

CONSULTANCY DEVELOPMENT CENTRE

INVITATION FOR PROPOSALS FOR PREPARATION OF PROJECT REPORT ON SETTING UP OF INDIAN INSTITUTE OF CONSULTANCY MANAGEMENT (IICM)

Consultancy Development Centre (CDC) invites proposals from consultants/institutions having sound knowledge of consulting profession and experience in setting up institutions of academics and research for preparation of a project report on setting up of Indian Institute of Consultancy Management (IICM)

Scope of Work

Development of a project Report covering the following

- a) Present Status including
 - o Overview of education, research and capacity building relating to consulting in India including requirements vis-à-vis gaps in competency levels
 - o Rationale and need for an exclusive institute for education, training and research in consulting
 - o Vision, Mission and Charter of the IICM
- b) Nature and type of activities to be carried out by the IICM including rationale for the proposed activities (national and international) vis-à-vis- the objectives/charter of the IICM
- c) Strategy and implementation plan for design, development and operational modalities of the proposed activities with particular focus on:
 - o Academic Programmes covering menu of courses (cafeteria approach), entry and exit route, delivery models, evaluation system, collaborative venture models (for project related work)
 - o Areas for Training/capacity building for enhancement of skills and competencies
 - o Research areas to be pursued relating to consulting
 - o Any other professional activity for development of consulting profession
- d) Strategy for interface and enduring linkages with stakeholders (national and international) including
 - o Consultancy organizations/firms
 - o Client organizations
 - o R&D, Academic institutions
 - o Professional bodies/associations
 - o Industry
 - o Government

This would include:

- o Involvement of the IICM in projects of national importance relating to consultancy interventions
- o Involvement and participation of stakeholders in the education, research and training and development activities of the IICM
- o Creation of a suitable structure for facilitating consultancy and technology incubation, transfer and commercialization through consultancy interventions
- o Collaborative projects, student internships, faculty exchange, etc

- e) Infrastructure including facilities requirements (Knowledge resource centre, incubation centre, IT lab, etc.) including plan for operation and maintenance
- f) Governance and Management Structure
- g) Cost estimates with break up
- h) Implementation plan of setting up the IICM along with time frame
- i) Sustainability covering
 - o Financial and economic analysis justifying the investments with respect to the likely returns
 - o Sustainability models

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

- o Prepare an inception report outlining the plan for execution based on the approach and methodology proposed in the proposal
- o Submit Progress/interim reports in accordance with the agreed schedule indicated in the work order
- o Submit draft report containing parameters indicated the TOR/deliverable and agreed mutually and presentation of the same to the Project Review Committee
- o Submit final report incorporating modifications proposed during the presentation of the draft report (in hard and soft form)

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/institution

The Technical proposal shall contain the following:

- a) Name of the consultant/institution
- 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 (Systems)
Consultancy Development Centre
Core 4B 2nd Floor, India Habitat Centre
Lodhi Road
New Delhi – 110 003
Tel # 91 11 24682055, 24602601
Email: sureshk@cdc.org.in

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