

## CONSULTANCY DEVELOPMENT CENTRE

### INVITATION FOR PROPOSALS FOR STUDY ON CONSULTANCY INTERVENTIONS IN CENTRAL PLAN SCHEMES OF THE ELEVENTH FIVE YEAR PLAN

Consultancy Development Centre (CDC) invites proposals from consultants/consultancy agencies/institutions having experience in executing projects/study assignments for undertaking Study on Consultancy Interventions in Central Plan Schemes of the Eleventh Five Year Plan

#### Scope of Work

- Study of all the Plan Schemes of Central Ministries/departments/agencies of the Eleventh Five Year Plan and identify activities requiring consultancy interventions
- Proposing the following with respect to each scheme/project
  - List of services/activities requiring consultancy interventions
  - Broad approach & methodology
  - Expertise/skills/competencies required by consultants/experts
- Based on the above develop a matching database of consultants
- Develop a portal containing the information on projects/activities and the consultants to facilitate match-making
- Mount the database and the opportunities on a Portal

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

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

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 2<sup>nd</sup> Floor, India Habitat Centre  
Lodhi Road  
New Delhi – 110 003  
Tel # 91 11 24653316, 24602601  
Email: [sklalwani@cdc.org.in](mailto:sklalwani@cdc.org.in)

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