

Consultancy Services for preparation of Human Development Report for Assam

The Government of Assam in Planning and Development Department intends to engage an institution (University under UGC, Autonomous body, accredited research institution) to assist the Department in preparation of the Human Development Report (henceforth referred as HDR) for the state of Assam .In that respect the Planning and Development Department is seeking Expression of Interest (EOI) for short listing of **institutions** to provide services for the above mentioned work. The Consultancy services under this contract will be funded by the Government of Assam.

The institution desirous of applying for the consultancy service should have at least five years of proven track record in assisting Government / Non-Governmental Autonomous agency etc. in preparation of report on social issues. The institution 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. Preference would be given to the institution which have adequate and competent Human Resources in their rolls or associated with experiences in similar activities including reputed subject matter specialists for similar works.

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 Institution 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. To Assist the Planning and Development Department(henceforth referred as “Department”) , Government of Assam in preparation of the Human Development Report ;
2. Assist in 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);
3. Assist in 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. Assist in 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;

5. Assist to select suitable persons from district/state H.Q for training at State H.Q and prepare them to act Master Trainer for district level training, holding of training at district level and Workshop at District and block level.
6. Assist the Planning and Development Department in preparation of District and State HDR;
7. Advice P&D Department on the matter of preparation of the HDR time to time;
8. Miscellaneous matters on preparation of HDR;

Submission of Expression of interest:

Expression of interest shall be brief and concise and include the following information:

- I. A profile of the institution and its audited financial report for last three years , its organization and staffing ; in case of association between two or more firms , the name , address and the profile of the participating firm(s), the nature of association (i.e. joint venture, sub contract and the like). The lead firm shall be clearly identified.
- II. Details of experience in similar assignment/field under taken during last 5(five) years including name of the clients, location, duration, descriptions of the assignments, value of services provided and the firms role in the assignment.
- III. CV of the personnel's who would be available to work on this assignment including academic qualification and experiences in the relevant field.

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, 4th Floor, Block-F, Assam Secretariat, Dispur, Guwahati-781006 on or before **22nd 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 consulting Institution will be based on eligibility criteria of EOI.
2. Short listed consulting Institutions will be invited (through e-mail/letters) to present their detailed proposal for the work aforementioned in the pre bid meeting ;
3. Price bid from qualified short listed consultation institution 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

GENERAL INFORMATION

All Consultancy firms and each partner of a joint venture /consortium expressing their interest for the assignment are requested to complete the information in this form. Nationality information should be provided for all owner or applicants who are partnership or individually owned firms.

1	Name of the firm			
2	Address of the head office			
3	Telephone Nos.			
4	Fax No.			
5	E-mail address			
6	Place of incorporation/ Registration		Year of incorporation /Registration	

Nationality of owners*

Name	Nationality

* To be completed by all owners of partnership or individually owned firms.

APPLICATION FROM-2

BRIEF DESCRIPTION OF ORGANISATION

Name of the Applicant or partner of a joint venture/consortium	
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All individual firms /joint venture/consortium are requested to complete the information in the form. The information supplied should include the structure of the organization, the general staffing, Logistics and support.

Structure of the organization	General staffing	Logistics and support

The Consultants are required to indicate clearly the experts to be provided for the assignment.

Notes:

1. Structure of the organization should indicate clearly the organizational chart, the different sections, services etc.
2. General staffing shall include total staff, including both technical and support staff.
3. Logistics and support shall give details of all software, hardware, vehicles etc. available ;

APPLICATION FORM-3

DETAILS OF ASSIGNEMENTNS OF SIMILAR NATURE AND COMPLEXITY.

Name of the Applicant or partner of a joint venture /consortium	
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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.

PERSONNEL PROFILE

Name of the Applicant Institution	
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For specific positions essential for the assignment, applicant’s institution should provide the name of the personnel’s qualified to meet the requirements for each position. The data/information in their relevant experiences should be supplied in separate sheets using one Form(4-A) for each personnel.

1	Title of position	
	Name of the personal	
2	Title of position	
	Name of the personal	
3	Title of position	
	Name of the personal	
4	Title of position	
	Name of the personal	
5	Title of position	
	Name of the personal	

APPLICATION FORM-(4-A)

BIO-DATA OF PERSONNEL

1.Name of the Personal	:
2.Title of the Position	:
3. Address in full (for communication)	
4. Telephone/Fax/Mobile Phone No.	
5. Date of Birth	
4.Gender	
5.Marital Status	
6.Educational Qualifications (in reverse chronological order)	:
7.Professional Qualifications (in reverse chronological order)	
8. Name and address of the Employer	
9.Years with present employer	

Summarize the professional experiences over last 5 (five) years in reverse chronological order . Indicate particular experiences relevant to the assignment. .

Name of the project	Employer/ Free Lance	From (month/ year)	To (month/ Year)	Position held	Experiences relevant to the present assignment stating specific duties