

Tamil Nadu Rural Transformation Project
(Department of Rural Development and Panchayat Raj, Government of Tamil Nadu)
5th Floor, SIDCO Corporate Office Building, Thiru.Vi.Ka Industrial Estate, Guindy,
Chennai- 600 032, Phone No.044 - 43443200
Email – procurement.tnrtp@gmail.com, Website: www.tnrtp.org

File No: 3528/P&C/HR/2021

Dated: 22.10.2021

**REQUEST FOR EXPRESSION OF INTEREST FOR HIRING AGENCY FOR
RECRUITMENT OF SENIOR STAFF AND FIELD STAFF FOR TAMIL NADU
RURAL TRANSFORMATION PROJECT**

(CONSULTING SERVICES – FIRM SELECTION under CQS Method)

Tamil Nadu Rural Transformation Project
Chennai, Tamil Nadu, India

Assignment Title: Hiring Agency for Recruitment of Senior Staff and Field Staff for Tamil Nadu Rural Transformation Project.

Reference No: 3528/P&C/HR/2021

The project titled **Tamil Nadu Rural Transformation Project (TNRTP)** implemented through Tamil Nadu Rural Transformation Society, intends to engage consulting services for **Hiring Agency for Recruitment of Senior Staff and Field Staff for Tamil Nadu Rural Transformation Project.**

The consulting services (“the Services”) include hiring of **Hiring Agency for Recruitment of Senior Staff and Field Staff for Tamil Nadu Rural Transformation Project** for a period of Two Year. The detailed activities are mentioned in the Terms of Reference in **Annexure ‘A’.**

The Tamil Nadu Rural Transformation Society now invites eligible consulting firms (“Consultancy”) to indicate their interest for providing the services. Interested Consultant firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short-listing will be based on eligibility and evaluation criteria.

The **shortlisting criteria** are as follows:-

- The agency should have at least - **eight years** of experience of providing services to organizations in strategic engagement of professionals at leadership and operational levels, at National, State, and district level.
- The agency should have conducted at least **3 similar assignments** for organizations implementing development projects.
- Average annual turnover of at least **Rs. Two Crores** during last three financial years.
- The Agency should have recruited at least 150 mid and high level managerial positions in last three years.
- Agency must not have a track record of unsatisfactory performance with any State / Central Government/ organization.

*The detailed Eligibility & Evaluation criteria is attached as **Annexure-B**, Format for Submission of EOI to TNRTP is attached as **Annexure-C**.*

A Consultant firm will be selected in accordance with the – **Consultant’s Qualification Based Selection (CQS) method** set out in the World Bank’s Consultant’s Guidelines 2011. Attention of the interested Consultants is drawn to Section- III of the **"THE WORLD BANK Procurement Regulations for IPF Borrowers PROCUREMENT IN INVESTMENT PROJECT FINANCING Goods, Works, Non-Consulting and Consulting Services- July 2016"** (IPF: Investment Project Financing) relating to World Bank’s policy on Conflict of Interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower’s staff.

Consulting firm may associate with other firms in the form of a Joint Venture (JV) (with joint and several liability) to enhance their qualifications, however this shall be stated very clearly in the EOI and subsequent modifications shall not be allowed.

Expression of interest must be delivered in a written form in person or through postal/courier services latest by **16.30 hours on 15.11.2021** at the following address.

Address:

The Chief Executive officer,

Tamil Nadu Rural Transformation Project,

Department of Rural Development and Panchayat Raj., (Government of Tamil Nadu)

5th Floor, SIDCO Corporate Office Building, Thiru.Vi.Ka Industrial Estate, Guindy, Chennai- 600 032, Phone No.044 - 43443200

Email: procurement.tnrt@gmail.com, Website: www.tnrt.org

Annexure-A
**TERMS OF REFERENCE FOR HIRING AGENCY FOR RECRUITMENT OF SENIOR
STAFF AND FIELD STAFF OF TNRTP**

1. Introduction

Tamil Nadu Rural Transformation Project (TNRTP) is a Government of Tamil Nadu initiative, supported by World Bank implemented in 120 blocks of 31 districts in Tamil Nadu. The Project is implemented by an independent society – “Tamil Nadu Rural Transformation Society” (TNRTS), under the supervision of Chief Executive Officer (CEO). The TNRTS is governed by a General Body, Executive Committee and the implementation of the Project is supervised by Advisory Committee and Steering Committee.

The Project Development Objective (PDO) is “*To promote rural enterprises, access to finance and employment opportunities in selected blocks of Tamil Nadu.*”

TNRTP aims to promote rural enterprise development - including rural enterprise promotion, enterprise development, facilitating access to the business development services, access to finance and strengthening the value chain development of the identified commodities, thereby promoting market led economic empowerment of the rural communities and women.

Operational Area: The project is operational in 120 blocks of 31 districts (*Annexure*) of the State. It will target households that are organized into community institutional platforms by promoting “*Group enterprises*” such as - Producer Groups, Enterprise Groups and Producer Collectives, and “*individual enterprises*” - Nano, Micro & Small Enterprises (NMSE). The project adopts proactive strategies to work specifically with women and youth. TNRTP aims to achieve enterprise promotion by creating a favorable ecosystem, appropriate service delivery resulting in promotion of viable rural enterprises across the value chains. The project also work with various key stakeholders like the line departments, private players, business associations and resource institutions / individuals.

TNRTP initiatives are implemented through four components:

1. **Rural Enterprise Ecosystem Development:** The main objective of this component is to create an enabling rural business development ecosystem. It includes undertaking diagnostics (district analysis, value chain analysis, sector/sub-sector identification), promotion of rural enterprises (group and individuals), strengthening of existing rural enterprises, identifying market and value chain development opportunities, provide business development support services, and inform pathways to develop sustainable business. The component will also focus on promoting women-led enterprises and green enterprises.
2. **Enterprise Business Plan financing:** The component will ensure access to finance for the enterprises promoted under the project - through project supported financial instruments, convergence with existing financial instruments of other Government departments and partnerships with financial institutions (commercial banks, small banks, value chain financing institutions). The component will also encourage and incubate transformational and innovative ideas through the scoping and piloting of innovations within and outside the Project.

3. **Skills and Job Opportunities:** The objective of this component is to “create a) sustainable Wage and Self-employment opportunities, b) promote relevant skills for higher value Agriculture and, c) enable entrepreneurship through market responsive skills and entrepreneurship development. It will also supports activities to set up community managed skilling interventions to enhance access of target households to skills training, leverage existing training programs of private players or entrepreneurship development institutes and develop partnerships with relevant players.
4. **Project Management, Result Monitoring and Implementation Support:** The objective of this component is to provide support services, Monitoring and Evaluation, Financial management, Procurement Management and Human Resources for successful implementation of the Project and to achieve the objective of the project.

As, the focus is on business in rural ecosystem – it varies significantly from urban business ecosystem in terms of social collaborations, political involvement and people’s preference, the staff selection is critical to the project for this unique reason. The effectiveness of the project will depend on the staff selection – managers, who will implement it on the ground and strategist, who can envision a sustainable collaboration of rural and business. The professionals must understand the basics of development sector, rural economics, and must have a strong grasp on business development. As indicated in the components above, the project requires suitable talent at State level (as leaders, visionary and strategist) and district level (as managers and implementers) - to develop rural ecosystem to adapt to business enterprises and ready to learn and use new technologies/strategies/markets for business development.

2. Objective of the assignment

The objective of this assignment is to select and recruit requisite talent at the State and district level positions from open market and from other similar social and economic empowerment Projects like TNEPRP, TNSRLM, and NRLP etc. Following are the approximate numbers of position to be recruited under this assignment; the number of posts are subject to change and will be intimated at the time of RFP.

S. No.	Position Name	Staff (in number)	Brief Description
1	Associate Chief Operating officer- Enterprise business financing	1	<ul style="list-style-type: none"> • 12+ years’ experience • Master in Business Management/ Agribusiness Management /Business Administration (Finance) from a reputed institute (Tier 1) • Implementation, Coordination and Monitoring Experience of a Project that has implementation scope beyond 10 districts; • Experience in financing instruments (like matching grants/credit guarantee/capital grants/venture) • Knowledge of institutions financing enterprises like producer collectives, micro-small enterprises, social/green enterprise and start-ups; • Understanding of the incubation and innovation ecosystem like Sankalp, Villgro, Development Market Place, etc.,

2	Deputy Chief Operating officer	7	Master's in Business Administration/ Agribusiness Management/ Economics/ Rural Management/ Computer Application/ HR/ Industrial Psychology/ Development Studies/ Sociology/Entrepreneurship from a reputed institute (Preferably Tier 1 institute*) depending upon the relevant fields of expertise. 8 years of experience in Implementation, Co-ordination and Monitoring of a project that has implementation scope beyond 3 districts. The theme of focus will be developing a) rural enterprise ecosystem, b) promotion of rural enterprises, c) helping the enterprises to have access to finance, d) facilitating innovations, e) Promoting community based skills programme & jobs, f) entrepreneurship development programme and associated partnership g) managing accounts h) human resource management i) Procurement management j) monitoring & evaluation and MIS k) Environment and Social Safeguards.
2	Young professionals	54	Fresher's from premiere academic institutions or experienced young professionals (below 28 years of age) from disciplines like rural management, business management, entrepreneurship development, agriculture, agriculture engineering, marketing, etc. to be recruited through campus placement or open market. The YPs will operate at State, district and block level to take up assignments on thematic areas - Rural Enterprise Ecosystem development, Business Plan financing and Skills and Job opportunities.
3	Executive officer (ED)	4	<ul style="list-style-type: none"> • 6+ years of experience ,Masters in Business Management/ Agribusiness Management/ Rural Management, • Experience of managing a district level Project Knowledge and experience in developing agribusinesses; value-chain linked business; business development; enterprise development; start-ups • Experience in promoting producer collectives, producer groups and in business service delivery and marketing support to such collectives • Experience of participatory planning
4	Executive officer (BPF)	4	<ul style="list-style-type: none"> • 8+ years of experience with Master's degree • Experience of managing a district level Project • Experience of providing institutional finance to the enterprises like producer collectives, micro-small enterprises, and start-ups;

			<ul style="list-style-type: none"> • Experience in Liasoning with financial institutions • Experience in digital-finance, ICT in financial institutions • Preference will be given to erstwhile staff of TNPVP with good track record
5	Executive officer (S&J)	8	<ul style="list-style-type: none"> • 8+ years of experience with Master's degree • Experience of managing a district level Project • Experience in handling the skill development initiatives of NSDC, ILFS, L&T, or CSR skilling initiative. • Experience in community based skill development programs – community skill schools, farmers field schools, and other such similar initiatives • Aware of various skill development programs of the Government and other stakeholders. • Preference will be given to erstwhile staff of TNPVP with good track record
6	Block Team Leader	25	<ul style="list-style-type: none"> • 6+ years of experience (preferably in rural enterprise promotion) with Master's degree • Implementation and Monitoring Experience of block level Projects; • Experience in promoting enterprises and producer collectives in farm/non-farm sector. • Proficiency in ensuring productive relationship with the local authorities, Government departments, private sector players, financial institutions, and other such stakeholders • Experience in community based programs and participatory planning.
7	Project Executive (ED)	109	<ul style="list-style-type: none"> • 2+ years of experience with Master's Degree in Business Management/ Agribusiness Management / Rural Management • Experience in block level Project • Experience in beneficiary Identification and participatory planning of the community • Experience in promoting producer collectives, producer groups and in business service delivery and marketing support to such collectives
8	Project Executive (S&J)	45	<ul style="list-style-type: none"> • 4+ years of experience with Minimum Bachelor's in any discipline, preferably in Business Management/ Agribusiness Management / Rural Management • Experience in block level Projects

			<ul style="list-style-type: none"> • Experience in youth identification for skilling initiatives • Experience in community based skill development programs – community skill schools, farmers field schools, and other such similar initiatives • Aware of various skill development programs of the Government and other stakeholders.
9	Project Executive (Accounts)	41	<ul style="list-style-type: none"> • 4+ years of experience with Minimum Bachelors' degree Finance/ICWA or relevant discipline • Experience in block level Project • Experience in financial management systems and fiduciary aspects; • Understanding of public finance and auditing;
	Total	298	

** List of Tier 1 institutes is the approved list provided under the HR manual and will be communicated at the time of RFP.*

***This Vacancy position is indicative and it will be finalized at the time of RFP/contract negotiation*

***Three thematic areas will be specified at the time of RFP.*

3. Tasks

The shortlisted agency will perform the following functions:-

- Prepare detailed job descriptions, elaborating on the qualifications set out in the project, in consultation with the CEO, TNRTP.
- Prepare a detailed recruitment plan, including the process of sourcing, selection methods and timelines, competency/skill mapping tools for assessing technical expertise, etc. for the positions at the State and the district level.
- Appropriate advertisement to be designed for the recruitment and to be published in newspapers as per the existing norms of State Government, web portals and shared amongst relevant alumni networks/Social Networking platforms.
- Expected to follow systematic process of receiving applications, scrutinizing them on set criteria and recording reasons for their rejection.
- Attract best talent from the market (may elaborate on strategies that will be used by the agency) and recruit the best talent with unquestionable integrity from the market.
- Perform rigorous formal & informal reference checks for the required competencies including integrity, transparency and team work apart from technical expertise.
- Propose profiles in line with project requirement by getting in touch with best people working on the said profiles. The agency must use its professional work experience and network to the optimum in the areas of head hunting focusing on rural transformation.
- Expected to maintain highest degree of transparency and integrity while accomplishing the tasks during entire selection processes and the process MUST NOT lead to any unethical practice.
- Manage the communication with the staff during the selection process till the staff is on-board.

- Agency should assess to ensure that the Staff on boarded continue to work with the project in order to keep the attrition rate low.
- The agency is expected to help in delivery on development effectiveness inter alia by recruiting the best possible expertise who have commendable experience of working with rural masses, on enterprise/entrepreneurship promotion in rural/peri-urban areas, working in with the Public/ Private set-up at the district and the State level and facilitating convergence with relevant Government departments and financial institutions.
- The recruitment will be done largely from open market.

4. Deliverables

The agency is expected to deliver the following:

- **Inception Report** – elaborating on recruitment methodology with detailed work plan, approach to the assignment and selection methodology for the given positions. The proposed ‘job description’ for each of the positions and the selection methodology should be as per the specifications given by TNRTP.
- **Applications Management** – Digital Database should be maintained - of all the applications received in response to advertisements, applications scrutinized for the eligibility criteria and shortlisted candidates for the selection process. The database should also provide information on all the applications not shortlisted along with reasons for rejection. Publication of this database will be taken up with prior consultation from CEO, TNRTP.
- **Submitting Merit List of recommended candidates** - Detailed grades/scores and merit list of the candidates, who participated in the final selection process should be submitted. Final recommended list for each position should be submitted along with minimum 5 CVs for Deputy COO, waitlisted for each category. CVs of all recommended and waitlisted candidates should be submitted in both electronic form and hard copy. The complete recruitment process till placement of all agreed staff will be done by HR agency under the monitoring of TNRTP. The complete report of credential verifications, of the recommended and waitlisted candidates, shall be submitted.
- **Recruitment successfully completed for all agreed number of positions.**
- **Maintenance of Recruitment Records:** All records related to recruitment and selection under this assignment is maintained for the use of TNRTP and should be made accessible to TNRTP for disclosure under RTI and any other statutory requirement, if and when required.
- **Vacancies arising during contractual period:** In case of vacancies, arising during the contractual period, due to staff attrition/termination/any other reasons including disciplinary issues, the same shall be filled up by the agency as per terms and conditions of the final contract. **In case of vacancy within 3 months of on-boarding of staff, the agency should provide a replacement free of cost.**

Timeline for Deliverables

S. No	Deliverables	Tentative timeline
1	Inception Report	EDC + 1 month
2	Applications Management	EDC + 3 months
3	Submitting merit list of recommended candidates	EDC + 4 months
4	Recruitment successfully completed for all agreed number of positions	EDC + 6 months

*EDC- Effective Date of Contract

5. Required Key Experts

It is expected that the selected agency will put in place a high caliber team consisting of a dedicated Team Manager, Recruitment Coordinator and sufficient number of administrative assistants. It is desirable that all these members proposed for the assignment are full time staff of the Agency. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future.

The agency will directly report to the CEO, TNRTP, GoTN.

S. N.O	Key Experts	Profile Required	Expected person days
1	Team Manager	A person with at-least 15 years of experience in developing systems related to human resource management with demonstrable experience in writing HR policy for organizations, operational manual preparation, training and knowledge transfer skill. Experience of handling recruitment at scale and working with government settings will be preferred. S/he should have a PG-HR, MBA or equivalent from an institute of repute in India or abroad.	70
2	Recruitment Co-ordinator	S/he should be PG – HR or a related discipline with at-least 5-7 years' experience in HR selection, payrolls management, managing legal compliances related to HR administration, grievance redressal, office management and logistic co-ordination, hands on experience in hiring through various channels (portals, referrals, social media, headhunting etc. should have experience in end to end Engagement i.e. from sourcing to on boarding.	100

*Note: In addition to the above, the agency will make a pool of around 2-3 staff for office support in the areas of IT, Secretarial services, Reception and messenger services, etc. The agency can propose more key experts in comments (in **Annexure-C**) on ToR portion, but the evaluation will only be done for the two key experts mentioned above.*

6. Support to be provided by TNRTP

- 1) The CEO, TNRTP will designate a nodal officer for the management of this contract to ensure that the terms of the contract are implemented as per agreement.
- 2) Make available the project documents relevant for performance of the services.
- 3) Constitute a Review Committee to monitor assignment progress on a periodic basis.
- 4) Facilitate the participation of key staff/project team for discussions, programs, whenever needed.
- 5) The CEO, TNRTP will advise on the various activities to be performed by the Consultant.
- 6) The CEO, TNRTP will provide timely feedback and comments on all reports submitted by the Consultant for undertaking necessary revisions or corrective actions as necessary.

7. Duration of assignment

The duration of the contract will be for **Two year**. The agency will complete the on-boarding of the staff in 3 Months. Thereafter, the agency will manage the recruitment of vacancy arising out of attrition/termination/other reasons till the end of the contract period.

The Project's needs, available budget and performance of the consultant will further determine the continuation of the contract.

8. Method of Selection:

A Consultant firm will be selected in accordance with the – **Consultant's Qualification Based Selection (CQS) method** set out in the World Bank's Consultant's Guidelines 2011. Attention of the interested Consultants is drawn to Section- III of the "THE WORLD BANK Procurement Regulations for IPF Borrowers PROCUREMENT IN INVESTMENT PROJECT FINANCING Goods, Works, Non-Consulting and Consulting Services- July 2016" (IPF: Investment Project Financing) relating to World Bank's policy on Conflict of Interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower's staff.

9. Indicative Payment Terms

Payments are proposed to be made according to the following schedule:

- (a) Ten (10) percent of the Contract Price shall be paid against the submission of Inception Report.
- (b) Eighty (80) percent of the lump-sum amount shall be paid upon final recruitment of the provided positions.
- (c) Ten (10) percent of the amount to the successful completion of the Contract..

This term of payment is indicative and it will be finalized at the time of contract negotiation.

10. Reporting

The agency will directly report to the CEO, TNRTP, Government of Tamil Nadu or his/her designated nodal officer.

10.1 Review and monitoring

The CEO, TNRTP or his designated nodal officer will monitor the performance of the Consultant based on agreed work plan. The Consultant will prepare weekly activity plans and share it with the client. In case, the CEO, TNRTP has any objections related to assignment deliverables, he/she will inform the Consultant in writing. The Consultant will comply with the recommendations made by the CEO, TNRTP. Should the performance of the Consultant be found unsatisfactory, the CEO, TNRTP shall terminate the contract.

10.2 Reporting mechanism

As per the reporting requirements under the contract, the Consultant will submit the following reports which will be reviewed and approved by the CEO, TNRTP:

- 1) Inception report.
- 2) Monthly Progress Reports against the agreed monthly output.
- 3) Any other reports as agreed upon for certain critical activities during the contract period, in particular, as mentioned in the deliverables.

11. Location of Assignment:

- 4) Project areas, Tamil Nadu (Chennai and 31 districts).

Annexure-B

EVALUATION & ELIGIBILITY CRITERIA FOR EXPRESSIONS OF INTEREST FOR HIRING AGENCY FOR RECRUITMENT OF SENIOR STAFF AND FIELD STAFF FOR TAMIL NADU RURAL TRANSFORMATION PROJECT (CQS- Method).

1) Shortlisting Criteria

- a. The agency should have at least - **eight years** of experience of providing services to organizations in strategic engagement of professionals at leadership and operational levels, at National, State, and district level.
- b. The agency should have conducted at least **3 similar assignments** for organizations implementing development projects.
- c. Average annual turnover of at least **Rs. Two Crores** during last three financial years.
- d. The Agency should have recruited at least 150 mid and high level managerial positions in last three years
- e. Agency must not have a track record of unsatisfactory performance with any State / Central Government/ organization

2) Evaluation Criteria (Marking base)

EVALUATION CRITERIA		Max. Weight
I. Management Competence		40
a	Quality Control and Assurance & Project Management Co-ordination	5
b	Approach and Methodology	15
c	Work Plan & Organisation and staffing Key expert schedule	20
II. Technical Competence		40
a	Specific experience as to similar project with MDBs (World Bank, ADB, DFID, KfW (German development bank) etc.) & Central & State Government	10
b	Specific experience as to similar project with private companies	10
c	Number of Managerial level recruitment `in MDBs & Central & State Government Project and PSUs	10
d	Total number of recruitments done for Mid and Higher level managerial positions till date	10
III. Geographic Competence		20
a	Firm's State experience	10
b	Office in State	10
TOTAL		100

In case of JV, Lead partner shall qualify in Eligibility Criteria; and in Evaluation criteria combined capacity of JV will be considered.

If the Consultant intends to form or has formed a Joint Venture (JV), along with all the above details, details of each member of the Joint Venture (JV) and the name of the lead partner, shall be provided.

Sub criteria

	Proposed criteria	Proposed sub criteria	Proposed Marks
1.Management Competence			40
1.a	Quality Control and Assurance & project management co-ordination		5
		- Clearly defined quality management practices & processes	1
		- Well defined processes/SOP in place	2
		- Complaints redressal policies	2
1.b	Approach and Methodology towards handling the assignment		15
		- Is aligned to project objectives - Provides clarity on how the deliverables will be achieved - Addresses all components of Scope of Work	5
		- Provides satisfactory and feasible solutions on handling constraints - Reveals a good understanding of risks and proposes risk mitigation strategies - Reflects understanding of the specific requirements of the Project	5
		- Methodology outlined is practical and do-able - Proposes viable model/s to ensure expected results - Is clear & concise	5
1.c	Work Plan & Key expert schedule		20
		Work Plan - <i>propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones, delivery dates of the reports</i>	10
		Organization & Staffing <i>propose the structure and composition of your team. You should list the main disciplines of the assignment, the key activities matched with key experts.</i>	10
2. Technical Competence			40
2.a	Specific experience as to similar project with MDBs (World Bank, ADB, DFID, KfW etc.) & Central / State Government		10
		3 to 5 Projects	5
		6 to 10 Projects	8
		Above 10 Projects	10

2.b	Firm's experience Specific experience as to similar project with private companies		10
		Till 3	7
		Above 3	10
2.c	Number of Managerial level recruitment in MDBs & State or Central Government Project, PSUs		10
		70 - 150	5
		151 - 500	7
		Above 500	10
2.d	Total number of recruitment done at mid and high level managerial positions till date		10
		151 - 200	3
		201 – 400	5
		401 - 500	7
		Above 500	10
3. Geographic Competence			20
4.a	Firm's regional / State experience		10
		Upto 3 similar project	7
		Above 3	10
4.b	Office in State		10
		Yes	10

Annexure-C

Format for Submission of EOI to TNRTP

Submission Requirements

Expression of Interest (EOI) Consulting Firms

(Additional Soft copy of this filled format shall be provided in CD/ Pen drive along with this EOI)

Project Name	Tamil Nadu Rural Transformation Project	
Address:	Tamil Nadu Rural Transformation Project, (Department of Rural Development and Panchayat Raj, Government of Tamil Nadu), 5th Floor, SIDCO Corporate Office Building, Thiru.Vi.Ka Industrial Estate, Guindy, Chennai- 600 032, Phone No.044 - 43443200 Email – procurement.tnrtp@gmail.com Website: www.tnrtp.org	
Assignment Title	Hiring agency for recruitment of senior staff and field staff for Tamil Nadu Rural Transformation Project	
Reference No.	3528/P&C/HR/2021	
Date:		
Consultant's Firm Profile [Maximum 2 Pages]		
Organization	Provide a brief description of the background and organization of your firm/entity. The brief description should include: <ul style="list-style-type: none">• Proprietor details• Date and place of incorporation of the firm• Objectives of the firm• Availability of required capacities among staff.	
Consulting Firm's Information:		
Details Required	Particulars Furnished	Documents Required
Consultant Name:		Copy of Registration Certificate
Country of Incorporation: Independent legal existence and should be registered in India under the applicable Act.		Copy of Registration Certificate / Partnership deed
Year of Incorporation		Copy of Constitution Certificate
Pan No.		Copy of Pan

		Card										
GST No.		Copy of GST certificate										
Number of years in the similar consultancy service		Self-certification										
Annual Turnover	Year 2020-21 : Rs Year 2019-20 : Rs Year 2018-19 : Rs	Audited Financial /Tax Statements										
Consultant's Experience [Maximum 20 pages]												
1.	<p>Project Reference: Experience of providing services to organizations in strategic engagement of professionals at leadership and operational levels, both at the State, district and sub-district level. Please furnish details of minimum 3 such assignments.</p>											
	<table border="1"> <thead> <tr> <th>Name of the Client (GoI /Externally Aided Project)</th> <th>Nature of the assignment (A Recruitment Agency for Engagement of Staff)</th> <th>Location and coverage (entire State, country, etc.)</th> <th>Duration of Assignment (In month)</th> <th>Value of Contract (in INR)</th> </tr> </thead> <tbody> <tr> <td></td> <td>(Information provided should match with evaluation criteria as number of specific Project done , recruitment done etc) (Supporting shall be attached Experience Certificate and contract Agreements etc)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of the Client (GoI /Externally Aided Project)	Nature of the assignment (A Recruitment Agency for Engagement of Staff)	Location and coverage (entire State, country, etc.)	Duration of Assignment (In month)	Value of Contract (in INR)		(Information provided should match with evaluation criteria as number of specific Project done , recruitment done etc) (Supporting shall be attached Experience Certificate and contract Agreements etc)				
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	(Information provided should match with evaluation criteria as number of specific Project done , recruitment done etc) (Supporting shall be attached Experience Certificate and contract Agreements etc)											
Key Experts (Max. 3 page for each CV)												
	<p>Two Experts to be proposed with experience in competency and skill mapping, selection process and engagement from open market. (please refer to ToR) Among other information, the brief CVs should include the following information in the following format:</p>											
	Name of the Expert proposed for this Assignment											
	Designation:	Educational Qualification:										

	Name of Project	Experience in HR recruitment Agency for Engagement of Staff.	Client and State	Duration of Assignment (in Months)
<u>Other Information</u>				
Address of office in Tamil Nadu				Address proof

Evaluation Criteria - Assignment Specific Qualification and Experience

Please answer each question in one paragraph

Your EOI shall demonstrate Management competence, technical competence and geographical experience based on project references.

A. Management Competence (Please answer each question in one paragraph)

- Does your Firm have clearly defined quality management policies & procedures?

- Does your Firm have well defined processes/SOP in place?

- Does your firm have Complaints redressal policy?

Please specify your approach and methodology on following points:

- Is approach and methodology aligned to project objectives?

- Provide us clarity on how the outcomes will be achieved

- Address all components of Scope of Work

- Provide satisfactory and feasible solutions on handling constraints

- Reveal a good understanding of risks and propose risk mitigation strategies

- Reflect understanding of the specific requirements of the Project

- Propose a Methodology which is practical and do-able

- Proposes a viable model/s to ensure expected results

Work Plan & Key expert schedule

- Provide Brief Work Plan (elaborate details to be submitted at the time of RFP) - propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, delivery dates of the reports.

- Organization & Staffing - propose the structure and composition of your team. You should list the main disciplines of the assignment, the key activities matched with key experts.

- What are the tentative delivery dates of the reports? Is the proposed work plan is consistent with the technical approach and methodology?

B. Technical Competence

Highlight the technical qualifications of your entity/consortium in undertaking similar assignments.

Provide details of past experience working with similar project authorities.

- Specific experience as to similar project with MDBs (World Bank, ADB, DFID, KfW etc) & Central / State Government, provide detail in project reference sheet.

- Firm's experience Specific experience as to similar project with private companies, provide detail in project reference sheet.

- Number of Managerial level recruitment `in MDBs & State or central Government Project, PSUs, provide detail in project reference sheet.

- Total number of recruitment done at mid and high level managerial positions till date

– Give details as to other experiences-

C. Geographical Competence

Cross-referencing the selected from your profile projects, present experience in similar geographic areas.

(Experience in Tamil Nadu to be highlighted provide detail in project reference sheet)

D. Other Information

Comments on Terms of Reference

Key Considerations in approaching this assignment

EOI Attachments (Please put all the documents in sequence)

Title	Type	Description	Category	Page Number

Eligibility Declaration

I/ We, the undersigned, certify to the best of our knowledge and belief:

- I/ We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its associate or any of its experts prepared the TOR for this activity.
- I/ We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/ consortium.
- I/ We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in World Bank supported and administered activities.
- The lead entity and associates are NOT currently sanctioned by any MDB. Neither the consulting firm nor the associates has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- I/ We understand that it is our obligation to notify World Bank should any member of the consortium become ineligible to work with World Bank or other MDB or be convicted of an integrity-related offense or crime as described above.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their interest in this activity in writing.

Associate/s, including all proposed consultants named in this EOI, have confirmed their eligibility to participate in this activity in writing.

Associate/s, including all proposed consultants named in this EOI, have authorized us in writing to represent them in expressing interest in this activity.

None of the proposed consortium are subsidiaries of and/or dependent on the Executing or the Implementing Agency or individuals related to them.

Name & Signature of the authorized Representative along with Dates:

Name of the Firm with Seal:

Annexure- D

Declaration

To whom so ever it may concern

Date: / /

I / We hereby solemnly take oath that I/We am/are authorized signatory in the firms/Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm/ Agency/ Institute/ Company do not have a track record of unsatisfactory performance and not been block listed by any State / Central Government/ any other organization in past.

In case of any further changes, which affects this declaration at a later date; we would inform the TNRTP accordingly.

Authorized Signatory (With seal)

Annexure E
District List

1. Coimbatore	10. Namakkal	19. Tiruvannamalai
2. Cuddalore	11. Pudukkottai	20. Tiruvarur
3. Dindigul	12. Ramnad	21. Thoothukudi
4. Erode	13. Salem	22. Trichy
5. Kancheepuram	14. Sivagangai	23. Vellore
6. Karur	15. Theni	24. Villupuram
7. Krishnagiri	16. Tirunelveli	25. Virudhunagar
8. Madurai	17. Tiruppur	26. The Nilgiris
9. Nagapattinam	18. Tiruvallur	