

## REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

**INDIA**

**BIHAR INTEGRATED SOCIAL PROTECTION STRENGTHENING PROJECT**

Project No.: PI 18826.

Credit No 5349-IN

**Assignment Title: Training Needs Assessment and Development of Training Strategy**  
**Reference No. CS-2**

The Bihar Rural Development Society (BRDS) under the Department of Rural Development (RDD), Government of Bihar has received a Credit from the International Development Association to finance the Bihar Integrated Social Protection Strengthening Project and intends to apply part of the proceeds of this Credit for these consulting services.

The consulting services (“the Services”) will support BRDS by conducting a training needs assessment of personnel engaged in service delivery of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) and the Indira Awas Yojana (IAY); based on the findings of the needs assessment, developing a training strategy and plan for staff engaged in the service provision of MGNREGS and the IAY; and developing a monitoring framework with indicators, reporting formats for assessment of training and capacity building strategy.

The Agency will be retained for the period of six months, effective from the contract signing date. The broad draft Terms of Reference for the Training Needs Assessment and Development of Training Strategy is available at [www.rdd.bih.nic.in](http://www.rdd.bih.nic.in)

The Bihar Rural Development Society (BRDS) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- The firm should be in business for the last five years.
- The firm should have an average annual turnover of at least INR 1.5 crores in the last three years
- The firm should have at least two experiences in organizational functional review and Training Needs Assessment for social sector programs;
- Proven experience in public administration and institutional capacity development;
- Established track record and prior experience of handling organizational development and change management in low income states of India;
- Experience in training, research, including monitoring and evaluating capacity building programs;
- Proven ability to work closely with Government Departments and coordinate with diverse government, non-governmental and quasi-governmental agencies;
- Prior experience of working with Government of Bihar preferred;



- Knowledge of Government Public Administration policies and guidelines a must; and
  - Availability of qualified experts in fields relevant to lead the proposed work.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011) ("Consultant Guidelines"), setting forth the 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.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications. The submission should clearly indicate the type of association whether a JV or sub consultancy.

A Consultant will be selected in accordance with the QCBS method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours 1000 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below through registered post/speed post/ courier/ by Hand by December 30, 2014 till 1700 hrs.

Bihar Rural Development Society (BRDS),  
Department of Rural Development  
Old Secretariat, Patna 800023  
Attn: Project Director, BISPS, Bihar Rural Development Society  
Tel: +91-612-2217496  
Fax: +91-612-2217857  
E-mail: [rlrsec-bih@nic.in](mailto:rlrsec-bih@nic.in)  
Website: [www.rdd.bih.nic.in](http://www.rdd.bih.nic.in)



## Draft Terms of Reference

### TRAINING NEEDS ASSESSMENT AND DEVELOPMENT OF TRAINING STRATEGY

#### 1. Background

In the last decade, Bihar has made impressive improvements in human development outcomes in terms of access to schooling and health. Despite the impressive growth, the share of the rural population living below the poverty line witnessed little change from 55.7% in 2004-05 to 55.3% (approximately 54 million) in 2009-10. Certain groups including persons with disabilities (PWDs), older persons and widows, are especially vulnerable to economic shocks and rising living costs. These groups are likely to experience multiple deprivations on account of poor support systems, rising health expenditures, and declining incomes.

Social protection (SP) spending is fairly high in Bihar (INR62.04 billion in 2010-11) and there are several programs in place to meet the needs of the poor and vulnerable. The three main social assistance programs include (i) Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) - a rights-based, demand-driven public works program that guarantees all rural households up to 100 days annually of unskilled public works employment on demand; (ii) Indira Awaas Yojana (IAY) - cash transfers to poor rural households for building houses; and (iii) Social pensions - cash transfers for older persons, widows and persons with disabilities. The Rural Development Department (RDD) of Bihar, implements MGNREGS and IAY as well as the Below Poverty Line (BPL) list, which is used across several SP programs to identify poor households in rural areas.

The Bihar Integrated Social Protection Strengthening Project will be implemented in Bihar with support from the World Bank with the objective of strengthening institutional capacity of the Department of Social Welfare and the Rural Development Department to deliver social protection programs and services and expand outreach of social care services for poor and vulnerable households, persons with disabilities, older persons and widows in the state. The project will be implemented over a period of six years (2014-2020) and will systematically strengthen institutions for improved and expanded service provision for social protection programs and services, supporting the Government of Bihar's core agenda of promoting better governance and service delivery in the state.

#### 2. Objective

BRDS seeks to hire an agency to support it in developing and deploying an informed, targeted training and capacity building strategy for Rural Development Department staff engaged in the service provision of MGNREGS and IAY.

The objectives of the training and capacity building strategy are to:

- strengthen staff core knowledge and capacity for efficiently and effectively deploying MGNREGS and IAY programs; and
- institutionalize an ongoing capacity building program for professional development of RDD staff.



**3. Scope of work**

The agency will be tasked with

- Review of current training sites and programs/courses available for pre-service, in-service and contractual staff engaged with MGNREGS and IAY service delivery (including cost, annual output, qualification of trainers, prerequisites for enrolment, targeted beneficiaries, sponsorship opportunities);
- Training needs assessment of staff, contract workers and other stakeholders (e.g. block and district administration, functionaries of other line departments, post office and bank staff engaged in MGNREGS and IAY service delivery);
- Developing a training and capacity building strategy to address knowledge and capacity gaps for all levels of staff engaged in MGNREGS and IAY service delivery. The strategy should address: (i) training objectives and needs for each cadre of staff; (ii) measures to address identified challenges/capacity gaps; (iii) profile of trainees at all levels; (iv) resource person/trainer requirements/capacity; (v) training approach / methodology / duration and content for each level of trainee; (vi) linkages between individual training plans and performance management system; and (vii) indicative training content and broad plan including plan for preparation of training and learning materials for each type of training and resource persons to be involved;
- Developing a detailed annual training plan with training load, training schedule and costs for various categories of identified staff;
- Developing a detailed monitoring framework, including a effectiveness indicators and reporting mechanisms to track performance of training plan and strategy.

**4. Period of Consultancy:** Six months effective from the contract signing date. Any change in the period of assignment will only be made after mutual review by both the parties.

**5. Key professional staff qualifications and experience:**

Position	Qualifications and Experience
Team Leader	<ul style="list-style-type: none"> <li>• Masters in Social Science / Development / Work, Management / Public Administration or other relevant subjects</li> <li>• At least 10 years of experience in capacity building activities in management of training programs, preferably with bilateral, multi-lateral development partners in similar areas.</li> <li>• Experience in planning, organizing, managing and scheduling of training programs.</li> </ul>
Strategic Planning Expert / Specialist	<ul style="list-style-type: none"> <li>• Masters in Social Science /</li> </ul>



	<p>Development Management / Work or other relevant subjects</p> <ul style="list-style-type: none"> <li>• At least 8 years of work experience in strategic planning or other relevant domains.</li> <li>• Experience in working with government, quasi-governmental and non-governmental organizations.</li> </ul>
Curriculum Development Specialist	<ul style="list-style-type: none"> <li>• Masters in Social Science / Development Management / Work or other relevant subjects</li> <li>• At least 5 years of work experience as Curriculum Development Specialist/ core person in training related areas, experience in training needs assessment, curriculum design, material development.</li> </ul>
Training Methodology Specialist	<ul style="list-style-type: none"> <li>• Masters in Social Science / Development Management / Work or other relevant subjects</li> <li>• At least 5 years of work experience as Training Specialist/ core person in training related areas, experience in training needs assessment.</li> </ul>
Social Researchers for training needs assessment, pre testing, post intervention assessment	<ul style="list-style-type: none"> <li>• Masters in Social Science / Development Management / Work or other relevant subjects</li> <li>• At least 8 years of work experience in training related areas, experience in training needs assessment and post intervention assessment.</li> <li>• Basic understanding &amp; experience on issues pertaining to the elderly, widows and persons with disabilities.</li> </ul>
Monitoring expert	<ul style="list-style-type: none"> <li>• Masters in Social Science / Development Management / Work or other relevant subjects</li> <li>• At least 5 years of work experience as Monitoring Expert, experience in monitoring and training impact evaluation.</li> </ul>

**6. Deliverables and Payment**

S.No.	Deliverable	Time from Contract	Payment
1.	Submission and acceptance of report on review of current training sites and programs/courses available for pre-service, in-service and contractual staff engaged with MGNREGS and IAY service delivery (including cost, annual output, qualification of trainers, prerequisites for enrolment, targeted beneficiaries, sponsorship opportunities).	4 weeks	10%
2.	Submission and acceptance of report on training needs assessment of relevant identified staff.	8 weeks	20%
3.	Draft training and capacity building strategy submitted for BRDS.	10 weeks	
	Submission and acceptance of final training and capacity building strategy based on BRDS.	2 weeks of receipt of feedback	20%
4.	Submission and acceptance of detailed training and capacity building plan with training load, training schedule and costs for various categories of identified trainees	18 weeks	20%
5.	Submission and acceptance of draft monitoring plan with indicators, reporting formats for BRDS to review quality, efficiency and effectiveness of training and capacity building strategy to BRDS feedback.	20 weeks	10%
6.	Submission and acceptance of final monitoring plan with indicators, reporting formats for assessment of training and capacity building strategy	23 weeks	20%

**7. Reporting Arrangements**

The Consultant will report to the CEO BRDS and will work closely with the Head - Capacity Building & his/her team responsible for the implementation of the training and capacity building activities. The CEO BRDS will establish and implement procedures for reviewing the Consultant's progress and approving outputs. In addition, the CEO BRDS would assign a focal point for the Consultant from the PIU who will communicate the progress to the involved parties and ensure all necessary support to the consultant for the timely completion of this assignment. The CEO will also ensure that all relevant information for the completion of this task is made available the Consultant in timely manner.

**8. Review Committee**

The performance and deliverables of the Consultant will be reviewed by a Working Group constituted by the Project Director and response provided on the deliverables within 15 days.