

**REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

Assignment Title: State Level Technical Support Agency – IAY (TSA-IAY)

Bihar Rural Development Society (BRDS) intends to engage a State Level Technical Support Agency – IAY. The agency's function would broadly include:

1. **Set up a Project Management Unit at State Level:** The selected agency would function as a Technical cell to deliver the indicated scope of work and associated deliverables. This cell would support RDD and its existing institutions in filling up the existing gaps in delivering IAY/ rural housing. The Cell is expected to design and develop a comprehensive organizational framework across all levels of administrative jurisdiction that would be essential for RDD Bihar to implement its rural housing agenda effectively on an on-going basis. It is expected that such a design will be informed by a comparative review of extant organizational and institutional structures to inform RDD Bihar of various options, related strengths and weaknesses based on which a suitable organizational structure would be recommended by the Technical Support Agency.
2. **Develop an integrated Rural Housing operational strategy** including
 - Institutional strategy for disseminating information and knowledge to functionaries as well as beneficiaries and other key stakeholders
 - Institutional framework for benchmarking and incentivizing performance
 - Best Practices on Low cost and energy efficient housing
3. **Overall implementation design of IAY**
 - Assessment of existing Implementation Plan & suggest modification
 - Design and develop concept notes, manuals, operating procedures, and implementation mechanisms
4. **General Management, coordination and technical support** including:
 - Orientation and awareness meetings to key functionaries and stakeholders on technical and other strategic options
 - Meetings and coordination with potential technical, funding and implementation partners
 - Liaise and coordinate with State Government and Ministry of Rural Development, Government of India
 - Establishing an advisory panel for RDD Bihar to have ongoing discussions and deliberations on continual basis
5. **Monitoring and Implementation Support**
 - Continually monitor delivery of IAY scheme across all districts of the State
 - Field level inspections and evidence based feedback to senior management on ground level performance issues.
 - Guide the development, oversee and coordinate deployment of IT based solutions for IAY across BDO offices and DRDAs in collaboration with different implementing agencies including IT vendor, DRDAs, NIC etc.

- Drive implementation of all accepted policy and procedures for strengthening IAY implementation across all levels of RDD
 - Management of AWASSoft
- 6. Training & Development**
- Training guidelines and manuals for different levels of beneficiaries
 - Learning and dissemination workshops
 - Virtual learning and sharing communities and mechanisms for harnessing relevant good practices on a sustainable basis
- 7. Establish Transition and Exit Management Systems**
- Capacity Building
 - Impart Training
 - Undertake delivery of training to the field level handholding and technical support agencies
 - Handholding & Knowledge transfer

TSA is expected to provide dedicated team of 5 personnel at State level. The estimated duration of the above services is for 2 years.

The Bihar Rural Development Society (BRDS) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide following information:

- Brief profile of the organization including the nature of business, number of years in business, details of incorporation, key officers of the organization and contact details.
- Brief profile of relevant projects undertaken in the last three years including description of the project, role of organization in executing the project, profile of the staff involved in the referred projects, details of the client, with client contact references.
- Key short CVs of the proposed staff for the EoI highlighting their relevant experience for the assignment.
- Audited financial statements for the last three consecutive financial years.

The shortlisting criteria are:

1. Bidder should have proven experience (in the last 5 years) of providing similar technical and project management support to Government agencies in India.
2. Bidder should have Annual Average Turnover of INR 50 million or more in the last three financial years (2009-10 to 2011-12).
3. Bidder should have completed at least two assignments in the area of Program Management at a project cost of INR 10 million each or above, in the last 5 years.

TSA may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

This Request for Expressions of Interest is also available at the departmental website: rdd.bih.nic.in.

Further information can be obtained at the address below during office hours 10.00 to 17.00 hours on any working day.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax) by 31.01.2013

Bihar Rural Development Society
Attn: Mr. Pradip Kumar, CEO
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