

**Bihar Rural Development Society
Rural Development Department
Government of Bihar
Main Secretariat
Patna**

**Notice regarding EoI for Empanelling Agencies for the implementation of MGNREGS,
IAY, Social Audit and Monitoring & Learning**

Reference: Expression of Interest in the newspaper on Empanelling Agencies for the implementation of MGNREGS, IAY, Social Audit and Monitoring & Learning dated 20th February, 2011

All future correspondence by the Department including clarifications, queries, addendum, minutes of meetings etc., regarding the EoI for Empanelling Agencies for the implementation of MGNREGS, IAY, Social Audit and Monitoring & Learning will be communicated through this website only. Such updates will be uploaded in the tenders section of the website. All the perspective bidders are requested to continuously check this website for updates.

Sd/

**Sri. Mukesh Kumar Sinha
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Bihar Rural Development Society
Rural Development Department
Government of Bihar
Main Secretariat, Patna, Bihar

Expression of Interest

**Empanelling Agencies for the Implementation of ‘MGNREGS’, ‘IAY’, ‘Social Audit’
and ‘Monitoring & Learning’**

EoI should be submitted in English only. Last date for submission: 14th March 2011

I. Background

Bihar Rural Development Society (BRDS), (herein called as client) invites expression of interest from interested and qualified agencies for empanelling for the implementation of MGNREGS, IAY, Social Audit and Monitoring & Learning.

Rural Development Department (RDD), Government of Bihar (GOB) is pursuing several reform initiatives to strengthen the service delivery and effect sustained poverty reduction in rural Bihar. As apart of its overall vision and strategy, the Client envisions piloting partnership models with, non-government agencies (including CBOs/ Private sector etc), to improve programmatic outcomes for the poor. Key national flagship programs of the department, Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) and Indira Awas Yojana (IAY), Social Audit & Monitoring and Learning are under consideration for such pilots.

Agencies are invited to send **separate Expression of Interest (EoI)** either for MGNREGS or IAY or Social Audit or Monitoring and Learning. The agencies can also submit their EoIs for two or more schemes. The EOI should be submitted in the **enclosed format**. The same must be explicitly specified by the agency in the EoI covering letter. The EoI could also be submitted by a consortium of agencies with an outline of the possible roles that the members of the consortium are likely to play if they are selected.

II. Indicative Scope of Work

A. For MGNREGA, as project implementation partners

Undertake end to end implementation of all activities, based on participatory principles; encompassing

- community mobilization and awareness generation about MGNREGS,
- job card issue and updation
- demand registration / updation
- planning: labour budget preparation, technical estimate preparation, financial budget preparation
- materials procurement and distribution
- approvals processing
- execution of works, record keeping and documentation as per prescribed norms in the prescribed systems (including IT systems)
- facilitation of payment to beneficiaries and vendors
- quality assurance of works

- coordination with government functionaries
- training and capacity building of all stakeholders and
- finalization of audit and UC submission as may be required.
- uploading of data on to MGNREGS soft

B. For IAY, as techno-managerial partners

Play a proactive role in the supporting the IAY beneficiaries and manage the technical and managerial aspects of IAY from the Government side, in consultation with the department:

- Generate awareness among the eligible families about the IAY
- Support eligible families applying for IAY and ensure that the IAY applications are processed in a timely manner
- Undertake verification of eligible beneficiaries for IAY and sanction of houses under IAY by the concerned officials
- Approval of the IAY beneficiaries list in the Gram Sabha
- Provide technical support to the families to plan & construct their homes and to ensure that they follow the minimum standards as per the requirements related to disaster preparedness and other vulnerabilities.
- Training of masons for construction of rural housing, using alternate relevant sustainable technologies
- Facilitate IAY beneficiary families to access bank loans as bridge finance
- Establish building material centres as per the local needs
- Verification of progress of house construction including measurements, taking digital photos of the houses with the beneficiary and claim payments
- Ensure prompt payment based on the progress and provide ongoing technical support for the completion of the houses
- For procurement of material required for the houses, the families in the villages may be supported for bulk purchase
- Support and / or establish rural building centres / housing support centres that serve as technical and rural housing facilitation hubs
- Support establishing IT enabled systems for building repository of resources – local technical, material and other resources.

C. For Social Audit

Undertake social audit of the MGNREGS and IAY as per the laid down procedures. Redesign the social audit systems based on the learning and feedback from the Client. Submit regular reports to the Client based on the social audits.

D. For Monitoring & Learning

Design M&L in consultation with the Client. Process monitoring of the MGNREGS and IAY to be undertaken as per the performance indicators. Random verification of the works under MGNREGS and IAY at different stages of the processes involved. Submission of reports based on the findings of the monitoring and the lessons learnt from the independent assessments and discussions with the field staff.

III. Minimum Eligibility Criteria: Only those agencies that meet the following minimum eligibility criteria should send their EoI:

- a. The organization should be a registered legal entity (non-political and secular) as per applicable laws in India evidenced by an appropriate registration certificate. The

organization should have the relevant area of EOI as a core area of practice for a minimum period of 8 years.

- b. The organization should not have been blacklisted by any government agency in India. Submit an affidavit signed by the authorized legal representative.
- c. The organization should have audited financial statements for the last 3 years.
- d. Ability, willingness and experience of the agency to be able to augment cash funds from other sources of atleast Rs. 25 Lakh per year for three consecutive years for project implementation.
- e. In addition to the above criteria, for MGNREGS, the organization should have proven experience of implementing end to end (completed projects) for at least three NRM / MGNREGS projects of minimum total value of Rs. One crore in partnership with state government agencies in India.
- f. In addition to III (a to d above), for IAY, the organization should have proven experience of implementing and / or supporting building of a minimum of 1000 houses in rural areas for the past five years.
- g. In addition to III (a to d above), for social audit, the organization should have experience of implementing and / or supporting implementation of social audit across at least in one district
- h. In addition to III (a to d above), for monitoring & learning , the organization should have proven experience of providing similar support in the relevant area, at the state level for monitoring outputs across the state.

For items III (e to h), relevant work orders, contract documents with client testimonials to be attached.

IV(A) Qualifying Criteria for Preliminary Short listing of EoIs for MGNREGS:

Sr. No.	Parameter	Total Marks
1.	Governance and Management of the agency <ul style="list-style-type: none"> • Years of experience in rural development • Organizational vision & strategy • Board composition & meetings • Profile of the CEO & senior staff • Internal systems related to administration & HR and finance • Legal Compliance 	15
2.	Agency's prior experience of working with poor and their organizations in rural areas on NRM, MGNREGS, livelihoods and related rural development programs <ul style="list-style-type: none"> • NRM – implementation of watersheds and other natural resource management projects funded by State Governments and/or donors – participatory approach • Engagement with MGNREGS – demand generation, support for filed implementation, capacity building, social audit, field studies, advocacy, etc • Specific sectoral work – agriculture, horticulture, dairy, etc • Enterprise promotion – identification of enterprises, support marketing, etc • Innovations in rural livelihoods & employment generation • Operational area (single state, multiple states, number of districts covered) • Results / outcomes of the agency's work, number of poor families benefited • Experience of working in Bihar 	25
3.	Agency's experience & expertise in capacity building <ul style="list-style-type: none"> • Internal capacity to design & conduct training of trainers • Training modules & other communication material • Number of trainings conducted and persons trained in the past 5 years. • Sectoral expertise to conduct trainings on various rural livelihoods related 	15
4.	Agency's experience in working with private sector to promote rural livelihoods	10

5.	Agency's resource mobilization capacity <ul style="list-style-type: none"> Funds are mobilized from diverse agencies (has at least three donors) Annual income & expenditure steadily increasing over the past 5 years Has reserve funds to meet cash flow requirements Has an effective system of managing donor reporting 	15
6.	Agency's prior experience of working with financial institutions, including banks, for facilitating financial services to the unreached <ul style="list-style-type: none"> Opening of bank accounts for individuals / groups Experience of being a Business Correspondent or Business Facilitator Experience of using IT related solutions to ensure financial inclusion of the poor 	5
7.	Agency's Infrastructure- office equipments, training center, vehicles, computers	5
8.	Human resource capability <ul style="list-style-type: none"> Number of in-house professional staff Systems for development & management of human resources Gender balance 	10
Total		100

IV(B) Qualifying Criteria for Preliminary Short listing of EoIs for IAY:

Sr. No.	Parameter	Total Marks
1.	Governance and Management of the agency <ul style="list-style-type: none"> Years of experience in rural development Organizational vision & strategy Board composition & meetings Profile of the CEO & senior staff Internal systems related to administration & HR and finance Legal Compliance 	15
2.	Agency's prior experience of working with poor and their organizations in rural housing, livelihoods and related rural development programs: <ul style="list-style-type: none"> Implementation of social housing (preferable government supported) at scales of more than 1000 families Engineering and architectural capacities for design, estimation, technical specifications, building technology and on ground construction Setting up production and delivery of cost-effective and resource efficient construction materials at scale - operations turnover of ~ 50 lakhs annually Participatory design development and construction on ground. Training of artisans in skill building and orientation of engineers and government project managers. PRA and village community mobilization, planning experience. Results / outcomes of the agency's work, number of poor families benefited Experience of working in Bihar 	25
3.	Agency's experience & expertise in capacity building <ul style="list-style-type: none"> Internal capacity to design & conduct training of trainers Training modules & other communication material Number of trainings conducted and persons trained in the past 5 years. Sectoral expertise to conduct trainings for artisans and government officials 	15
4.	Agency's experience in working with private sector to promote rural livelihoods	10
5.	Agency's resource mobilization capacity <ul style="list-style-type: none"> Funds are mobilized from diverse agencies (has at least three donors) Annual income & expenditure steadily increasing over the past 5 years Has reserve funds to meet cash flow requirements Has an effective system of managing donor reporting 	15
6.	Agency's prior experience of working with financial institutions, including banks, for facilitating financial services to the unreached <ul style="list-style-type: none"> Opening of bank accounts for individuals / groups Rural housing credit and financing services either directly / through mfi or banks at small or large scale. Experience of being a Business Correspondent or Business Facilitator Experience of using IT related solutions to ensure financial inclusion of the poor 	5

7.	Agency's Infrastructure- office equipments, training center, vehicles, computers	5
8.	Human resource capability <ul style="list-style-type: none"> • Number of in-house professional staff • Systems for development & management of human resources • Gender balance 	10
	Total	100

IV(C) Qualifying Criteria for Preliminary Short listing of EoIs for Social Audit:

Sr. No.	Parameter	Total Marks
1.	Governance and Management of the agency <ul style="list-style-type: none"> • Years of experience in rural development • Organizational vision & strategy • Board composition & meetings • Profile of the CEO & senior staff • Internal systems related to administration & HR and finance • Legal Compliance 	15
2.	Agency's prior experience Social Audit of MGNREGS or similar programs: <ul style="list-style-type: none"> • Proven experience in designing social audit systems • Conducting and managing social audits in a large number of villages • Dissemination of the social audit findings for necessary action • Facilitating system improvement based on the findings of social audits • PRA and village community mobilization, planning experience. • Results / outcomes of the agency's work, number of poor families benefited • Experience of working in Bihar 	30
3.	Agency's experience & expertise in capacity building <ul style="list-style-type: none"> • Internal capacity to design & conduct training of trainers • Training modules & other communication material • Number of trainings conducted and persons trained in the past 5 years. • Sectoral expertise to conduct trainings on social audit & related aspects 	5
4.	Agency's resource mobilization capacity <ul style="list-style-type: none"> • Has been mobilizing resources for independent social audits • Annual income & expenditure steadily increasing over the past 5 years • Has reserve funds to meet cash flow requirements 	15
5.	Agency's prior experience of working State Governments to improve demand creation and correct supply side issues <ul style="list-style-type: none"> • Involvement in the development of social accountability systems • Conducted independent evaluations or assessments of large-scale programs and schemes implemented by the state governments • Credibility as an agency to undertake independent studies and audits 	10
6.	Agency's Infrastructure- office equipments, training center, vehicles, computers	5
7.	Human resource capability <ul style="list-style-type: none"> • Number of in-house professional staff with expertise on social audits • Systems for development & management of human resources • Gender balance 	20
	Total	100

IV(D) Qualifying Criteria for Preliminary Short listing of EoIs for Monitoring & Learning:

Sr. No.	Parameter	Total Marks
1.	Governance and Management of the agency <ul style="list-style-type: none"> • Years of experience in rural development • Organizational vision & strategy • Board composition & meetings • Profile of the CEO & senior staff • Internal systems related to administration & HR and finance • Legal Compliance 	15
2.	Agency's prior experience in monitoring, evaluation & learning processes,	25

	including the participatory approaches: <ul style="list-style-type: none"> • Expertise in monitoring, evaluation & learning – designing of process monitoring systems, participatory evaluation processes and sophisticated evaluations • Various studies, evaluations conducted in the past five years. • Engagement in large-scale research studies with academic institutions and well-known global research institutions • Empanelled as research & evaluation agency by many national & international agencies • Innovative methodologies piloted in monitoring and evaluation • PRA and village community mobilization, planning experience. • Results / outcomes of the agency's work, number of poor families benefited • Experience of working in Bihar 	
3.	Agency's experience & expertise in capacity building <ul style="list-style-type: none"> • Internal capacity to design & conduct training on monitoring & learning • Training modules & other communication material • Sectoral expertise to conduct trainings for artisans and government officials 	15
4.	Publications & Policy Advocacy <ul style="list-style-type: none"> • Number of papers / articles published in reputed journals • Reports published for wider use • Effective use of monitoring & evaluation data & findings to influence policy 	20
5.	Agency's resource mobilization capacity <ul style="list-style-type: none"> • Funds are mobilized from diverse agencies • Annual income & expenditure steadily increasing over the past 5 years • Has reserve funds to meet cash flow requirements 	10
6.	Agency's Infrastructure- office equipments, training center, vehicles, computers	5
7.	Human resource capability <ul style="list-style-type: none"> • Number of in-house professional staff with expertise in monitoring & learning • Formal collaboration / linkage with research and academic institutions • Panel of researchers available for engagement in ongoing studies • Systems for development & management of human resources • Gender balance 	10
	Total	100

V. Mandatory List of Documents to be Attached along with the enclosed format

Duly filled EoI Format must have the following attachments:

1. Cover letter addressed to Chairman, Bihar Rural Development Society expressing interest duly signed by authorized legal representative of the organization. A Board resolution affirming the authority of authorized legal representative to be attached
2. Profile of its Board of Directors
3. Memorandum of Association & Articles of Association
4. List of office bearers, staff, experts with gender, qualifications, experience and assigned functions
5. Latest Organogram of the agency
6. A short write up about the organizational systems & processes (HR, Administration, Finance etc)
7. Annual Reports of the agency for the past 3 years, including the audited financial statements.
8. Brief about the projects implemented over the past 5 years and the outcomes
9. Sample training modules / manuals or other material developed.
10. Details of ongoing projects and any available project evaluation reports
11. Document / Assurance letter from donor agency to co fund the project.

VI. Other Relevant Information

Step 1: Invitation for Expression of Interest (EOI): This enquiry is in the nature of an EOI for Empanelment intended to result in the selection of a panel of agencies.

Step 2: Preliminary Short listing of Agencies: The responses received in response to this EOI will be evaluated as per the criteria specified in this document. This desk evaluation will result in preliminary short listing of organizations.

Step 3: Field Visits for Final Empanelment: The department will thereafter undertake a field level review of such shortlisted agencies before finalizing

Step 4: Final Empanelment: Based on above-mentioned field review, the department will then empanel agencies in different categories and domains, as noted in this document and as per identified capacities of the bidding organizations.

Step 5: Formal MoU with Select Agencies: Following the empanelment and based on the requirements of the department, adequate number of empanelled agencies will be invited, as and when projects arise, to submit their Proposals in response to detailed Terms of Reference (TOR) / Request for Proposal (RFP) .The final partner organizations to work with the Client on a specific project will be selected after an evaluation of their techno-commercial proposals received pursuant to such detailed ToR/ RFP.

VII. EOI Submission Requirements

Interested organizations are requested to submit their EOI in the prescribed format with all prescribed documents with one hard copy and one soft copy in CD form, in person at the following address with envelope duly sealed and labeled EOI to Bihar Rural Development Society, RDD, Government of Bihar, Main Secretariat, Patna, Bihar (to support IAY or MGNREGS or Social Audit or Monitoring & Learning)

Interested organizations are required to submit separate EOIs for each of the categories in separately filled formats with due attachments and in separate sealed covers duly labelled as noted below, respectively:

EOI -PIA empanelment for MGNREGA -BRDS

EOI-PIA empanelment for IAY-BRDS

EOI-PIA empanelment for Social Audit-BRDS

EOI-PIA empanelment for Monitoring and Evaluation

Address for submission:

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Rural Development Department

0612 2217496

+91 9431038286

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Bihar Rural Development Society, RDD, GoB

Main Secretariat, Patna, Bihar

**Format for Empanelling Agencies for the Implementation of MGNREGA
Rural Development Department, Government of Bihar
Request for Expression of Interest (EoI).**

EMPANELLMENT FORM

Annexure to Expression of Interest (EoI)

SECTION I- Compliance with Minimum eligibility Criteria

S. No.	Criteria	Whether minimum eligibility criteria fulfilled (Y/N)	Details of Supporting documents attached.
1.	The organization should be a registered legal entity (non-political and secular) as per applicable laws in India evidenced by an appropriate registration certificate. The organization should have the relevant area of EOI as a core area of practice for at least a minimum period of 8 years.		
2.	The organization should not have been blacklisted by any government agency in India. An affidavit signed by the authorized legal representative of the organization to be submitted.		
3.	The organization should have audited financial statements for the last 3 years.		
4.	The organization should have proven experience of implementing end to end (completed projects) at least three NRM / MGNREGA projects of minimum total value of Rs. One crore in partnership with state government agencies in India.		
5.	Ability, willingness and experience of the agency to be able to augment funds from other sources for project implementation.		

SECTION II. BASIC INFORMATION

1. IDENTITY

1.1 Name of the organization (Legal Name)

1.2 Acronym¹ _____

1.3 Registered Address: _____

District _____ State _____ PIN _____

Phone with S.T.D. Code _____ Fax _____

1.4 Postal Address (if organisation is not located in above address)

District _____ State _____ PIN _____

Phone with S.T.D. Code _____ Fax _____

Email _____ WebSite _____

1.5 Name of the Chief Functionary _____

Designation _____ Address _____

_____ District _____ State _____ PIN _____

Phone with S.T.D. Code (Office) _____ (Residence) _____ Mobile _____

Fax No. _____ Email _____ WebSite _____

1.6 Operational area of Organization: All India or Specific

State/s _____ District/s _____

1.7 Presently working in Bihar: Yes / No

If yes, please provide details of the operational areas: _____

If no, willing to work in Bihar: Yes / No

1.8 Organization has any Religious / Political Affiliations: Yes / No

1.9 Organisation blacklisted by any government agency / donor: Yes / No

¹ 'NGO' is acronym for 'Non Government Organisation'

2. LEGAL STATUS

2.1 (a) Organization registered as: Society / Trust / Section 25 of company (not for profit) / Others (specify) _____

(b) Registration No. _____ Date _____ of Registration _____

(c) Year of Establishment _____

2.2 Other information:

Particulars	Reference No/Account No.	Registration/Valid Till (DD/MM/YY)	Remarks
Section 12(A)			
Tax Deduction Account No. (TAN)			
Permanent Account No. (PAN)			
Section 80 G			
Section 35 AC			
FCRA No.			

3. RESOURCE MOBILISATION

3.1 Please provide details of donors (including Government) along with funds received during last three years

S. No.	Donor/Agencies	2010-11	2009-10	2008-09

3.2 Is the organisation has any corpus/reserves? If yes, please speify

Amount_____ as on _____

Purpose for which it was
created_____

4. NETWORKS AND COLLABORATIONS

4.1 Is the organisation a member of any networks / federations / alliances? Yes / No

If yes, please provide details

4.2 If the organisation has any related organisations (sister concerns), please mentioned the names
and area of operation

4.3 Does the organisation have any experience / collaboration with financial instiutions & banks, please provide details.

SECTION III. BACKGROUND
5. VISION, AIMS AND OBJECTIVES AND ACHIEVEMENTS

5.1. Brief introduction about the organisation and its activities:

5.2 Vision and Mission Statement of the Organization

Vision

Mission

5.3 Programmes/activities performing to achieve vision and mission

5.4 Do you set verifiable indicators and do you measure your performance against your goals?

Yes No

If Yes, Please specify indicators and achievements in the table below for the current year ²

No.	Aims/ objectives of the organization	Indicator/activity carried out during the latest financial year	Achieved (numbers only)
1.			
2.			
3.			

² Example

IAY: No of houses build in rural areas - 1000

4.			
5.			

5.5 Does your organisation have the program implementation experience in the areas of MGNREGA?

Yes No

If yes, please specify (**please provide details in separate sheets**) – attach relevant reports

S.No.	Core Areas	Nature of work carried out	Value of the project in Rs.	Operational area (name of the state/s and district/s)	Results / outcomes
1	NRM				
2	MGNREGA				
3	Specific sectoral work				
4	Enterprise promotion				
5	Innovations in rural livelihoods & employment generation				
6	Others				

5.6 Does your organisation have experience and expertise in capacity building?

Yes No

If yes, please provide following details of last 5 years (please provide in separate sheet):

S.No.	Type of trainings provided	Target group	No. of trainings conducted	No. of persons trained	Resource Persons	Venue for the trainings (own / hired)

5.7 Does your organisation have experiese in developing training modules, communication & learning materials? Yes No

If yes, please provide following details (provide details in separate sheet):

S.No.	Type of materials developed	Topic	Target group

5.8 Does your organisation have experiese in Social Mobilisation /community organisation
Yes No

If yes, please provide details:

5.9 Management structure (please attach Organogram):

5.10 **Details of staff:** Brief description about existence of HR policy, staff strength, professional staff with gender balance etc. (Provide list containing names, gender, age, designation, qualification, total number of years of experience and number of years of experience in the organization of all professional staff in annexure).

5.11 Award or recognition received:

Recognition and awards received till date	Source	Year	Relevant Activity / Work for which received

Section IV. GOVERNANCE

6.1 Does your organization have a Governing Body? Yes No

6.2 If yes, by what name is the Governing Body called? _____

6.3 Membership to the Governing Board is obtained through

Nomination Election or both

6.4 Are there any Board of Directors related to the CEO or other Board Members

Yes No

6.5 Details of Governing Board members (Details to be provided in a separate sheet)

S.No	Name	Address along with Contact Details	Age	Gender	Occupation	Position in the Board
1						
2						

6.5 What is the quorum of Board meeting as stipulated in your Rules and Regulations?

6.6 Details of the Board Meetings held in the last Financial Year

S.No	Date of Board meeting	No. of Members present	Quorum
1			
2			
3			
4			

6.7 Does Board ensure the organization's compliance with applicable laws and regulations?

Yes No

If yes, please provide details of the compliances fulfilled in last three years

S. No.	Particulars	2010-11	2009-10	2008-09

SECTION V. DOCUMENTATION REQUIRED

Following documents need to be provided:

S.No.	Documents	Yes / No
1	Registration certificate and Memorandum of Association & Articles along with the latest filled return	
2	Details of Governing Board members	
3	Staff details: Provide list containing names, gender, age, designation, qualification, total number of years of experience and number of years of experience in the organization of all professional staff	
4	Details of trainings provided	
5	Annual report of the organisation for the last three years	
6	Financial Statements: Provide an audited copy of the Balance Sheet, Receipts and Payments and Income and Expenditure statement for last three years	
7	Audit Report: Provide copies of the Audit Reports along with Audit Observations and compliance thereof for last three years	
8	Income Tax Registration and Exemption Certificate if any	
9	FCRA Registration Certificate if any	
10	Project evaluation reports and any Awards and Recognisations	
11	Documents to support to confirm the association / membership	

Certificate

I _____ the Chairperson/President/Chief Executive Officer of the organization _____ hereby certifies that the contents of the enclosed Minimum/Desirable norms compliance form are true and factually correct.

Date:

Place:

Signature with Organizational Seal

**Bihar Rural Development Society, RDD, GoB
Main Secretariat, Patna, Bihar**

**Format for Empanelling Agencies for the Implementation of IAY
Rural Development Department, Government of Bihar
Request for Expression of Interest (EoI).**

EMPANELLMENT FORM

Annexure to Expression of Interest (EoI)

SECTION I- Compliance with Minimum eligibility Criteria

S. No.	Criteria	Whether minimum eligibility criteria fulfilled (Y/N)	Details of Supporting documents attached.
1.	The organization should be a registered legal entity (non-political and secular) as per applicable laws in India evidenced by an appropriate registration certificate. The organization should have the relevant area of EOI as a core area of practice for at least a minimum period of 8 years.		
2.	The organization should not have been blacklisted by any government agency in India. An affidavit signed by the authorized legal representative of the organization to be submitted.		
3.	The organization should have audited financial statements for the last 3 years.		
4.	In addition to the above, for IAY, the organization should have proven experience of implementing and / or supporting building of a minimum of 1000 houses in rural areas		
5.	Ability, willingness and experience of the agency to be able to augment funds from other sources for project implementation.		

SECTION II. BASIC INFORMATION

1. IDENTITY

1.1 Name of the organization (Legal Name)

1.2 Acronym³ _____

1.3 Registered Address: _____

District _____ State _____ PIN _____

Phone with S.T.D. Code _____ Fax _____

1.4 Postal Address (if organisation is not located in above address)

District _____ State _____ PIN _____

Phone with S.T.D. Code _____ Fax _____

Email _____ WebSite _____

1.5 Name of the Chief Functionary _____

Designation _____ Address _____

_____ District _____ State _____ PIN _____

Phone with S.T.D. Code (Office) _____ (Residence) _____ Mobile _____

Fax No. _____ Email _____ WebSite _____

1.6 Operational area of Organization: All India or Specific

State/s _____ District/s _____

1.7 Presently working in Bihar: Yes / No

If yes, please provide details of the operational areas: _____

If no, willing to work in Bihar: Yes / No

1.8 Organization has any Religious / Political Affiliations: Yes / No

1.9 Organisation blacklisted by any government agency / donor: Yes / No

³ 'NGO' is acronym for 'Non Government Organisation'

2. LEGAL STATUS

2.1 (a) Organization registered as: Society / Trust / Section 25 of company (not for profit) / Others (specify) _____

(b) Registration No. _____ Date _____ of Registration _____

(c) Year of Establishment _____

2.2 Other information:

Particulars	Reference No/Account No.	Registration/Valid Till (DD/MM/YY)	Remarks
Section 12(A)			
Tax Deduction Account No. (TAN)			
Permanent Account No. (PAN)			
Section 80 G			
Section 35 AC			
FCRA No.			

3. RESOURCE MOBILISATION

3.1 Please provide details of donors (including Government) along with funds received during last three years

S. No.	Donor/Agencies	2010-11	2009-10	2008-09

3.2 Is the organisation has any corpus/reserves? If yes, please speify

Amount _____ as on _____
Purpose for which it was
created _____

4. NETWORKS AND COLLABORATIONS

4.1 Is the organisation a member of any networks / federations / alliances? Yes / No

If yes, please provide details

4.2 If the organisation has any related organisations (sister concerns), please mentioned the names
and area of operation

4.3 Does the organisation have any experience / collaboration with financial instiutions & banks, please provide details.

SECTION III. BACKGROUND
5. VISION, AIMS AND OBJECTIVES AND ACHIEVEMENTS

5.1. Brief introduction about the organisation and its activities:

5.2 Vision and Mission Statement of the Organization

Vision

Mission

5.3 Programmes/activities performing to achieve vision and mission

5.4 Do you set verifiable indicators and do you measure your performance against your goals?

Yes No

If Yes, Please specify indicators and achievements in the table below for the current year ⁴

No.	Aims/ objectives of the organization	Indicator/activity carried out during the latest financial year	Achieved (numbers only)
1.			
2.			
3.			

⁴ Example

IAY: No of houses build in rural areas - 1000

4.			
5.			

5.5 Does your organisation have the program implementation experience in the areas of IAY?

Yes No

If yes, please specify (**please provide details in separate sheets**) – attach relevant reports

S.No.	Core Areas	Statement of capacity	Cost of product Rs.	Operational area (name of the state/s and district/s)	Results / outcomes (numbers only)
1	Implementation of social housing				
2	Engineering and architectural capacities		- NA -		
3	Production and delivery of cost-effective and resource efficient construction materials				
4	Design development and construction		- NA -		
5	Planning process		- NA -		
6	Others				

5.6 Does your organisation have experience and expertise in skill building and technical capacity building? Yes No

If yes, please provide following details of last 5 years (please provide in separate sheet):

S.No.	Type of trainings provided	Target group	No. of trainings	No. of persons	Resource Persons	Venue for the trainings (own

			conducted	trained		/ hired)

5.7 Does your organisation have experience in developing training modules, communication & learning materials? Yes No

If yes, please provide following details (provide details in separate sheet):

S.No.	Type of materials developed	Topic	Target group

5.8 Does your organisation have experience in Social Mobilisation /community organisation
Yes No

If yes, please provide details:

5.9 Management structure (please attach Organogram):

5.10 **Details of staff:** Brief description about existence of HR policy, staff strength, professional staff with gender balance etc. (Provide list containing names, gender, age, designation, qualification, total number of years of experience and number of years of experience in the organization of all professional staff in annexure).

5.11 Award or recognition received:

Recognition and awards received till date	Source	Year	Relevant Activity / Work for which received

Section IV. GOVERNANCE

6.1 Does your organization have a Governing Body? Yes No

6.2 If yes, by what name is the Governing Body called? _____

6.3 Membership to the Governing Board is obtained through

Nomination Election or both

6.4 Are there any Board of Directors related to the CEO or other Board Members

Yes No

6.5 Details of Governing Board members (Details to be provided in a separate sheet)

S.No	Name	Address along with Contact Details	Age	Gender	Occupation	Position in the Board
1						
2						

6.5 What is the quorum of Board meeting as stipulated in your Rules and Regulations?

6.6 Details of the Board Meetings held in the last Financial Year

S.No	Date of Board meeting	No. of Members present	Quorum
1			
2			
3			
4			

6.7 Does Board ensure the organization's compliance with applicable laws and regulations?

Yes No

If yes, please provide details of the compliances fulfilled in last three years

S. No.	Particulars	2010-11	2009-10	2008-09

SECTION V. DOCUMENTATION REQUIRED

Following documents need to be provided:

S.No.	Documents	Yes / No
1	Registration certificate and Memorandum of Association & Articles along with the latest filed return	
2	Details of Governing Board members	
3	Staff details: Provide list containing names, gender, age, designation, qualification, total number of years of experience and number of years of experience in the organization of all professional staff	
4	Details of trainings provided	
5	Annual report of the organisation for the last three years	
6	Financial Statements: Provide an audited copy of the Balance Sheet, Receipts and Payments and Income and Expenditure statement for last three years	
7	Audit Report: Provide copies of the Audit Reports along with Audit Observations and compliance thereof for last three years	
8	Income Tax Registration and Exemption Certificate if any	
9	FCRA Registration Certificate if any	
10	Project evaluation reports and any Awards and Recognisations	
11	Documents to support to confirm the association / membership	

Certificate

I _____ the Chairperson/President/Chief Executive Officer of the organization _____ hereby certifies that the contents of the enclosed Minimum/Desirable norms compliance form are true and factually correct.

Date:

Place:

Signature with Organizational Seal

Bihar Rural Development Society, RDD, GoB

Main Secretariat, Patna, Bihar

**Format for Empanelling Agencies for the Implementation of Social Audit
Rural Development Department, Government of Bihar
Request for Expression of Interest (EoI).**

EMPANELLEMENT FORM

Annexure to Expression of Interest (EoI)

SECTION I- Compliance with Minimum eligibility Criteria

S. No.	Criteria	Whether minimum eligibility criteria fulfilled (Y/N)	Details of Supporting documents attached.
1.	The organization should be a registered legal entity (non-political and secular) as per applicable laws in India evidenced by an appropriate registration certificate. The organization should have the relevant area of EOI as a core area of practice for at least a minimum period of 8 years.		
2.	The organization should not have been blacklisted by any government agency in India. An affidavit signed by the authorized legal representative of the organization to be submitted.		
3.	The organization should have audited financial statements for the last 3 years.		
4.	The organization should have experience of implementing and / or supporting implementation of social audit across at least one district.		
5.	Ability, willingness and experience of the agency to be able to augment funds from other sources for project implementation.		

SECTION II. BASIC INFORMATION

1. IDENTITY

1.1 Name of the organization (Legal Name)

1.2 Acronym⁵ _____

1.3 Registered Address: _____

District _____ State _____ PIN _____

Phone with S.T.D. Code _____ Fax _____

1.4 Postal Address (if organisation is not located in above address)

District _____ State _____ PIN _____

Phone with S.T.D. Code _____ Fax _____

Email _____ WebSite _____

1.5 Name of the Chief Functionary _____

Designation _____ Address _____

_____ District _____ State _____ PIN _____

Phone with S.T.D. Code (Office) _____ (Residence) _____ Mobile _____

Fax No. _____ Email _____ WebSite _____

1.6 Operational area of Organization: All India or Specific

State/s _____ District/s _____

1.7 Presently working in Bihar: Yes / No

If yes, please provide details of the operational areas: _____

If no, willing to work in Bihar: Yes / No

1.8 Organization has any Religious / Political Affiliations: Yes / No

1.9 Organisation blacklisted by any government agency / donor: Yes / No

⁵ 'NGO' is acronym for 'Non Government Organisation'

2. LEGAL STATUS

2.1 (a) Organization registered as: Society / Trust / Section 25 of company
(not for profit) / Others (specify) _____

(b) Registration No. _____ Date _____ of
Registration _____

(c) Year of Establishment _____

2.2 Other information:

Particulars	Reference No/Account No.	Registration/Valid Till (DD/MM/YY)	Remarks
Section 12(A)			
Tax Deduction Account No. (TAN)			
Permanent Account No. (PAN)			
Section 80 G			
Section 35 AC			
FCRA No.			

3. RESOURCE MOBILISATION

3.1 Please provide details of donors (including Government) along with funds received during last three years

S. No.	Donor/Agencies	2010-11	2009-10	2008-09

3.2 Is the organisation has any corpus/reserves? If yes, please speify

Amount _____ as on _____
Purpose _____ for _____ which _____ it _____ was
created _____

4. NETWORKS AND COLLABORATIONS

4.1 Is the organisation a member of any networks / federations / alliances? Yes / No

If yes, please provide details

4.2 If the organisation has any related organisations (sister concerns), please mentioned the names
and area of operation

4.3 Does the organisation have any experience / collaboration with financial institutions & banks, please provide details.

SECTION III. BACKGROUND
5. VISION, AIMS AND OBJECTIVES AND ACHIEVEMENTS

5.1. Brief introduction about the organisation and its activities:

5.2 Vision and Mission Statement of the Organization

Vision

Mission

5.3 Programmes/activities performing to achieve vision and mission

5.4 Do you set verifiable indicators and do you measure your performance against your goals?

Yes No

If Yes, Please specify indicators and achievements in the table below for the current year ⁶

No.	Aims/ objectives of the organization	Indicator/activity carried out during the latest financial year	Achieved (numbers only)
1.			
2.			

⁶ Example

IAY: No of houses build in rural areas - 1000

3.			
4.			
5.			

5.5 Does your organisation have the program implementation experience in the areas of Social Audit?

Yes No

If yes, please specify (**please provide details in separate sheets**) – attach relevant reports

S.No.	Programmes under social audit undertaken	Activities carried out	Operational area (name of the state/s and district/s)	Results / outcomes (numbers only)
1				
2				
3				
4				

5.6 Does your organisation have experience and expertise in capacity building of stakeholders in

Social Audit? Yes No

If yes, please provide following details of last 5 years (please provide in separate sheet):

S.No.	Type of trainings provided	Target group	No. of trainings conducted	No. of persons trained	Resource Persons	Venue for the trainings (own / hired)

5.7 Does your organisation have experience in developing training modules, communication

& learning materials? Yes No

If yes, please provide following details (provide details in separate sheet):

S.No.	Type of materials developed	Topic	Target group

5.8 Does your organisation have experience in Social Mobilisation /community organisation

Yes No

If yes, please provide details:

5.9 Management structure (please attach Organogram):

5.10 **Details of staff:** Brief description about existence of HR policy, staff strength, professional staff with gender balance etc. (Provide list containing names, gender, age, designation, qualification, total number of years of experience and number of years of experience in the organization of all professional staff in annexure).

5.11 Award or recognition received:

Recognition and awards received till date	Source	Year	Relevant Activity / Work for which received

Section IV. GOVERNANCE

6.1 Does your organization have a Governing Body? Yes No

6.2 If yes, by what name is the Governing Body called? _____

6.3 Membership to the Governing Board is obtained through

Nomination Election or both

6.4 Are there any Board of Directors related to the CEO or other Board Members

Yes No

6.5 Details of Governing Board members (Details to be provided in a separate sheet)

S.No	Name	Address along with Contact Details	Age	Gender	Occupation	Position in the Board
1						
2						

6.5 What is the quorum of Board meeting as stipulated in your Rules and Regulations?

6.6 Details of the Board Meetings held in the last Financial Year

S.No	Date of Board meeting	No. of Members present	Quorum
1			
2			
3			
4			

6.7 Does Board ensure the organization's compliance with applicable laws and regulations?

Yes No

If yes, please provide details of the compliances fulfilled in last three years

S. No.	Particulars	2010-11	2009-10	2008-09

SECTION V. DOCUMENTATION REQUIRED

Following documents need to be provided:

S.No.	Documents	Yes / No
1	Registration certificate and Memorandum of Association & Articles along with the latest filled return	
2	Details of Governing Board members	
3	Staff details: Provide list containing names, gender, age, designation, qualification, total number of years of experience and number of years of experience in the organization of all professional staff	
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5	Annual report of the organisation for the last three years	
6	Financial Statements: Provide an audited copy of the Balance Sheet, Receipts and Payments and Income and Expenditure statement for last three years	
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8	Income Tax Registration and Exemption Certificate if any	
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11	Documents to support to confirm the association / membership	

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I _____ the Chairperson/President/Chief Executive Officer of the organization _____ hereby certifies that the contents of the enclosed Minimum/Desirable norms compliance form are true and factually correct.

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**Format for Empanelling Agencies for the Implementation of
Monitoring & Evaluation
Rural Development Department, Government of Bihar
Request for Expression of Interest (EoI).**

EMPANELLMENT FORM

Annexure to Expression of Interest (EoI)

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S. No.	Criteria	Whether minimum eligibility criteria fulfilled (Y/N)	Details of Supporting documents attached.
1.	The organization should be a registered legal entity (non-political and secular) as per applicable laws in India evidenced by an appropriate registration certificate. The organization should have the relevant area of EOI as a core area of practice for at least a minimum period of 8 years.		
2.	The organization should not have been blacklisted by any government agency in India. An affidavit signed by the authorized legal representative of the organization to be submitted.		
3.	The organization should have audited financial statements for the last 3 years.		
4.	In addition to III (a to d above), for monitoring & learning , the organization should have proven experience of providing similar support in the relevant area , at the state level for monitoring outputs across the state.		
5.	Ability, willingness and experience of the agency to be able to augment funds from other sources for project implementation.		

SECTION II. BASIC INFORMATION

1. IDENTITY

1.1 Name of the organization (Legal Name)

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Phone with S.T.D. Code _____ Fax _____

1.4 Postal Address (if organisation is not located in above address)

District _____ State _____ PIN _____

Phone with S.T.D. Code _____ Fax _____

Email _____ WebSite _____

1.5 Name of the Chief Functionary _____

Designation _____ Address _____

_____ District _____ State _____ PIN _____

Phone with S.T.D. Code (Office) _____ (Residence) _____ Mobile _____

Fax No. _____ Email _____ WebSite _____

1.6 Operational area of Organization: All India or Specific

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If yes, please provide details of the operational areas: _____

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5.5 Does your organisation have the program implementation experience in the areas of Monitoring & Evaluation? Yes No

If yes, please specify (**please provide details in separate sheets**) – attach relevant reports

S.No.	Programmes under monitoring & Evaluation undertaken	Capability statement	Operational area (name of the state/s and district/s)	Results / outcomes (numbers only)
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2				
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4				

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Monitoring and Evaluation? Yes No

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3			
4			

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Yes No

If yes, please provide details of the compliances fulfilled in last three years

S. No.	Particulars	2010-11	2009-10	2008-09

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