

Consultancy Development Centre

Invitation of Proposal for

Study on “Building Consulting Practices – Experiences of Leading Consultants”

1. Terms of Reference

Objectives of the study are -

- To understand the experiences of leading consultants of India
- To document their professional experiences
- To draw lessons for users/ readers of the report

Scope of Study

The scope of the study is given below.

- Identification of leading consultants (both Technical Consultants and Management Consultants).
- Interaction with identified leading consultants to document their experience. The interaction (through questionnaire/ structured interview) may cover experience in securing consulting assignments, difficulties faced during execution and how these were solved, the benefits of their consulting solution to client organisation and their suggestions for the professionals who wish to consider consulting as a career option.
- Developing each interaction into a case study covering the above aspects (minimum number of case studies will be 15 numbers).
- Document learnings and recommendations from these case studies.

Approach and Methodology

Approach

The consultant should give an overall approach towards execution of the study so that it achieves the objectives stated above and covers the entire scope.

Methodology

The consultant should provide in great detail the methodology which will be adopted during execution of the study with respect to each of the points given under scope of study.

Deliverables and Milestones

Milestones

- A detailed Inception Report in 15 days from award of work discussing the execution plan in minute details.
- Mid term report at the end of 3 months from award of work giving details of progress made, future plan and seeking of approval for any deviation from the plan proposed in inception report.

- Draft report at the end of 6 months from award of work.
- Final report in 30 days from receipt of comments on draft report.

Deliverables

A report comprising the following:

- Executive Summary
- Case studies (minimum 15 numbers) broadly covering the aspects such as – strategy for obtaining assignment, execution bottlenecks and solution, benefits to client organisations, suggestions for new comers to the profession to become successful consultant/ entrepreneur
- Lessons learned

Time Frame

The Draft Report is to be completed within six months from the date of award of contract. Final Report is to be submitted in 30 days from receipt of comments on Draft Report.

2. General

Eligibility Criteria

The consultants must meet the following minimum eligibility criteria –

- Should have minimum of 5 years experience in the consulting.
- Should have executed minimum one study assignment in the last 3 years preferably assignment of similar nature or in the related sector.
- Should have average turnover of Rs.1 crore in consulting in the last three years.

Note: *Consultant must submit documentary evidence in respect of above eligibility criteria in the proposal.*

a) Proof of Turnover

b) Contract/ Work/ Engagement orders indicating the details of assignment, client, value of assignment, date of award, completion, etc.

c) Certificate of registration of the Company/ Agency

Proposal Submission

Each proposal should be submitted in two parts, viz.

- Technical
- Financial

Technical Proposal & Financial Proposal should be in separate sealed envelopes. Each envelope should be superscribed “Building Consulting Practices – Experiences of Leading Consultants” followed by Technical Proposal or Financial Proposal as the case may be.

Technical Proposal Contents

Technical Proposal should be prepared considering Objectives, Scope, Approach & Methodology, Milestone & Deliverables as well as other information given in this document.

Technical Proposal must include:

- a. Brief description about the Consultant/Consulting firm
- b. Consultants experience

In addition to overall experience of the consultant, details of specific consultancy projects/studies undertaken may be provided including Assignment/job name, description of services provided, appx. value of assignment, country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any.

Documentary evidence in support of above facts may be called for, if required.

- c. Comments and suggestions on understanding of Terms of Reference.
- d. Approach
- e. Methodology
- f. Work Plan and Schedule
- g. Detailed profile and CV of manpower proposed to be associated with this assignment.

Financial Proposal Contents

Financial proposal should be in the form of a lumpsum amount inclusive of all taxes.

The lumpsum quote should be inclusive of all expenses which consultant may incur while executing the assignment including travel, boarding, lodging including visits to CDC, as required.

Financial Proposal, should also, include a breakup of the lumpsum quote under various heads envisaged by the consultant.

Evaluation of Proposals

Technical Evaluation

The following evaluation criteria shall be used for technical evaluation.

S.No.	Details	Marks Max.
1.	Experience of the firm	20
2.	Methodology, work plan and understanding of TOR	35
3.	Suitability of the key personnel for the assignment	45
Total		100 Marks

Threshold for shortlisting consultants for technical evaluation will be 75 marks (seventy five marks).

Note: The following documentary evidence should be provided along with the proposal

- For S.No. 1 - Work Order Copies**
- For S.No. 3 - Details of Key Personnel for the project**

Financial Evaluation

The financial proposals of only technically shortlisted consultants will be opened and will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3, etc. The least cost proposal (L-1) will be considered for award of contract.

Date for submission of proposal

The last date for submission of detailed proposal is **19th August, 2011 by 1700 hrs.** in CDC office.

Respond to:

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