

No.- 1-5/69(11) 2021 Estt. Cord - ESOMSA (omr)
Directorate for the Empowerment of SCs, OBCs, Minorities
& the Specially Abled Himachal Pradesh Shimla-9


Invitation of Expression of Interest (EOI) for the empanelment of consultancy services for preparation of DPRs, consolidation of proposals, and further submission of proposals of various Programmes to Govt. of India for approval

Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled Himachal Pradesh Shimla-9 (ESOMSA), invites Expression of Interest (EOI) from domestic individuals for Empanelling Consultant for the preparation of Detailed Project Reports (DPRs) and compiling and submitting consolidated proposals for nodal executing departments/agencies. Our expertise extends to programs such as PMJVK, Grant-in-Aid, Hostels under PMAJAY, and NAPDDR, etc.

The Expression of Interest (EOI), Terms of Reference (ToR) and other details are available on the Homepage of Directorate website (<http://esomsa.hp.gov.in/>). Further clarifications can be obtained from the address and telephone number given below.

Interested individuals should submit their Expression of Interest, along with necessary supporting documents towards the educational qualifications and requisite experience, at the address below not later than 21.02.2024 upto 5.00 PM in a sealed envelope clearly marked "Expression of interest (EOI) for Empanelling Consultant for the preparation of Detailed Project Reports (DPRs)".


The Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled Himachal Pradesh Shimla-9 (ESOMSA) maintains the discretion to reject any proposal and retains the right to terminate the selection process before contract award without incurring any liability to the Consultants.


Additional Director,
Empowerment of SCs, OBCs, Minorities &
the Specially Abled, Shimla-9 H.P

SCHEDULE OF EOI PROCESS

Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled Himachal Pradesh Shimla-9, would endeavor to adhere to the following schedule from the date of issue of notification during the process:

Events	Date
Issue Date of EOI	06.02.2024
EOI Submission Date & Time	21.02.2024 upto 5.00 PM
Pre-bid Meeting Date & Venue (if required)	19.02.2024
E mail	social-hp@nic.in
Date & Time for Opening of Technical Bids	22.02.2024
Address for communication & Submission of EoI.	Additional Director, Empowerment of SCs, OBCs, Minorities & the Specially Abled, Shimla-9 H.P Email: social-hp@nic.in


Additional Director,
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Terms of Reference for Empanelling Consultant for the preparation of Detailed Project Reports (DPRs) and compiling and submitting consolidated proposals for nodal executing departments/agencies.

1. Background

The Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled Himachal Pradesh Shimla-9 (ESOMSA) is inviting expressions of interest (EOI) from domestic individuals for empanelling consultants to contribute to its mission of providing social justice and empowerment to vulnerable sections of society. The department's primary focus is on implementing programs that enhance the socio-economic conditions of Scheduled Castes, Scheduled Tribes, Backward Classes, Minorities, Persons with Disabilities, and Older Persons. With a commitment to integrating these groups into the broader social mainstream, the EOI seeks individuals with expertise in preparing Detailed Project Reports (DPRs) and compiling and submitting consolidated proposals for nodal executing departments/agencies, including programs such as PMJVK, Grant-in-Aid, Hostels under PMAJAY, and NAPDDR, etc..

2. Key Responsibilities

The key responsibilities of the consultant, as outlined in the Expression of Interest (EOI) for the Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled Himachal Pradesh Shimla-9 (ESOMSA), shall be:

- i. **DPR Preparation:** Develop comprehensive Detailed Project Reports (DPRs) for various programs, ensuring a detailed and well-researched analysis of the proposed initiatives.
- ii. **Proposal Compilation:** Compile and submit consolidated proposals for nodal executing departments/agencies, aligning with the specific requirements and guidelines of each program, such as PMJVK, Grant-in-Aid, Hostels under PMAJAY, and NAPDDR.
- iii. **Program Expertise:** Demonstrate expertise in programs related to social justice and empowerment, including PMJVK, Grant-in-Aid, Hostels under PMAJAY, and NAPDDR, to effectively address the unique needs of each initiative.
- iv. **Nodal Department Coordination:** Liaise with nodal executing departments/agencies to gather necessary information, coordinate feedback, and ensure the seamless integration of proposed projects within the departmental frameworks.
- v. **Eligibility Criteria Assessment:** Conduct a thorough assessment of eligibility criteria for the targeted programs, ensuring that all requirements are met in the proposal submissions.
- vi. **Payment/Commission Conditions:** Collaborate with the Directorate to formulate transparent and mutually beneficial payment/commission conditions, addressing any challenges related to the absence of an exclusive provision for consultancy fees in the scheme at the nodal department level.
- vii. **Alignment with Social Empowerment Objectives:** Ensure that proposed projects align with the main aim and objective of the Directorate for the Empowerment of SCs.

- OBCs, Minorities & the Specially Abled, focusing on social justice, empowerment, and the socio-economic development of vulnerable sections of society.
- viii. **Stakeholder Engagement:** Engage with stakeholders, including community representatives and beneficiaries, to gather insights and ensure that proposed projects address the specific needs and aspirations of the target groups.
 - ix. **Final Approval Process:** Work closely with the Directorate to navigate the final approval process, addressing any concerns or modifications required for the successful implementation of the proposed initiatives.

3. Minimum Qualifications and Eligibility Criteria for Empanelment of Consultants:

i. **Education and Professional Qualifications:**

Minimum of 5 years of proven experience in project management, social development, or consultancy services, preferably in the context of programs related to SCs, OBCs, Minorities, and the Specially Abled.

ii. **Expertise and Skills:**

Excellent communication and interpersonal skills for effective coordination with nodal executing departments/agencies and stakeholder engagement. Demonstrated experience in compiling and submitting consolidated proposals. Familiarity with the regulatory frameworks and policies governing social welfare programs at the state and national levels.

iii. **Previous Experience:**

A minimum of 3 years of experience in executing assignments related to concept designing and preparation of Detailed Project Reports (DPRs) for government departments or agencies, especially in Himachal Pradesh, will be considered an additional advantage.

iv. **Average Annual Turnover:**

Consultant should have minimum average annual turnover of 5.00 crore in last three years i.e 2020-21, 2022-23, 2022-23.

v. **Registration:**

The bidder should have valid GST number, and be registered the Indian Companies Act, 1956/ The Partnership Act, 1932

vi. **Non-Blacklisting:**

The bidder should not be blacklisted by any Central/State Govt./Department/Agency.

vii. **Empanelment Criteria:**

Bidders are required to submit a comprehensive Curriculum Vitae emphasizing relevant education, skills, and experience, along with a portfolio featuring prior Detailed Project Reports (DPRs), consolidated proposals, or pertinent documentation. Additionally, evidence of successful project implementation and impact assessment is essential, and compliance with the terms and conditions outlined in the Expression of Interest (EOI) document is mandatory.

viii. Selection Process:

The selection process includes document evaluation (Curriculum Vitae, portfolio, and proposal), followed by shortlisting based on qualifications and experience. Shortlisted candidates will undergo an interview or presentation session assessing communication skills, program understanding, and role suitability. The final selection and empanelment will be based on an overall assessment, with 30 marks for technical scrutiny and 70 marks for the presentation, out of a total of 100 marks.

4. Consultancy fee:

The consultancy fee will be paid based on the norms/rates approved by the HPPWD from departmental charges/contingency after the final project approval by the Government of India, given the absence of an exclusive provision for such fees in the scheme at the nodal department level. The Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled, Himachal Pradesh, Shimla-9 (ESOMSA), bears no responsibility or liability in this regard.

5. Terms & Conditions of Empanelment:

- i. The empanelment will be initially for a period of one year, subject to periodic review, and may be extended for the next year based on the department's requirements.
- ii. Consultants will not be eligible for any additional amounts during the empanelled period, except for the consultancy fee.
- iii. The department will not provide TA, DA, or lodging charges to the consultants.
- iv. If a consultant wishes to be de-empanelled before the engagement period, a one-month notice must be issued.
- v. Consultants are prohibited from sharing official information with any individual, department, or organization without the permission/instruction of the Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled, Himachal Pradesh, Shimla-9 (ESOMSA), and must maintain complete confidentiality.
- vi. During the term of service, consultants shall not engage directly or indirectly in providing consultancy services for the same projects that may lead to a conflict of interest.
- vii. The orders/amendments issued by the State Government regarding the engagement of consultants will be applicable and binding on this empanelment.
- viii. Upon selection, the consultant is required to sign an agreement.
- ix. In the event of an official dispute, the decision of the Director, ESOMSA, will be final.