

**Request for Proposal  
for**

**Selection of a Project Management Consultant team  
for Internal FRACing Unit (IFU)**

**At**

**NIUA**



**National Institute of Urban Affairs**

# 1. Project Brief

MoHUA is implementing several flagship urban missions / schemes for the overall development of the urban sector. Successful roll out of these ambitious missions / schemes in states/cities requires large scale capacities for planning, design, procurement, implementation and stakeholder's management. In line with this, the National Programme for Civil Services Capacity Building (NPCSCB) has been envisaged, a key strand of which is FRAC (Framework of Roles, Activities & Competencies) – a competency framework.

For every government post, there are roles; each role has activities associated with it; accomplishing each activity needs certain competencies. FRAC will map the roles and activities corresponding to every government position with their desired competencies (across behavioural attributes, functional skills and domain knowledge). Each competency will have multiple levels of proficiency, organized in a stepped manner depicting gradual progression from one level to the other.

Through the framework, civil service officials will have visibility of the roles, activities and competencies required to effectively deliver on the outcomes expected from them with respect to their current or future positions in government. This will enable establishment of testing arrangements to assess the extent to which a person occupying a position has these competencies and consequently determine the competency gaps that need to be addressed. Largely, this will be done through iGOT Karmayogi, an online comprehensive learning platform cum marketplace, linked to FRAC.

Recognizing such a need for capacity building of the government officials, MoHUA is planning to set up an Internal FRACing Unit (IFU), to help develop and strengthen the skills, instincts, abilities, processes and resources to perform functions in an effective, efficient and sustainable manner.

The National Institute of Urban Affairs (NIUA), New Delhi, as the apex capacity building unit for MoHUA has been providing similar support for many years. NIUA is today recognized as a premier institute for research, capacity building and dissemination of knowledge for the urban sector. With a clear understanding of governance, management and development of urban environments NIUA has been selected to undertake this ambitious program.

## 2. Scope of work and Timelines

The Internal FRACing Unit (IFU) will support in visualizing and executing iGOT's FRACing process. The Framework of Roles, Activities and Competencies (FRAC), as termed within Mission Karmayogi's Integrated Government Online Training platform (iGOT) initiative, is the mapping of three constructs (roles, activities and competencies, supported by knowledge resources) for each individual position within all government ministries, departments and organizations (MDOs) at the national, state and local level.

The PMC team will be delivering the following activities within a period of 12 months. The term of the contract will be extendable up to 2 years.

Figure 1: The key roles envisaged for the IFU

- 1) To assist in iGOT's Mission Karmayogi's FRACing process by mapping out the positions, roles and activities, and documenting their linkage to competencies;
- 2) To understand and subsequently improve the competencies of MoHUA officials and use the iGOT learning hub to close the competency gaps among them in a timely and efficient manner;
- 3) Creating a dictionary which defines the inter-relationships and defines each aspect (FRAC-ing)
- 4) Ensure access to eLearning resources on iGOT platform, e.g., training videos, lectures and resources, practitioners' manuals and guides and publications for self-learning;
- 5) Create platforms such as Competency Hubs, Learning Hubs, Career Hubs, Discussion Hubs and Network Hubs so that government officials can reach their full potentials rather than solely complete assigned tasks;
- 6) Provide group learning opportunities and short-term professional courses, focused on reducing Competency Gaps and specific capacity problems at different levels;
- 7) Ensure that on addition of new roles and positions within the ministry, the roles and activities associated with any related position are subsequently tweaked which can only be done through a well-defined workflow on iGOT.
- 8) Explore global best practices such as from the UN Competency Framework (2020), the OECD Competency Framework (2014), the IAEA Competency Framework (n.d.) and the UK Civil Service Competency Framework (2012) and adapt them for MoHUA's context.
- 9) Develop the curriculum and pedagogical framework to build the capacity of MoHUA;
- 10) Deliver capacity building training and provide instructional design and delivery to MoHUA staff;

### **3. Program Governance**

[A] An Executive Committee will be set up, which will be chaired by Director NIUA and have representation from MoHUA.

=> The Executive Committee will include a representative from the chosen PMC and other stakeholders.

=> The executive committee will meet once a quarter or as decided by the committee to review the IFU activities under Mission Karmayogi.

[B] To oversee day-to-day management of the program and relevant milestones, the following Steering Committee will also be created:

The Steering Committee will be chaired by the Head of Capacity Building at NIUA and will review program deliverables.

- The Committee will include representatives from the chosen PMC, platform partner and other stakeholders.
- The governance process will be defined by the committee aligned to the program deliverables and expectations.
- The Committee will guide & review the progress of the entire program on a regular basis. The frequency of Steering Committee meetings, as well as the participation from suitable representatives of PMC, can be decided at the time of signing contract between the parties.

### **4. Pre-qualification criteria**

The bidders meeting the following qualification criteria will be shortlisted and considered for technical evaluation:

S. No.	Parameter	Criteria	Documents Required
1	<b>Company Profile</b>	<ul style="list-style-type: none"> <li>● The Bidder should be a Company (as per the Indian Companies Act)</li> <p style="text-align: center;">or</p> <li>● A Limited Liability Partnership Firm (under Limited Liability Partnership Firm Act 2008) registered in India.</li> <p style="text-align: center;">or</p> <li>● A Consortium of aforementioned entities, represented by the Lead Member.</li> <li>● The Bidder (or the Lead member in case of consortium) must have an office in India registered with the competent authority and should be operational in India for at least 10 financial years as of 31 March 2021.</li> <li>● The Bidder (or the Lead member in case of consortium) should be registered with GSTN authorities</li> </ul>	<ul style="list-style-type: none"> <li>● Copy of certificate of Incorporation / Registration under Companies Act 1956 or latest Companies Act (for Indian companies); / Registered Partnership Agreement / Self declaration for Sole Proprietorship firm / Registration document if organization is registered under any other Act Prevailing in India</li> <li>● Copy of Registration Certificates with the GST Authorities</li> </ul> <p>The format is enclosed in <b>Annexure I</b></p>

S. No.	Parameter	Criteria	Documents Required
2	<b>Annual Turnover</b>	The Bidder (or the Lead member in case of consortium) should have Average Annual Turnover in the last three financial years (i.e., up to FY 2019-20) from Consulting services in Government, of at least INR 10 Crores per annum.	<ul style="list-style-type: none"> <li>● Audited financial statements for the last three financial years (FY 2017-18, 2018-19, 2019-20). The format is enclosed in <b>Annexure II</b> OR</li> <li>● Certificate from the Statutory Auditor highlighting the area of operations and respective turnover</li> </ul>
3	<b>Blacklisting</b>	As on last date of submission of the Proposal, the bidder (or any member of the consortium) should not be blacklisted by Central Government/ State Governments/ Union Territories/ PSUs in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices.	<ul style="list-style-type: none"> <li>● Self-Certified undertaking by the authorized signatory as per format in <b>Annexure III</b></li> </ul>
4	<b>Personnel Strength</b>	The Bidder (or the Lead member in case of consortium) should have at least 100 full-time personnel / consultants / resources on their payroll	<ul style="list-style-type: none"> <li>● Certificate from the Statutory Auditor. The format is</li> </ul>

S. No.	Parameter	Criteria	Documents Required
			enclosed in <b>Annexure IV.</b>
<b>5</b>	<b>Similar Project</b>  [a] Experience in HR Consulting          [b] Experience in Government Processes	<p>The Bidder should have successfully completed at least 3 projects, each of value Rs 1.50 crore or 2 projects, each of value of Rs. 2.00 crore or 1 Project of value of Rs. 3.00 crore or more in the last 3 years (from the date of publication of bid) in HR Transformation &amp; Consulting in India</p> <p>The Bidder should have successfully completed at least 3 projects, each of value Rs.1.50 crore, or 2 projects, each of value Rs.2.00 crore or 1 project of value of Rs. 3.00 crore or more in the last 3 years (from the date of publication of bid) in process transformation in Government Clients or Public Sector Units</p>	<p>Copy of Contract/ Work Order and Completion Certificates from the Client;</p> <p>OR</p> <p>Copy of Contract/ Work Order and Self Certificate of Completion certified by the Authorized Signatory;</p> <p>Copy of Contract/ Work Order and Completion Certificates from the Client;</p> <p>OR</p> <p>Copy of Contract/ Work Order and Self Certificate of Completion certified by the Authorized Signatory;</p>

## 5. Technical qualification criteria

S. No.	Criteria	Criteria Details	Documentary Evidence	Maximum Marks
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				<b>Allotted</b>										
1.	<b>Turnover</b>	<p>Eligible Bidder having average annual turnover as below in previous three financial years (FY 2018-19, 2019-20 &amp; 2020-21) from consultancy services, will be awarded marks as under:</p> <table border="1"> <thead> <tr> <th><b>Break-up of Marks</b></th> <th><b>Marks</b></th> </tr> </thead> <tbody> <tr> <td>Turnover between Rs. 20-29 crore</td> <td>2.5</td> </tr> <tr> <td>Turnover between Rs.30-39 crore</td> <td>5</td> </tr> <tr> <td>Turnover between Rs.40-49 crore</td> <td>7.5</td> </tr> <tr> <td>Turnover Rs. 50 crore or above</td> <td>10</td> </tr> </tbody> </table>	<b>Break-up of Marks</b>	<b>Marks</b>	Turnover between Rs. 20-29 crore	2.5	Turnover between Rs.30-39 crore	5	Turnover between Rs.40-49 crore	7.5	Turnover Rs. 50 crore or above	10	<p>Certificate from Auditors/ CA firm / Audited Financial Statements (Profit &amp; Loss Statement and Balance Sheet) for last 3 financial years (FY 2018-19, 2019-20 &amp; 2020-21).</p>	10
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2.	<b>No of consulting personnel on rolls of the bidding entity in last three years</b>	<p>The eligible bidding firm should have technical and managerial capability to undertake the assignment. Marks for the purpose of evaluation of bids will be awarded for the average number of resource persons in last three years, in the following manner:</p> <table border="1"> <thead> <tr> <th><b>Break-up of Marks</b></th> <th><b>Marks</b></th> </tr> </thead> <tbody> </tbody> </table>	<b>Break-up of Marks</b>	<b>Marks</b>	<p>Certificate from Authorized Signatory/ Auditors for the last 3 financial years (FY 2018-19, 2019-20 &amp; 2020-21).</p>	10								
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3.	<p><b>Bidder's Profile</b></p> <p><b>[A]</b> Experience of similar engagements</p>	<p>Number of successfully implemented projects, each of value of at least Rs. 2 Crore in the last 5 years (from the date of publication of bid) in the areas pertaining to at least 2 of the following:</p> <ul style="list-style-type: none"> <li>● Competency Modelling (functional &amp; behavioral) and Framework Design</li> <li>● Competency/ Skill Dictionary Preparation</li> <li>● Job Analysis and Design</li> <li>● Competency based Leadership Development</li> </ul> <p><i>Marks breakup:</i>  1 Project: Max 3.5 marks  2 Projects: Max 7 marks  3 Projects or more: Max 10 marks</p>	<p>Copy of Contract/ Work Order and Completion Certificates from the Client;</p> <p>OR</p> <p>Copy of Contract/ Work Order and Self Certificate of Completion certified by the Authorized Signatory;</p>	10						
	<p><b>[B]</b> Experience of large organisation transformation</p>	<p>Number of successfully completed projects, each of value of at least Rs. 2 Crore in the last 5 years (from the date of publication of bid) in organization transformation/management/HR Business</p>	<p>Copy of Contract/ Work Order and Completion Certificates from the Client;</p> <p>OR</p> <p>Copy of Contract/ Work Order and Self</p>	10						

		<p>Process engineering/HR management/process transformation in Government Clients or Public Sector Units</p> <p><i>Marks breakup:</i>  3 Projects: Max 3.5 marks  4-6 Projects: Max 7 marks  7 Projects or more: Max 10 marks</p>	Certificate of Completion certified by the Authorized Signatory;									
4.	<b>Approach and Methodology</b>	=> Description of Bidder's understanding of FRAC: 10 => Approach and Methodology proposed by the Bidder for Scope of Work: 10 => Presentation: 10	Bidder's Technical Proposal Presentation made by the Bidder.	30								
5	<b>CVs of the Personnels</b>	Resources will be scored on their profiles against the profile requirements mentioned in <b>Section 10.</b> <table border="1" data-bbox="596 1229 904 2024"> <thead> <tr> <th>Resource Name</th> <th>Max. Marks</th> </tr> </thead> <tbody> <tr> <td>Team Leader cum Project Manager</td> <td>6</td> </tr> <tr> <td>Subject Matter Expert [Urban Governance and Municipal Finance]</td> <td>6</td> </tr> <tr> <td>Subject Matter Expert [Urban Planning and Housing]</td> <td>6</td> </tr> </tbody> </table>	Resource Name	Max. Marks	Team Leader cum Project Manager	6	Subject Matter Expert [Urban Governance and Municipal Finance]	6	Subject Matter Expert [Urban Planning and Housing]	6	CVs of the Resources	30
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<b>Technical Analyst</b>	6								
<b>TOTAL</b>			<b>100</b>						

The technical proposals should be emailed to [cdg-contact@niua.org](mailto:cdg-contact@niua.org) by keeping the id, [pravinbhardwaj@niua.org](mailto:pravinbhardwaj@niua.org), and [nulp@niua.org](mailto:nulp@niua.org) in CC.

In order to qualify for financial evaluation, the bidder must have at least (70 Marks out of 100) in technical evaluation carried out on the basis of the above-mentioned criteria.

## 6. Financial Bid Submission

The financial proposal will be submitted by the bidders in the hard copy, and NIUA will provide a physical drop box for the same.

## 7. Schedule of the RfP

The RfP will be open for a duration of 21 days, in order to submit the technical and financial proposals. RFP's tentative schedule and critical dates are shown below:

Items	Dates
Issue of RfP Notification	26.10.2021
Queries (format attached as <b>Annexure V</b> )*	02.11.2021
Pre-bid meeting	08.11.2021
Response to Queries (same format as <b>Annexure V</b> )	12.11.2021
Bid submission	16.11.2021
Opening of Technical Bids	22.11.2021

Call for Presentations	25.11.2021
Opening of Financial Bids	To Be Intimated Later
Letter of Award	To be intimated Later

\*Queries should be emailed to [cdg-contact@niua.org](mailto:cdg-contact@niua.org) in the format as per **Annexure V**.

## 8. Bid Evaluation based on QCBS

- Proposals of the technically qualified bidders will be ranked according to their combined technical (Tn) and financial (Fn) score using weightages.
- The Final Composite Score (S) shall be computed for each bidder by assigning 70% weightage to the Technical Score (Tn) and 30% weightage to Financial Score (Fn) using the formula given below:
- $Score (S) = Tn \times 0.8 + Fn \times 0.2$  (rounded off to 2 decimal places)
- Bidders with the highest final composite score will be called for negotiating the contract. In case of a tie in the final composite score, the bidder with the higher Technical Score will be invited for negotiations.
- In case the Shortlisted Bidder fails to reconfirm its commitment, NIUA reserves the right to invite the next qualified bidder for negotiations.
- The selected bidder will be required to deploy the team members within 7 days of finalization of contract.

## 8. Terms of Payment

a) Payments shall be made to the successful PMC on quarterly basis based on submission of Quarterly Progress Report (QPR) covering progress against deliverables and milestones. All the payments will be made on a pro-rata basis contingent on the deployment of resources post-review and approval from the Executive Committee.

b) Release of quarterly payment will be made within 30 days (after approval from the Executive Committee) of receiving the invoice along with relevant supporting documents. Quarterly Progress Report must be submitted along with the Performance Report approved by the Project governance team designated by the MoHUA / NIUA.

## 9. Other Contract Conditions

**i) Liability:** PMC's total liability for all claims connected with the services or this contract (including but not limited to negligence), whether in contract, tort, statute, indemnities or otherwise, is limited to the professional fees paid for the services. Neither Party shall be liable for any consequential, incidental, indirect, punitive, exemplary or special damages of any nature whatsoever, or for any damages arising out of or in connection with any loss of profit or loss of business or anticipatory profits.

**ii) Sub-contracting:** PMC shall not employ subcontractors to assist it when providing any part of the Services unless it has taken the prior written approval of NIUA.

**iii) Duration of Engagement:** The period of engagement will be for 12 months, extendable by another 12 months.

**iv) Intellectual Property Rights (IPR)**

- MoHUA / NIUA shall own and have a right in perpetuity to use all Intellectual Property Rights which have arisen out of or in connection with the implementation of this Contract, including all processes, products, data, knowledge products, training material and other documents which have been developed by the appointed PMC during the performance of Services and for the purposes of inter-alia use or sub-license of such Services under this Contract.

- The PMC undertakes to disclose all Intellectual Property Rights arising out of or in connection with the performance of the Services to the MoHUA / NIUA and execute all such agreements/documents and file all relevant applications, effect transfers and obtain all permits and approvals that may be necessary in this regard to effectively transfer and conserve the Intellectual Property Rights of the MoHUA / NIUA.

- The PMC shall ensure that while it uses any software, hardware, processes or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person and the PMC shall keep the MoHUA / NIUA indemnified against all costs, expenses and liabilities howsoever, arising out any illegal or unauthorized use (piracy) or in connection with any claim or proceedings relating to any breach or violation of any permission/license terms or infringement of any Intellectual Property Rights by the PMC during the course of performance of the Services. MoHUA / NIUA shall retain all right, title and interest in and to any and all data, entered or generated by the PMC for MoHUA / NIUA pursuant to this contract, and any modifications thereto or works derived there from.

**v) Force Majeure**

- Notwithstanding the conditions of the Bid, the Bidder shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

- For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of MoHUA / NIUA either in its sovereign or contractual capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes.

- If a Force Majeure situation arises, the selected Bidder shall promptly notify the MoHUA / NIUA in writing of such conditions and the cause thereof. Unless otherwise directed by MoHUA / NIUA in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. MoHUA / NIUA may terminate this contract, by giving a written notice of minimum 30 days to the selected bidder, if as a result of Force Majeure, the Bidder being unable to perform a material portion of the services for a period of more than 60 days.

**vi) Indemnity:**

- The PMC shall execute and furnish to the MoHUA / NIUA, a Deed of Indemnity in favour of the MoHUA / NIUA in a form and manner acceptable to the MoHUA / NIUA, at the time of signing the contract, indemnifying the MoHUA / NIUA from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter

alia during and after the Contract period out of any negligence or wrongful act or omission by the PMC.

- The indemnity shall be to the extent of 100% of the fee in favour of the NIUA.
- If Bidder is finally judicially determined to be liable to NIUA, Bidder’s maximum liability for any losses, damages, claims, costs or expenses, relating to or in connection with the project, shall under all circumstances, be limited to the amount of the fees paid by NIUA to Bidder under the concerned project, except to the extent finally judicially determined to have arisen primarily from the gross negligence or wilful misconduct of the Bidder.

**vii) Travel:** Any Cost of travel (confined to India) and stay of the PMC team shall be reimbursed by NIUA based on the actual expenses incurred, as per NIUA Policy.

viii) NIUA will provide access to any tool/ technology license to be used by the NULP CPMU during the course of the project.

## 9. Job Descriptions

The IFU will be a six- member team, led by a Team Leader cum project manager. Three members will be subject matter cum capacity building experts and will be assigned to MoHUA’s urban missions viz SBM, SCM, PMAY, NULM, and AMRUT. S/he will act as a Single point of Contact (SPoC) for respective missions and shall also be sector specific capacity building experts. The aim of assigning individual SPoC is to enrich the schemes in a cohesive manner. The team will be supported by one Technical Analyst to take care of the technology related enablement and by one Organisational Design Analyst to build the competency database of MoHUA.

The job description of the IFU members are as follows:

- **A] Team Leader cum Project Manager**

Name of Position	Team Leader
No. of positions	01
Target Profile	The candidate will be a highly motivated team manager, well-organized, adept at building relationships inside and outside the organization, and with a track record as an exceptional Human Resource Expert. S/he will possess a HR background; previous work experience in designing and implementing competencies; experience in change management processes in a governmental context.
Responsibilities	<p><b>Project Management</b> - Deploy detailed project management plans, Control project plans to manage project schedule and deliverables, manage projects costs, assess potential project issues, Manage project contingencies, Report on project progress to senior executives</p> <p><b>Manage Project Teams</b> - Allocate roles and tasks to project members, monitor contributions by each member, help team members overcome roadblocks, Mentor and coach external experts on ways of the MDO.</p> <p><b>Project Issue Resolutions-</b> Track issues regularly, create an issue resolution plan and monitor effectively, Escalate issues in a timely manner</p> <p><b>Project Risk Assessment</b> - Identify risks for each specific functional area, perform risk assessment as required, Report assessment outcomes to relevant stakeholders, adopt risk control measures to ensure impact is controlled</p> <p>Supervise and lead capacity building programs for internal and external implementation teams</p>

	<p><b>Prepare a Program Outline</b>  Coordinate and deliver training; oversee the delivery of training by other experts, as needed  Overall, in-charge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organization.  Evaluate the benefits of training after completion of different training sessions.  Build assessment modules for the training delivered</p>
Qualification	Post-graduate in related fields such as community development, education, human resource management, Social Work, Psychology, Science in Social Science, Public Health, Human Rights etc.
Experience	12-15 years of experience in handling at least 2 large HR Transformation/ Capacity Building/ Organization Development/ Competency/Skill on mapping assignments as Project/ Programme Manager

● [B] Subject Matter Expert : Urban Governance and Municipal Finance

Name of Position	Subject Matter Expert
No. of Openings	1
Target Profile	Shall have a minimum of 12 years' experience in Urban Governance and / or Municipal Finance with minimum 10 years in HR Consulting/ large scale HR transformations
Responsibilities	<ul style="list-style-type: none"> <li>● Responsible for providing inputs in all Capacity Building tasks and curriculum related to Municipal Administration including e-Governance, Computer and Soft Skills, etc and, Municipal Finance including Financial Planning and Management, Revenue Mobilization, etc.</li> <li>● <b>Domain Competency Writing-</b> Understand current processes and tech used, understand current tech changes (if any), conduct organizational analyses exercise to identify gaps in talent, conduct functional gap analyses and facilitate change strategy acceptance, work with domain expert to translate changes to roles and activities, Work with domain expert to translate roles and activities to competencies</li> <li>● <b>Project Teams Coordination</b> - Regular task updating for all project members, Meeting notes and communication, identify change issues in process changes suggested, Identify change risk mitigation steps</li> <li>● <b>Recruitment Workflow Modifications</b> - Suggest changes in the workflow as per iGOT recommendations, draw up change notes for HR head's approval, Identify assessment processes for adoption by MDO's recruitment.</li> <li>● Develop training and capacity building modules for internal and external stakeholders aligning with the training offerings of the organization</li> <li>● Develop a customized capacity building strategy for each organization that has been assessed, including milestones for assessing progress</li> <li>● Develop new curriculum or adapt existing resources into learning modules drawing on adult learning methodologies</li> <li>● Build and maintain a knowledge repository of standard operating procedures of research and field activities.</li> </ul>
Qualification	Master's Degree in information technology, urban/city planning, economics, government, business administration, systems engineering, sustainable

	development, international trade, or related careers. Global certifications in Organization Development or HR Management or Related areas is preferred  10 plus years in Capacity Building
Experience	Industry knowledge and experience Ten (10) years of direct experience in organizational capacity building, organizational development, and training Five (5) years of experience designing and delivering training for adult audiences in a variety of settings Demonstrated skills and experience in organizational assessment, particularly in an international arena Shall have experience of leading the upskilling and skills of the future analysis for at least 2 industries in last 5 years

- [B] Subject Matter Expert : Urban Planning and Housing

Name of Position	Subject Matter Expert
No. of Openings	1
Target Profile	Experienced in the Urban Planning and Housing sector with knowledge of implementing training programs and capacity building initiatives. Capable of developing and delivering the Urban Planning and Housing Capacity Building Curriculum and pedagogical framework.
Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for providing inputs in all Capacity Building tasks and curriculum related to Urban Planning including social aspects such as poverty alleviation, job creations, pro-poor planning approaches and housing for all etc as well as Public Health. The expert will be attached to the <b>Pradhan Mantri Awas Yojana, DAY-NULM and Swachh Bharat Abhiyan.</b></li> <li>• <b>Domain Competency Writing-</b> Understand current processes and tech used, understand current tech changes (if any), conduct organizational analyses exercise to identify gaps in talent, conduct functional gap analyses and facilitate change strategy acceptance, work with domain expert to translate changes to roles and activities, Work with domain expert to translate roles and activities to competencies</li> <li>• <b>Project Teams Coordination</b> - Regular task updating for all project members, Meeting notes and communication, identify change issues in process changes suggested, Identify change risk mitigation steps</li> <li>• <b>Recruitment Workflow Modifications</b> - Suggest changes in the workflow as per iGOT recommendations, draw up change note for HR head's approval, Identify assessment processes for adoption by MDO's recruitment.</li> <li>• Develop training and capacity building modules for internal and external stakeholders aligning with the training offerings of the organization</li> <li>• Develop a customized capacity building strategy for each organization that has been assessed, including milestones for assessing progress</li> <li>• Develop new curriculum or adapt existing resources into learning modules drawing on adult learning methodologies</li> <li>• Build and maintain a knowledge repository of standard operating procedures of research and field activities.</li> </ul>
Qualification	Master's degree in Urban Management, Urban Planning, Urban Design, Development Studies or international cooperation other Urban Development



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Experience	Industry knowledge and experience Ten (10) years of direct experience in organizational capacity building, organizational development, and training Five (5) years of experience designing and delivering training for adult audiences in a variety of settings Demonstrated skills and experience in organizational assessment, particularly in an international arena Shall have experience of leading the upskilling and skills of the future analysis for at least 2 industries in last 5 years

- [C] Subject Matter Expert : Water and Sanitation

Name of Position	Subject Matter Expert
No. of Openings	1
Target Profile	Experienced in the Water and Sanitation sector with knowledge of implementing training programs and capacity building initiatives. Capable of developing and delivering the Water and Sanitation Capacity Building Curriculum and pedagogical framework.
Responsibilities	<ul style="list-style-type: none"> <li>● Responsible for providing inputs in all Capacity Building tasks and curriculum related to Engineering and Public Health including Water and Sanitation, Drainage and Solid Waste Management, etc. as well as social aspects such as poverty alleviation. This expert will be assigned to <b>AMRUT and Jal Jeevan</b>.</li> <li>● <b>Domain Competency Writing</b>- Understand current processes and tech used, understand current tech changes (if any), conduct organizational analyses exercise to identify gaps in talent, conduct functional gap analyses and facilitate change strategy acceptance, work with domain expert to translate changes to roles and activities, Work with domain expert to translate roles and activities to competencies</li> <li>● <b>Project Teams Coordination</b> - Regular task updating for all project members, Meeting notes and communication, identify change issues in process changes suggested, Identify change risk mitigation steps</li> <li>● <b>Recruitment Workflow Modifications</b> - Suggest changes in the workflow as per iGOT recommendations, draw up change note for HR head's approval, Identify assessment processes for adoption by MDO's recruitment.</li> <li>● Develop training and capacity building modules for internal and external stakeholders aligning with the training offerings of the organization</li> <li>● Develop a customized capacity building strategy for each organization that has been assessed, including milestones for assessing progress</li> <li>● Develop new curriculum or adapt existing resources into learning modules drawing on adult learning methodologies</li> <li>● Build and maintain a knowledge repository of standard operating procedures of research and field activities.</li> </ul>
Qualification	Master's Degree in information technology, urban/city planning, economics, government, business administration, systems engineering, sustainable development, international trade, or related careers. Global certifications in Organization Development or HR Management or related areas is preferred

	10 plus years in Capacity Building
Experience	<p>Industry knowledge and experience</p> <p>Ten (10) years of direct experience in organizational capacity building, organizational development, and training</p> <p>Five (5) years of experience designing and delivering training for adult audiences in a variety of settings</p> <p>Demonstrated skills and experience in organizational assessment, particularly in an international arena</p> <p>Shall have experience of leading the upskilling and skills of the future analysis for at least 2 industries in last 5 years</p>

- [D] Technical Analyst

Name of Position	Technical Analyst
No. of Openings	1
Target Profile	The technical experts will work with the Capacity Building Resources to review, diagnose, and treat technical problems related to computer networking operations such as creation of the Capacity Building Database, Analyzing Big Data and Modern Tech to identify positions that require FRACing. Technical Experts are required to work with software and hardware.
Responsibilities	<p>Evaluating technical programs.</p> <p>Developing application designs and web pages.</p> <p>Training customers and staff in best practices, applications, and programs.</p> <p>Troubleshooting technical programs.</p>
Qualification	<p>Bachelor's degree in Information Technology or a related field.</p> <p>Prior work experience as a Technical Expert or Technical Support Resource.</p> <p>3 plus years of work experience</p>
Experience	<p>Industry knowledge and experience</p> <p>Three (3) years of direct experience in IT, Computer Science, Data Science, Data management</p> <p>Outstanding research skills.</p> <p>Detail-oriented.</p> <p>Solid organization and coordination skills.</p> <p>Excellent customer service knowledge.</p>

- [E] Organisational Analyst

Name of Position	Organisational Analyst
No. of Openings	1
Target Profile	Shall have a minimum of 4 years in areas of Competency / Skill Development/ Organizational Design / Data Analysis
Role Experience	<ul style="list-style-type: none"> <li>• o Shall have the experience of working in at least 2 projects involving development of Competency Framework/ Competency Dictionaries/ Skill Dictionaries/ Skill – Competency Mapping in the last 5 years. Experience of similar work with Government / PSU sector in India is though not mandatory but is desirable</li> <li>• o Shall have experience of working in projects involving Job Analysis/ Skills of the future analysis for at least 2 industries</li> <li>• o Shall have demonstrated knowledge of analyzing data or survey responses to generate meaningful insights, in at least 2 projects</li> </ul>
Qualification	<p>MBA in Human Resources/ Personnel Management or Equivalent from a leading institution is mandatory.</p> <ul style="list-style-type: none"> <li>• Global certifications in HR Management or Related areas are preferred</li> </ul>

## Annexure I: Details of bidder

	Name of Bidder with full address	:	
b	Tel. No.	:	
c	Fax No.	:	
d	Email	:	
e	Year of Incorporation.	:	Proof of registration of the Bidder to be submitted
	Name and address of the person holding the Power of Attorney.	:	
g	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
	Name of Bankers with full address.	:	

i	Regional presence (Direct office)		The location details to be provided
	GST Registration Number	:	Copy to be submitted.
	Are you presently debarred / Blacklisted by any Central/ State Government Department / Union Territory (If Yes, please furnished details)	:	
l	Name and details (Tel / Mobile / Email) of contact persons	:	

# Annexure II: Average Annual Turnover of the Bidder (Equivalent in Rs. Crores) By Statutory Auditor

Bidder	------(Name of Bidder)				
FY	2018-19	2019-20	2020-2021	Total	Average
Annual Turnover					
<p>Certificate from the Statutory Auditor</p> <p>This is to certify that..... (Name of the Bidder) has received the payments shown above against the respective years.</p> <p>Name of the audit firm:</p> <p>Seal of the audit firm:</p> <p>Date:</p> <p>(Signature, name and designation of the authorised signatory)</p>					

OR

Bidder	------(Name of Bidder)				
FY	2018-19	2019-20	2020-2021	Total	Average
Annual Turnover					

Certificate from the Statutory Auditor

This is to certify that..... (Name of the Bidder) has received the payments shown above against the respective years from consulting services working with Centre/State/PSU clients.

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorised signatory)

\* The Bidder should provide the Financial Capability based on its own financial statements. Financial Capability of the Bidder's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Bidder.

\* Bidder should fill in details as per the row titled Annual turnover. In case the Bidder is a Consortium, for the purpose of evaluation on financial parameters, financial parameters of all the members shall be furnished in separate sheets for consideration.

Kindly provide supporting balance sheets / P&L statements

# Annexure III: Format for Affidavit Certifying that Entity / Directors of Entity are not Blacklisted

(On non – judicial stamp paper of INR 100/- or such equivalent document duly attested by notary public)

## Affidavit

I M/s. ....

(the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not debarred or blacklisted by NIUA / MoHUA or any State government or Central government/ Union Territory /PSU in India from participating in Project/s, individually as on \_\_\_\_\_.

We further confirm that we are aware that, our Proposal for the captioned Assignment shall be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP, at any stage of the Selection Process.

Dated this ..... Day of ....., 2021....

Name of the Bidder

.....

Signature of the Authorised Person

# Annexure IV: Manpower Declaration

Dated: DD / MM / YYYY

**Subject: Manpower declaration**

With reference to the above subject, we hereby wish to inform that, <Name of the Firm> has <Number of > employees on its payroll engaged in various activities as on <Date>.

For and on behalf of <Name of the Firm>

Date: (Signature of the signatory)

(Name and designation of the of the signatory)

Place: (Name and rubber seal of the Bidder)



