

“Scheme on Accreditation of Consultants and Consulting Firms”

1. Background

1.1 The consulting profession in India is at the threshold of a new era of maturity and several new elements and forces have developed in the recent years which the profession has discovered and deployed. However, the profession has not received the attention, recognition and approbation it richly deserves. The basic factor responsible for this is lack of awareness among the clientele, other related operators and policy formulators about the capabilities and level of operation of Indian Consultants. A considerable amount of mismatch is witnessed between the demand and supply especially when viewed from sectoral functional perspectives resulting in low customer satisfaction and inadequate return to the profession which do not commensurate to its wholesome efforts and contributions. Database on the consultant capability is poor, which leads to assignments given to inappropriate consultants, and thereby not getting the desired results.

1.2 Realizing this CDC proposes to develop an independent and objective system for the Accreditation of consultants and consulting firms.

2. Objectives

The objective of accreditation of consultants / consulting firms is to prepare database of capable, competent and reliable consultants / consulting firms to meet the specific services requirements of client organisations

3. Sector and Services

The accreditation of consultants and consultancy organisations will be done for following services spanning over all the sectors.

- Feasibility report / Detailed project report
- Design Engineering services
- Bid documentation
- Project Management
- Construction Supervision Management
- Training/ Knowledge Transfer
- Policy scheme/ programme formulation
- Market research
- Modernization/ restructuring
- Strategy
- Impact assessment

The consultants/ consulting firms who have provided one service or more than one service in any of the sectors may apply for the Accreditation, subject to meeting the eligibility criteria as mentioned below.

4. Eligibility Criteria

Practicing / freelance consultants working in their individual capacity having degree (or equivalent) in the discipline/ profession relevant to the area of operation or consulting firms will be eligible for Accreditation. The eligibility criteria is:

- Should have secured minimum 3 projects in the service area (for which being accredited) in the last 3 years and also must have completed minimum 3 projects in the last 5 years.
- Should have minimum 3 years of experience as a consultant.

5. Evaluation criteria

The Accreditation Advisory Committee (AAC) constituted by CDC, for the purpose of grant of Certificate of Accreditation shall assess the consultants/ consulting firms for accreditation on the basis of following parameters.

- Projects executed (for the services for which accreditation is sought)
- Qualification *
- Resources and infrastructure**
- Turnover/ Value of Assignment
- Full time professional employees**
- Client feedback
- Certification (ISO, CMM, etc.)**
- Professional recognition/ Awards/ Achievements
- Assessment of quality of work done (copy of Report/ Course Material, etc.)

Note: * : *Applicable for Consultants*
** : *Applicable for Consulting Firms*

The weightages for different parameters for consultants and consulting firms for evaluation purpose shall be as follows:-

Consultants

S.No.	Description	Marks
1.	Qualification	10
2.	Projects executed (Quantity and Quality)	40 *
3.	Turnover/ Value of Assignments	15
4.	Client feedback	20 *
5.	Professional recognition/ Awards/ Achievements	15
	Total	100 Marks

Consulting Firms

S.No.	Description	Marks
1.	Projects executed (Quantity and Quantity)	30 *
2.	Resources and Infrastructure	15
3.	Full time professional employees	10
4.	Turnover/ Value of Assignment	10
5.	Client feedback	20 *
6.	Certification (ISO, CMM, etc.)	10
7.	Professional recognition/ Awards/ Achievement	5
	Total	100 Marks

Note: For parameters marked (*) half of the total marks for evaluation will be based on the data provided in the Application and half of the total marks for evaluation will be based on the verification process.

Consultants having Certified Management Consultant (CMC) certification issued by International Council of Management Consulting Institutes (ICMCI) will be exempted from certain components of evaluation process.

6. Processing Fee

Consultants/ consulting firms who wish to get accredited have to apply through a prescribed application format along with the prescribed processing fee as mentioned below.

- Consultants - Rs. 1,000/-
- Consulting firms - Rs. 5,000/-

The processing fee is non-refundable.

7. Incomplete Application

The incomplete applications will not be considered for evaluation. Therefore it is the responsibility of the applicants to ensure that the application is complete in all respects including the requisite documents to be enclosed with the application.

8. Verification process

The verification process of the applications received for the Accreditation shall be as follows:

- Initial scrutiny of the applications alongwith documentation by an internal committee of CDC constituted for this purpose.
- Verification of assignments/ projects executed from the client organisations.
- Physical verification of atleast one project covering all the aspects/ processes followed by consultant/ consulting firm in delivery of the project.

9. Evaluation

Presentation by consultant / consulting firm before Accreditation Advisory Committee (AAC) covering all the components of evaluation criteria.

10. Validity of the Accreditation certificate

The Accreditation certificate will be valid for a period of two years from the date of issue.

11. Renewal

The consultant/ consulting firm will re-submit the application form along with necessary documents for renewal of the certificate and shall be examined by AAC and if required consultant/ consulting firm may be invited for presentation.

12. Time Lines

The accreditation process is proposed to be completed twice in a year. All complete applications received till 15th February 2011 will be taken up for consideration after 16th February 2011. The schedule w.e.f. 1st April 2011 onwards shall be notified on the website.

13. Rejection of Application

The Centre reserves the right to reject the application without assigning any reasons

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