

Jharkhand State Livelihood Promotion Society

(Under Rural Development Department, Govt. of Jharkhand)

3rd Floor, Shantideep Tower, Opp. Maharaja Hotel, Radium Road, Ranchi-834001

Phone No. 0651-2360053,2360142

Email – jslps.ranchi@gmail.com, Website – www.jslps.org

Letter No: 1362/Ranchi

Dated: 09/08/2017

LETTER OF INVITATION

To

Interested Individuals

Sub:- Hiring of Individual Consultant for study on “Sustainability of Community Based organisations (VO & CLF) including Study and recommendation on various Community Cadres (CRPs) of JSLPS promoted under NRLM program of JSLPS.

Dear Sir,

1. You are hereby invited to submit technical and financial proposals for consultancy services required for conducting a study on **Sustainability of Community Based organizations’ (VO & CLF) including the study and recommendation on various Community Cadres (CRPs) of JSLPS promoted under NRLM program in Jharkhand**, which could form the basis for future negotiations and ultimately a contract will be entered between you and JSLPS.
2. **The purpose of this assignment is to:**
 - (i) To know the financial sustainability of Community Based Organizations (VO & CLF) specifically involved in financial services.
 - (ii) To know the source of income & expenditure of CBOs from financial services & from other sources.
 - (iii) Recommendations for effective interest charge on loan to SHG members.
 - (iv) Recommendations on various Community Cadres (CRPs) of JSLPS, their responsibility, resource fees paid &
3. **The following documents are enclosed to enable you to submit your proposal:**
 - (a) Terms of reference (TOR) (Annexure-I for the Study.
 - (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure- II); and
 - (c) A sample format of the contract for consultant’s services under which the service will be performed (Annexure-III).
4. The JSLPS has provision of fund in FY-2017-18 towards conducting the study and intends to apply a portion of this fund to eligible payments under this Contract.
5. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the

"Supplementary Information for Consultants." The proposals shall be submitted either for any study or for both the study.

The proposals will be received in the office of the JSLPS up to **12.00 hours on 05th September, 2017**.

6. **Deciding Award of Contract**

Quality and competence of the consulting service shall be considered as the paramount requirement.

Negotiations will be held only if the technical proposal is acceptable. The consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted to JSLPS, as may be required to adjudge the reasonableness of your price proposals. If the negotiation is successful, the contract will be awarded. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded, the process of selection of Consultant, issue of letter of invitation etc. will be repeated till an agreed contract is concluded.

7. Please note that the JSLPS is not bound to select any of the Consultants submitting proposals.
8. It is estimated that about **75 man-days (approximately 2 & half months)** of services will be required for the assignment and generally you should base your financial proposal on this figure. However, you should feel free to submit your proposal on the basis on man-months considered necessary by you to undertake the assignment.
9. You are requested to hold your proposal valid for 60 days from the date of submission during which period you will maintain without change, your proposed price. The JSLPS will make its best efforts to finalize the agreement within this period.
10. Please note that the cost of preparing a proposal and of negotiating a contract including visits to JSLPS, if any; is not reimbursable as a direct cost of the assignment.
11. Assuming that the contract can be satisfactorily concluded in last week of **October 2017**, you will be expected to take-up/commence with the assignment with immediate effects.
12. We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.
13. **Tax Liability**

Please note that the remuneration, which you receive from this contract, will be subject to the normal tax liability as per the prevailing Income Tax Act. Kindly contact the concerned tax authorities for further information in this regard, if required.

14. We would appreciate if you inform us by Telex/Facsimile within three days from the receipt of the letter:
- (a) Your acknowledgment of the receipt of this letter of invitation; and
 - (b) Whether or not you will be submitting the proposal.

Sd/

Chief Executive Officer

Enclosures:

Annexure-I: Terms of Reference.

Annexure-II: Supplementary Information to Consultants.

Annexure-III: Draft contract under which service will be performed.

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

(a) **Technical Proposals**

- (i) Curriculum Vitae of Consultant (F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last three years in the format given in Form F-3.
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which Consultant would plan to execute the work. Work plan time schedule in Form F-4 and approach or methodology proposed for carrying out the required work.
- (v) The Consultant's comments, if any, on the data, services and facilities to be provided by JSLPS indicated in the Terms of Reference (TOR).

(b) **Financial Proposals**

The financial proposals should include the Schedule of Price Bid in Form F - 5.

2. Two copies of the proposals should be submitted addressing to the Chief Executive Officer, Jharkhand State Livelihood Promotion Society, 3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001, Jharkhand. .

3. **Contract Negotiations**

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, if required, which will indicate periods in months and reporting schedule. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed monthly rates.

4. **Terms of Payment**

The mode of payments to be made in consideration of the work to be performed by the Consultant shall be as follows:

- (i) 20% of contract value: Upon submission of inception report.
- (ii) 50% of Contract value : Upon receipt of draft report along with documentary.
- (iii) 30% of Contract value : Upon submission and acceptance of Finance Report.

Note: All payments shall be made on submission of pre-receipted bills by the Consultant in duplicate for respective stages. If the consultant required advance, an amount equivalent 20% of the contract value shall be paid subject to submission of bank guarantee of the equivalent amount and the BG should be valid for a period.

5. Review of Reports

A review committee (to be restricted to three members) consisting of following officers of JSLPS will review all reports of Consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 7 days of receipt.

- A) Chief Executive Officer/Chief Operating Officer.
- B) State Program Manager, FI
- C) State Program Manager, Finance/SMIB.

FORM NO.F-1

From:

To

The Chief Executive Officer,
3rd Floor, Shantideep Tower,
Radium Road, Ranchi-8374001,
Jharkhand

Sir,

Sub:- Hiring of Individual Consultant for study on “Sustainability of Community Based organisations (VO & CLF) including Study and recommendation on various Community Cadres (CRPs) of JSLPS promoted under NRLM program of JSLPS.

I _____ Consultant herewith enclose Technical and Financial Proposal for selection as Consultant for JSLPS.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Signature: _____
Full name _____
and address: _____

FORM F-2

**FORMAT OF CURRICULUM VITAE (CV) FOR
CONSULTANT**

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date: _____
[Signature of Consultant] *Day/Month/Year*

Full name of Consultant: _____

FORM F-3

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 3 YEARS (FY)**

Outline of recent experience on assignments of similar nature:

Sl. No.	Name of the Assignment	Name of the Project	Owner or Sponsoring Authority	Cost of Assignment	Date of Commencement	Date of Completion	Was the Assignment Completed Satisfactorily
1	2	3	4	5	6	7	8
1							
2							
3							
4							

Note: Please attach certificates from the employer by way of documentary proof, if any:

FORM F-4

WORK PLAN TIME SCHEDULE

A. Field Investigation

Sl. No.	Activities to be undertaken	Week wise Program							
		1 st week	2 nd week	3 rd week	4th week	5 th week	6 th week	7 th week	8 th week
1									
2									
3									
4									
5									

B. Compilation and submission of reports

1. Draft Final Report
2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment.

D. Comments or suggestions on "Terms of Reference."

FORM F-5

SCHEDULE OF PRICE BID:

Activities/Particulars	Amount (In figure)	Amount in Words
Consulting services for study including field visit, design the format, travel & accommodation, Reporting and any ancillary activities according to the ToR.	Rs.....	Rupees.....only
Consultancy Service Taxes @_____ % if any		

Signature of Consultant

Date:.....

Address:.....

FORM F-6

Break-up of Cost Estimates

Remuneration

Consultant Name	Daily (Monthly) Rate (in Rs.)	Working Days (Months)	Total Cost (in Rs.)
-----	-----	-----	-----

Sub-Total (Remuneration)

Out-of-Pocket Expenses:

a) Per Diem:	Room	Subsistence	Total	Days
<u>Cost</u>	_____	_____	_____	_____

b) Taxi Cost: _____

c) Lump Sum Miscellaneous Expenses :

Sub-Total (Out-of-Pocket)

Contingency Charges:

Total

Consultancy Service Tax
@%

Draft Letter of Contract

Sub: Hiring of Individual Consultant for study on “Sustainability of Community Based organizations (VO & CLF) including Study and recommendation on various Community Cadres (CRPs) of JSLPS promoted under NRLM program of JSLPS.

(Name of Consultant)

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes (Name of responsible staff of Borrower) has been assigned to administer the assignment and to provide the Consultant with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about _____ days/months, during the period from _____ to _____. These dates are estimates and (Name of Borrower) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide the (Name of Borrower) with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.

This Contract, its meaning and interpretation and the laws of the Union of India shall govern the relations between the parties.

Set out below is the terms and conditions under which you have agreed to carry out the assignment. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Contract will become effective upon confirmation of this letter by you and will terminate on _____, or such other date as mutually agreed.

Payments for the services will not exceed an amount of _____.

You will be paid as follows, within 30 days of receipt of invoice a fee of:

Amount	Currency	
.....	upon receipt of a confirmed copy of this letter and submission of inception report.
.....	upon receipt of the draft report.
.....	upon receipt of the final report acceptable to (Name of Client)

The above fee includes all the costs related to carrying out the services, including overhead and any taxes.

You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the (Name of Client) against any and all claims, demands, and/or judgements of any nature brought against the (Name of Client) arising out of the services under this Contract. The obligation under this paragraph shall survive the termination of this Contract.

All materials produced or acquired under the terms of this Contract written, graphic, film, magnetic tape or otherwise shall remain the property of the (Name of Client). The (Name of Client) retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Contract or the execution of its other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You shall pay the taxes, duties fees, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed :

Place: (Signature & Name of Consultant)

Date: (Signature & Name of Client's Representative)

Attachment: (i) Terms of Reference and Scope of Services; and (ii) Consultant's Reporting Obligations.

Terms of Reference (TOR) for study on “Financial Sustainability of Community Based organizations (VO & CLF) including study and recommendation on various Community Cadres (CRPs) of JSLPS promoted under NRLM program of JSLPS.

1. Background:

JSLPS has promoted around 120 CLFs, 4200 VOs & more than 90000 SHGs in the state under NRLM program. Day by day the number of VOs & CLFs are increasing. They have limited income out of financial intermediation. Hence, there is big question about the sustainability of the Community institutions in long run specifically after NRLM program. Community institutions need guidance & direction in this regard.

2. Context & Purpose of the Assignment:

Looking into the above scenario, JSLPS has planned to conduct study on “**Financial sustainability of Community Institutions**” (VO & CLF) and on “**Various Community Cadres (CRPs)**” of JSLPS in Jharkhand. The outcome & recommendation of the study will guide JSLPS to strategies to guide the CBOs and CRPs. Accordingly CBOs will plan to increase the income & reduce the expenses to make the institution sustainable in a specific time period and steps will be taken in fixing honorarium, improvising selection process and ensuring timely payment to the CRPs.

3. Scope of the study:

In order to represent appropriate samples of Jharkhand State, the study will cover NRLM first phase (old resource block) dist. Like i.e. West Singhbhum, Pakur, Ranchi and Gumla and Latehar, and intensive blocks in Ranchi, Westsingbhum, Pakur, Palamu & Simdega.

The Consultant is to visit these districts along with other MFIs/NGOs working in the states. If travel is required for other States, JSLPS will pay the actual expenditure towards travel and accommodation.

A primary assumption is that CBOs are not able to attain financial sustainability due to various reasons. Hence, the outcome of the study may establish, whether CBOs are sustainable or not, if not what are the reasons. Study may recommend the CBO will become sustainable. The study may focus following aspects;

- a) Sources of income
- b) Types of expenses of a community institution
- c) How to reduce the expenses & increase the income
- d) Cadre payment system
- e) Mapping of cadres at various institution level
- f) Utilization of loan fund
- g) Effective interest rate charges to members
- h) Suitable act for registration of community institution for financial intermediation
- i) Higher level institutions relation & services provides to its member institution
- j) Provision of corpus fund at Community institution level & mobilization of funds from other sources
- k) Types of Community Cadres in various domains

- l) Selection process
- m) Nesting in the community institutions
- n) Honorarium / service charge from JSLPS and from Community
- o) Monitoring and report of Community Cadres
- p) Modality of payment, time taken for it

3.1) Study description and methodology / approach

1. Meeting, interaction and FGD with
 - a. SHG-at least 5 per dist,
 - b. VO-at least 5 per dist,
 - c. CLF –at least 3 per dist
 - d. Individual members of SHG-2 per dist.
2. Review of their books of records & bank passbooks
3. Meeting with MFI, NGOs promoting SHG/VO/CLF
4. Meeting with bankers & institutions conducting training for CBOs
5. Meeting with various community cadres of JSLPS
6. Interact with JSLPS staff, Community leaders
7. Study the community cadres policies of JSLPS
8. Study the community cadres of other states

4. Deliverables:

The following are the deliverables of the study

- a) Activities undertaken by CBOs:
- b) Governance structure & their functions towards developing guideline on fund management
- c) Different source of income
- d) Various expenses of CBOs
- e) Interest charge by CBO to members presently & what should be the effective interest rate charge by CBOs on financial intermediation & charge for other services
- f) How effectively manage their fund
- g) Recommendation for capacity building requirement for fund utilization for sustainability
- h) Strategy for horizontal & vertical growth of CBOs (expansion of members)
- i) Appropriate honorarium for different Community Cadres
- j) Proper selection process
- k) Payment modality with time limit
- l) Nesting of Community Cadres in various Community Institutions and any other things

5. Detailed Task Outline:

- (a) Prepare Inception report along with research tools
- (b) Identify block, village markets in the identified districts in consultation with the JSLPS
- (c) Identify MFIs & NGO engaged across various functions and carry out discussions with them
- (d) Conduct study based on mutually agreed research tools (refer market study. In depth interviews with the indicated respondents are to be conducted.
- (e) Collate information from the interviews and analyze collected data and information to arrive at the demand and supply gaps along with consumer preferences.

- (f) Use projective standard techniques to extrapolate the data, based on justified assumptions, and project the demand and supply scenario for the state of Jharkhand
- (g) Preparation of draft report
- (h) Review of report
- (i) Preparation of final report.

6. Study Duration:

The study will be completed in a period of two months after award of contract (indicative dates: October, 2017 to November, 2017).

7. Schedule for completion of Tasks and Final Outputs:

The Consultant will develop a methodology and work plan for the study in consultation with the JSLPS and Consultant Fisheries. The Inception Report is expected to be presented to the project within 3 days from the date of the Consultancy Agreement. All other reports indicated below will also include power point presentations to be presented to the Study Review Committee members. The reporting will be done as per the timeline given below:

Outputs	Indicative Timeframe
Inception Report covering (i) justification of markets to be covered, (ii) study methodology including research tools, (iii) analysis framework and (iv) study report format	Within 5 days of allotment of work
Completion of Field Survey and Survey Report	Within 45 days of allotment of work
Draft Report	Within 53 days of allotment of work
Final Report	Within 60 days of allotment of work

8. Reports to be provided by consultant: **The Consultant shall be responsible to provide soft copy of reports along with 03 hard copies of each of the reports listed above. A power point presentation of each report will also be submitted as an output of the study.**

Intellectual Property Rights (IPR): Various documentation, surveys, and results that will be created in due course of implementation of the study will be intellectual property of the Project.

9. Data, Services and Facilities to be provided by the Client:

JSLPS will facilitate study team by providing initial information through state and district offices.

10. Study Review:

The consultant shall work under guidance of the COO, JSLPS and SPM-FI. The Roles and Responsibilities of Consultant would be to deliver services as described in detailed task outline.

COO JSLPS will be the Coordinator of the study. SPM-FI will supervise, review and monitoring conduct of the study in close coordination with COO JSLPS. The constitution of the study Review Committee will be as follows:

i. CEO, JSLPS	Chairman
ii. COO, JSLPS	Member Secretary
iii. SPM-FI	Member
iv. SPM-Finance	Member
V. SPM-SMIB	Member
VI SAP-NRO, SERP	Member

11. Study Review Schedule

Three reviews will be conducted during the study period apart from the inception report approval by the JSLPS. The inception report presented along with the research tools would be finalized at the stage. The two reviews will be scheduled as per the following stages of the study.

Review 1	Survey Findings
Review 2	Draft Report
Review 3	Final Report

12. Key Professionals Desired for the Study:

The Consultant / Consultant organization is required to engage the services of appropriately qualified person/s as short term experts to complete the study. The consultant shall have the following minimum key professional staff. Table below presents details of qualifications and experience.

S. N.	Designation	Minimum Qualification & Experience
1	Micro finance Expert	<ul style="list-style-type: none"> • Post Graduate/ Master degree in Rural Development/ Economics or MBA from an accredited college or university. • Experience of minimum 10 years in micro finance sector • Sound Understanding of SHG & their higher level federations • At least 5 years of professional qualitative and quantitative research experience including extensive experience of conducting in-depth interviews and projective techniques. • Preferably local from Jharkhand or having field work experience in Jharkhand • Excellent ability to communicate with community & community institutions • Knowledge of English and Hindi is essential.
		NB: Additional manpower can be engaged by the Consultant, to complete the assignment in time, if required.

13. Professional / Agency Selection Criteria:

	Criteria, sub-criteria	Points
(i)	Specific experience of the Consultant relevant to the assignment:	10
	Total points for criterion (i)	10
(ii)	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	
a)	Technical approach & Methodology	
	1. Appreciation of TOR	5
	2. Clarity on steps and processes defined in study design	8
	3. Sampling	7
	4. Range of stakeholders coverage	6
	5. Methodology for study	7
b)	Work Plan	
	1. Adequacy of Plan	5
	2. Duration and Input of staff months	7
	Total points for criterion (ii)	45
(iii)	Key professional staff qualifications and competence for the assignment:	
d)	Micro finance Expert-01	35
	Total points for criterion (iii):	35
	The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:	
	1) General qualifications	25%
	2) Adequacy for the assignment	60%
	3) Experience in region and language	15%
	Total weight:	100%
(iv)	Suitability of the transfer of knowledge (training) program:	
a)	Training approach and methodology	
b)	Qualifications of experts and trainers	
	Total points for criterion (iv):	
(v)	Participation by nationals among proposed key staff	
	Total points for the five criteria:	100