



## Expression of Interest (EOI)



**Odisha PVTG Empowerment & Livelihoods Improvement Programme  
(OPELIP)**

**Programme Management Unit(PMU)  
ST & SC Development Department, Govt. of Odisha  
2<sup>nd</sup> Floor, TDCC Building, Bhoi Nagar, Rupali Square, Bhubaneswar-  
751022**

OPELIP, a programme of ST & SC Development Department, Govt. of Odisha intends to engage leading Agencies/Organizations to be engaged as Capacity Building (CB) Agency on Learning by Conversation in OPELIP. The procurement method is **Selection Based on Consultants' Qualifications (CQS)**

Expression of Interest (EOI) is invited from Agencies/Organizations having national repute having prior experience in imparting training on Learning by Conversation Approach with required qualifications and relevant experience to perform the Services.

Interested Agencies/Organizations may download further details from [www.otelp.org/www.opelip.org](http://www.otelp.org/www.opelip.org) EOI with required documents as attachments which may be sent in a sealed envelope super scribing "**Application for CB Agency on Learning by Conversation in OPELIP**" through registered/speed post/courier addressing to Office of the OPELIP, PMU, 2<sup>nd</sup> Floor, TDCC Building, Bhoi Nagar, Rupali Square, Bhubaneswar-751022. The last date of receipt of EOI as per template is 15.11.2017 up to 03.00PM. The Programme Director reserves the right to accept or reject any or all bid without assigning any reason thereof.

Date:30.10.2017  
Place:Bhubaneswar

-Sd/-

**Programme Director, OPELIP**

**REQUEST FOR EXPRESSIONS OF INTEREST**

## (CONSULTING SERVICES – FIRMS SELECTION)

### [ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)]

Loan No. 695-IN

#### **Assignment Title: Engagement of Capacity Building Agency on Learning by Conversation in OPELIP**

**Reference No.** (as per Procurement Plan): 5

The State of Odisha *has received* financing from the International Fund for Agricultural Development toward the cost of the Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP), and intends to apply part of the proceeds for consulting services.

The objective of engagement of consulting services (“the Services”) are below:

- Given the very low literacy levels in the communities targeted by the project and the OPELIP objective to build a pool of qualified resource persons and community leaders, the project will use the "Learning by Conversation" approach as a pedagogical method to develop appropriate training curricula that can be used to train local community leaders and resource persons.
- The role of the capacity building agencies is to deliver a Training of Trainers (ToT) programme for the staff of the MPA & FNGO on aspects related to 4 modules i.e. **SHG Functioning & Management , Financial Literacy, Malaria, Reproductive Health & Nutrition** .The Capacity building agency will also provide backstopping to the FNGO staff post completion of the ToT. The target trainees will be the around 150.

#### **Specific activities to be performed by the Capacity building agencies:**

The Capacity building agency will be responsible to:

- i. Assess the pedagogical skills of the MPA & FNGO staff and their knowledge of the principles of adult education.
- ii. Organize ToT for the MPA & FNGO staff with the objective of imparting the following knowledge and skills : the use of training methods that adopt the Learning by Conversation approach; the design of a training plan and a training session; the monitoring of changes in knowledge/ attitude/ practices of trainees as a result of the training;
- iii. Provide the trainees with training modules and reference materials for delivery of training.
- iv. Develop a framework to measure and evaluate training effectiveness by the programme.
- v. Provide on-site support to assess and improve the delivery of training by the trainers of OPELIP following the delivery of the ToT.

- vi. Provide a report on the ToT conducted and on-site support provided.

The PMU, OPELIP now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria are:

- (i) Management Competence
- (ii) Technical Competence
- (iii) Geographical competence

Consultants may associate with other firms in the form of a sub-consultancy to enhance their qualifications.

PMU, OPELIP will select one top ranked firm or associations based on the shortlisting criteria. Only the top ranked firm or association will be invited for submitting a detailed combined technical and financial proposals, which will then be evaluated, negotiated and recommended for award.

A Consultant will be selected in accordance with the Consultants’ Qualification Selection (CQS) method set out in the IFAD Procurement Guidelines.

Further information can be obtained at the address below during office hours from 10.00A.M to 5.00 P.M.

Expressions of interest must be delivered in a written form (as per the attached template) to the address in a sealed envelope super scribing “Application for CB Agency on Learning by Conversation in OPELIP” through registered/speed post/courier by 15.11.2017 before 03.00P.M.. The EoI will be opened on 15.11.2017 at 04.00P.M. at the proposal submission address.

**Programme Management Unit (PMU),  
Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP),  
Attn: Mr. Dipti Ranjan Gantayat,  
Programme Officer (Capacity Building, Gender & Nutrition)  
2<sup>nd</sup> Floor, TDCCOL Building,  
Bhoi Nagar, Rupali Square,  
Bhubaneswar-751022  
Tel: (+91) 674-2542709, 2547535, 2546150  
Email: support@opelip.org**

## **Template for submitting the Expression of Interest**

1. Letter submitting the expression of interest in the Firm's letterhead. A statement that the EoI is submitted as a single firm, or in association with xxxxx.
2. Brief particulars of the firm, association or joint venture  
**Single firm/agency**
  - i. Name
  - ii. Whether registered under legal framework
  - iii. Address for communication
  - iv. Head Office and branch office details
  - v. Authorised Signatory or Head of the Organization
  - vi. Tax registration details; PAN, TIN, Service Tax registration

Associate member for EoI

  - i. Name
  - ii. Whether registered under legal framework
  - iii. Address for communication
  - iv. Head Office and branch office details
  - v. Authorised Signatory or Head of the Organization
  - vi. Letter of intent from the Associate Member firm/agency to partner with the Lead firm Agency, signed by the Authorised Signatory
  - vii. Tax registration details; PAN, TIN, Service Tax registration
3. Understanding of the objective and scope of the assignment (one page)
4. **Management Competence section** (maximum of two pages) requires: (i) the firm, association or joint venture to designate senior management from the lead firm, who will assure overall responsibility for the consulting assignment, and to outline the relevant background and experience of senior management to the assignment's objectives and scope, (ii) an association or joint venture to outline the rationale for, and benefits of, the collaboration to the assignment's objectives and scope, (iii) an explanation by the firm, association or joint venture of the proposed management arrangement, covering contract supervision, client liaison, logistics, team management etc., (iv) an explanation of the firm's, association or joint venture's quality control procedures particularly in relation to the assignment, including performance monitoring, reporting, handling of complaints, replacement of non-performing experts etc. No individual CVs are required at this stage.
5. **Technical Competent Section** (maximum of two pages, supported by a maximum of 20 project sheets) requires the firm, association or joint venture to summarize the relevance of its experience to assignment's objectives and scope. This will be supported by reference to past projects as illustrated by project sheets. The project sheets to provide information on the period of the contract, size of the contract, brief assignment details, Client details and completion status. The project sheets will need to define clearly the exact role (lead, associate partner or providing one expert) of the firm, associates of partners on each nominated project and the funding agencies or governments.
6. **Geographical competence** (maximum of two pages) requires the firm, association or joint venture to summarise its experience in Odisha and elsewhere in the country. Any international experience should also be provided with brief details.

