

CONSULTANCY DEVELOPMENT CENTRE

INVITATION FOR PROPOSALS FOR KNOWLEDGE MANAGEMENT THROUGH CAPTURING CONSULTING EXPERIENCES OF EMINENT CONSULTANTS

Consultancy Development Centre (CDC) invites proposals from consultants/consultancy agencies having proven track record of experience in similar assignments for undertaking project for “Knowledge Management through Capturing consulting Experiences of Eminent Consultants”

Scope of Work

A report on compilation of experiences of eminent consultants in a structured format. Some of the parameters to be considered are:

- a) How to market consultancy services
- b) Managing consultant client relations
- c) Getting commitment of client to recommendations/proposals of the consultant
- d) What makes a Proposal a “Winning Proposal”
- e) Art of presenting/documenting findings and recommendations
- f) Pitfalls in consulting
- g) Benefits to client (both tangible and intangible)
- h) Feedback of client

The above are indicative and could cover any other parameter relevant to consulting

Towards the above, the consultant/agency is expected to carry out the following activities

- o Prepare list of consultants to be approached and finalise the same in consultation with CDC
- o Prepare structure of discussion with parameters specific to which the experiences shall be shared, with the concurrence of CDC
- o Submission of Inception Report outlining the methodology of compilation of the experiences.
- o Submit progress Reports/Interim Reports after the approval of the inception report to CDC on mutually agreed time frame
- o Get the documented material vetted by the respective consultant before incorporation in the report
- o Submit draft Report on the agreed structure and contents and Presentation on the same
- o Submit final report incorporating modifications proposed during the presentation of the draft report (in hard and soft form)
- o Modifications during Publication
- o Presentation during dissemination

Format for submission of proposal

Proposals shall be submitted in two parts - Technical proposal and price proposal in separate sealed covers, super-scribing on the cover as Technical Proposal, Price Proposal respectively. The outer cover should bear the address of the consultant/agency

The Technical proposal shall contain the following:

- a) Name of the consultant/agency
- b) Area of specialisation and work experience
- c) Experience in similar assignments
- d) Approach and methodology proposed for the project (should be detailed including the tools/processes to be used for the project)
- e) Details of Personnel to be associated with the project (including details of qualifications, skills and competencies, experience in projects/studies)
- f) Time frame along with PERT chart

The Price Proposal shall contain Lumpsum cost inclusive of professional fee, travel, boarding & lodging, documentation, contingencies and applicable taxes

Proposals may be addressed to:

Head (Projects)
Consultancy Development Centre
Core 4B 2nd Floor, India Habitat Centre
Lodhi Road
New Delhi – 110 003
Tel # 91 11 24653316, 24602601
Email: sklalwani@cdc.org.in

Last date for receipt of the proposals is Monday, 27 July 2009 by 1600 hrs.