

REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES-FIRMS SELECTION)

Country: India

Name of the Project: PROJECT ON CLIMATE RESILIENT AGRICULTURE IN MAHARASHTRA (PoCRA)

Project Number: P160408

Assignment Title: Hiring of HR agency for staff recruitment for PoCRA

Reference No.: IN-MAHAPOCRA-34035-CS-LCS

The Government of Maharashtra has applied for financing from the World Bank toward the cost of the Project on Climate Resilient Agriculture in Maharashtra (PoCRA), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) requires the HR agency to deploy and maintain required manpower, approximately 700 staff with varied qualification and domain specific experience for PoCRA at the state level, district level, sub district, and cluster level for the entire project period of six years.

The responsibilities of the HR agency will be:

- Prepare an HR Policy acceptable for the Project
- Prepare the recruitment strategy for the project in concurrence with PMU
- Identify suitable manpower as per the agreed recruitment procedure and deploy at the state, district, sub-division and village level
- Monitor the performance and submit periodic appraisal of the deployed manpower.
- Replace manpower as per the PMUs requirement including contingent requirements, if any.
- Manage all HR related aspects of deployed staff as per their contracts and make payments for salaries and other dues and follow other statutory duties.

The draft Terms of Reference (ToR) (ToR is Indicative and the final ToR will be part of the RFP) for this assignment is enclosed with this document.

Project Director, PoCRA now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short listing criteria are:

- Firm should be in existence and in business related to the assignment for at least 10 years by the date of submission of EOI.
- Number of similar projects/assignments of comparable scope, magnitude and complexity in providing manpower services to Government/Semi Government, Multilateral /bilateral projects with documentary evidence including copies of the contracts;
- Availability of appropriate key personnel¹ for hiring of manpower (Available within the company). Key Experts will not be evaluated at the shortlisting stage.
- Average annual turnover of INR 10 Crore or more in preceding five financial years. The firm shall submit audited balance sheet for the same.

¹ Clearly mention the status of their employment, designation, academic qualification, experience, specific experience relevant to the scope of required services

- The agency should have deployed minimum 1000 number of manpower in last 10 years. Experience in providing senior level technical manpower/specialists in the field of Agriculture, Engineering, Procurement, Finance and Accounts etc is preferred.
- Experience in the region: Year wise number of contracts in Maharashtra

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract jointly in case of award is made to JV. Interested consultants should clearly indicate the structure of their "association" and the duties of their partners and sub consultants in their application. Unclear expressions of interests in terms of "in association with" and / or "in affiliation with" and etc. without indicating the status of the partnership and designation of the lead partner may not be considered for short listing.

A Consultant will be selected in accordance with the Selection Based on Least Cost Basis (LCS) set out in the World Bank's Procurement Regulations for IPF Borrowers, July 2016 issued by World Bank.

Further information can be obtained at the address below during office hours 10:00 to 17:00 hours.

Expressions of interest must be submitted through e-procurement portal www.mahatenders.gov.in on or before on 02.1.2018.

Interested consultants would be required to register on the e-procurement portal, which is free of cost, and would be responsible for ensuring that any addenda available on the portal is also downloaded and incorporated prior to the submission of Expression of Interest (EOI). For submission of EOI online at the portal indicated above, the Consultant is also required to have a Digital Signature (DSC) from one of the Government of India authorized Certifying Authorities. The list of the authorized Certifying Authorities can be found from the link <http://www.cca.gov.in>.

**Project Director
PoCRA**

Address:
Project Director,
Project on Climate Resilient Agriculture
30, Arcade, World Trade Center,
Cuffe Parade, Mumbai-400005
Email id: pd.pocra-mh@gov.in
Phone: 022-22163351/2

Terms of Reference for Hiring of HR Agency for PoCRA

1. Background

Government of Maharashtra has taken a progressive decision to develop a drought proofing and climate resilient strategy for the agriculture sector, more as a long term and sustainable measure to address the likely impacts due to climate change. Keeping this backdrop, a Project on Climate Resilient Agriculture (PoCRA) has been formulated by the Government of Maharashtra (GoM) and implementing with financial assistance from the World Bank as per the Legal agreement between the World Bank and GoM. The Maharashtra POCRA will be the first large scale climate resilient agriculture project in India. The project will be implemented in 15 districts in Maharashtra namely, Jalgaon, Aurangabad, Jalna, Beed, Parbhani, Hingoli, Osmanabad, Latur, Nanded, Buldana, Washim, Akola, Amravati, Yavatmal, and Wardha, including the salinity affected villages in the basin of Purna river spread across Akola, Amravati, Buldana and Jalgaon districts.

The Project Management Unit (PMU) has been set up in Mumbai as nodal agency for implementation of PoCRA..

2. Project Objective:

The **Project Development Objective** (PDO) is to *enhance climate-resilience and profitability of smallholder farming systems in selected districts of Maharashtra*. PoCRA is built around a comprehensive, multi sector approach that focuses specifically on building climate resilience in agriculture through scaling up tested technologies and practices, while generating the following interdependent triple win solutions:

- a. enhanced water security at farm level - through the adoption of technologies for a more efficient use of water for agriculture, the increase in water storage capacity (surface and sub-surface) and the improvement in water distribution structures to address on-farm water availability and reduce the risks associated with intra- and inter seasonal climate variability;
- b. improved soil health - through the adoption of good agricultural practices to improve soil fertility, soil nutrient management, and promote soil carbon sequestration; and
- c. increased farm productivity and crop diversification - through the adoption of climate-resilient seed varieties (short maturity, drought and heat resistant, salt tolerant) and market-oriented crops with a clear potential for income security derived from the integration of farmers in corresponding value-chains.

3. Project Components:

The project is designed for implementation through the following components and subcomponents:

- Comp.A: Promoting Climate-resilient Agricultural Systems
 - A.1: Participatory development of mini watershed plans.
 - A.2: Climate Smart Agriculture and Resilient Farming Systems
 - A.3: Promoting an efficient and sustainable use of water for agriculture
- Comp.B: Post-harvest Management and Value Chain Promotion
 - B.1: Promoting Farmer Producer Companies
 - B.2: Strengthening emerging value-chains
 - B.3: Improving the performance of the supply chain
- Comp.C: Institutional Development, Knowledge and Policies
- Comp.D: Project Management.

- D.1: Project Management
- D.2: Monitoring and Evaluation

4. Requirement of the Assignment:

The project envisages deployment of manpower at the State Level, District Level, Sub-divisional level and the village level to carry out different functions of the project in order to achieve the PDO of PoCRA. Part of the total manpower requirement will be filled by deputation from the government departments and part will be sourced from the open market. As this is a community driven project, the PMU needs to engage the community very closely to facilitate implementation of project activities at the village level. Therefore recruitment of motivated and dedicated staff with ownership and shared vision towards the project is key aspect in achieving the objectives of the project. Therefore, engagement of a HR agency to provide services of dedicated personnel for the project duration.

5. Objective of the Assignment:

The objective of this assignment is the deployment of a well coordinated team of functional experts and augment manpower at various levels of project implementation for the successful implementation of the project.

The main task of the HR agency is to deploy the required manpower at various positions with required qualification and experience for efficient management of the project. The required manpower will be hired from the open market to be deployed for the project with Initial contract for 2 years and may be renewed based on satisfactory performance appraisal).

6. Scope of HR agency

- a) Identify and provide suitable candidates for different positions as per the eligibility criteria set out by PMU, as and when required and place them at the levels and places required. The agency shall ensure fulfilment of each and every criterion for selection of suitable candidates from the pool of applicants and deploy the best suitable candidates.
- b) Provide additional manpower when additional requirement arises. Manpower requirement will be in stages and staggered.
- c) The agency will work out the modalities for identification and deployment in consultation with PMU within institutional and legal framework of the project.
- d) The agency will impart basic training about nature of duties to be performed
- e) The agency shall develop an HR Policy and implement it to ensure uniformity and quality of services.
- f) The agency shall monitor the periodic performance of the manpower deployed with regard to their roles and responsibilities with agreed terms and conditions as per the service requirement. The periodicity of performance appraisal will be in consultation with PMU.
- g) The agency shall ensure payment of remuneration to the deployed manpower by 10th of every month for the preceding month by crediting the amount to the bank account of the concerned manpower electronically.
- h) The manpower agency shall deduct such statutory dues from remuneration and deposit to concerned agencies, as applicable.
- i) The agency will be responsible in following all applicable rules & regulations in terms of hiring manpower made by state as well as central government time to time.
- j) The service provider shall replace immediately any of its personnel (if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written communication from the PMU.

7. General Requirement of the Agency

- a) The selected agency shall submit methodology for deployment of manpower which shall indicate the process of inviting application, process of scrutiny and preparation of shortlist. The methodology shall ensure transparency, efficiency and opportunity to attract the best talent. The methodology shall be submitted for the consideration and approval of the PMU.
- b) It is mandatory that the deployed manpower shall reside at the place of assigned headquarter.
- c) The agency shall issue letters to all the personnel deployed under its contract mentioning the terms and condition of this assignment. The project specific terms and condition shall be approved by PMU.
- d) Deployment of manpower by the agency is purely on temporary basis for the project period and the manpower deployed for the project shall not be treated as Government employees at any stage for any purpose whatsoever. The agency shall submit copy of contract between agency & persons deployed to PMU.
- e) Agency shall issue Photo I-Cards to all its employees.
- f) The agency shall issue salary slip to all the employees deployed for the project indicating gross and net salary showing all statutory deductions.
- g) The agency shall make timely payments of salary to its employees without any unauthorised deductions and shall also be responsible for all statutory deductions
- h) The agency shall make the payment of salary to manpower deployed for the project, through their personal bank account only and remit all statutory deductions to the designated authorities along with the agency's contribution as per law, wherever applicable.
- i) The agency shall submit the TDS, professional Tax and ESI remittance challans of manpower deployed for the project separately with all the details along with the monthly bills.
- j) The agency shall maintain appropriate records pertaining to manpower deployed for this project, including the salary slip, disbursement of salary, remittance of payments to various authorities and make it available to PMU / concerned authorities whenever called for.
- k) The agency shall not assign the contract or part thereof to any agency other than agreed in the contract. If the agency is found to assign the contract to another agency, this will be considered breach of contract.
- l) All governance, monitoring and reporting of this contract will be under the control and supervision of the Project Director, PoCRA or his authorised representative.
- m) The agency shall use latest methodologies / technologies for monitoring and assessing the performance of the manpower deployed for project.
- n) The agency shall attend review meetings, as and when called by PMU.
- o) The agency shall handle all disputes regarding manpower deployed for the project and their contract and indemnify PMU in all respect.
- p) In case of revisions of remuneration, the agency shall pass on the same to the concerned manpower deployed for the project.
- q) The manpower deployed will be provided with goods and equipments, data, documents and records of the Government in discharging of the duties and shall remain custodian of the same. S/He shall be responsible for taking over from the project and handing over to the project and in addition s/he shall be responsible for any improper use and damage to the same.
- r) The agency shall provide the medical fitness certificate of manpower deployed for the project.

8. Reporting Requirements

- a) The Consultant shall submit a quarterly progress report on the process of recruitment of personnel deployed including the process of recruitment such as positions advertised, positions for which interviews were held, empanelment of candidates, positions for which appointment letters have been issued and dates of joining of candidates etc.

- b) A committee constituted by PMU or authorised person by the Project Director shall review the consultants' deliverables.

9. Data and Services to be provided by the Client

- a) The PMU would provide the requirement of personnel to be deployed by the Agency from time to time, along with job description, specification and eligibility criteria and place of deployment. .
- b) The PMU shall designate an Officer to act as Nodal Officer to interact with the Agency as the single point contact to manage the contract.
- c) The PMU would indicate the name/s of suitable manpower from the panel submitted by the agency.
- d) After the submission of staff requirement, the HR Agency should complete all the procedural formalities and deploy the manpower immediately and in any case not more than One Month period

10. Details of Manpower requirement

The following is the proposed tentative manpower requirement for the project to be implemented over 6 years. However, the deployment will be carried out on a stage wise implementation and on staggered basis.

Level	Tentative Number of personnel Required	Position in the Project	Indicative Educational qualification*
State level	12 8	- Assistants - Peon/ Messenger	- Graduate with IT Skills - Minimum 4 th Class
District level (15 districts)	15 15 15 30	- Procurement Specialist - Agri-business Expert - Project Specialist (HRD) - Project Account Assistant	- Post Graduate ² - Post Graduate in Agribusiness - Post Graduate in Human Resource - Graduate in Commerce
Sub divisional level (36 subdivisions)	72	- Accounts Assistant	- Graduate in Commerce
Cluster level	500	- Cluster Assistant	(Agriculture/ Horticulture/ Agriculture Engineering Graduate with IT Skill)

11. Manpower selection procedure

- a) Agency shall invite applications by giving wide publicity including print, digital and social media.
- b) The agency shall scrutinise the applications and prepare a shortlist of the eligible candidates.
- c) PMU will finalize the candidates from the list provided by the agency.
- d) The agency shall issue the appointment letter to the candidates selected by PMU.

²Managing government procurement with sector specific experience in managing similar multilateral funded projects / government projects of comparable magnitude, scope, and complexity.

- e) The salaries of the candidates will be as per the rates approved by Government of Maharashtra from time to time.
- f) Entire process of selection will be carried out through a robust and tested IT system.

12. Team Composition of the consultant agency

The agency needs to propose adequate staff for carrying out the assignment. Details of requirement of the key experts are indicated below:

Key Experts (numbers)	Minimum Requirement
Team leader (1)	Having master's degree in HR or equivalent and minimum 10 years of relevant experience in HR support in development sector. Experience in leading recruitment and selection assignments of similar programmatic nature. S/he should have experience of doing HR planning and designing staff selection methodologies for agencies involved in development sector. Experience of recruitment for Government / Semi Government agencies is desirable.
HR Expert (2)	Having master's degree in HR or equivalent and minimum 10 years of relevant experience in HR support in development sector. S/he should have experience of framing HR policy, HR planning and designing staff selection methodologies for agencies involved in development sector.
Recruitment Expert (2)	Having master degree in any discipline with at least 5 years of direct experience of conducting recruitment of multi-disciplinary teams. S/he should have knowledge of designing staff selection methodologies and using various selection instruments. Should have knowledge of local language.
Financial/Accounts Expert (2)	Having master degree in commerce or accounts or equivalent with 5 years of experience in handling accounts and finance matters including Salary disbursement and statutory payment related to payment of salaries.

13. Schedule of Delivery

No	Activities	Schedule of delivery
1	Acceptable Inception Report	Within 15 days of signing the agreement
2	Acceptable HR policy, hiring methodology	Within 30 days of signing the agreement
3	quarterly progress reports and consolidated annual report	With 15 days of completing the reporting period
4	Report on deployment of manpower, salaries paid, statutory deductions and payment of statutory dues	Monthly

EOI FORMAT

Sl. No.	Description	Schedule No.
1.	Application	Application
2.	Structured Questionnaire*	Schedule-1

(The Structured Questionnaire contained in Schedule-1 are to be submitted by the interested Applicant duly filled in, signed and stamped on each page. This questionnaire is a integral part of EoI and would be used for evaluation)

Expression of Interest

Consultant's Name and Address:

Application Reference:

Dated:

Person to be contacted:

Designation:

Telephone No.:

Fax:

To

Project Director,
Project on Climate Resilient Agriculture
30 Arcade, World Trade Center,
Cuffe Parade, Mumbai-400005

Subject: Expression of Interest (EoI) for HR Agency for Maharashtra PoCRA (World Bank funded).

Reference No.: IN-MAHAPOCRA-34035-CS-LCS

Dear Sir,

- 1.0 We, the undersigned Applicant, have read and examined in detail your solicitation of EOI for the purpose of short-listing of our firm for HR Agency for Maharashtra PoCRA(World Bank funded project) being implemented by PMU.
- 2.0 **Structured Questionnaire:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of EOI in *Schedule-1*. In case you require any further information in this regard, we agree to furnish the same.
- 3.0 **Supporting documents:** We have enclosed documents supporting compliance to Criteria for Short Listing and in support of the information provided in the Structured Questionnaire

Date :

(Signature)

Place :

Schedule -1

STRUCTURED QUESTIONNAIRE for HR Agency for Maharashtra PoCRA (World Bank funded)

Consultant's Name & Address: _____ To _____

Dear Sir,

In support of our Expression of Interest, we furnish herewith Structured Questionnaire, along with other information, as follows:

General Particulars of Firm³

Name of the firm	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this EoI	
Phone no. of the Contact Person for this EoI	
Email id of the Contact person for this EoI	
Branch offices if any	

³ Kindly use the same form for providing detail of partner/associate in case of Joint Venture

Financial Particulars of the firm

Financial year	Turnover* from providing services similar to the Assignment	Turnover from other activities	Total Turnover
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

“Turnover*” would be the turnover of the business related to HR activities only.

Full Time Key Staff currently working - Brief Profile ***

Name of Staff	Age in Years	Years of experience	Qualification	Number of years associated with the firm (post qualification)	Brief nature of work done

*** Detail CVs for the Key staff mentioned in the ToR to be provided separately

Other Staff Brief Profile ***

Name of Staff	Age	Years of experience	Qualifications	Number of years associated with the firm	assignments where the staff has worked with year

Relevant assignments –previous ten years***

Name of Project /Assignment	(1) Funded by Multilateral/Bilateral funding agency; (2) Agencies implementing government projects (other than above); or (3) Public sector undertakings (other than above) Please specify 1, 2, 3	Client Name	Nature of Service (Please also mention types of Manpower supplied)	Year of service/ Year of Work Done	Associate, if any	Contract amount	Number of manpower supplied

*** Detail citation of work can be provided separately. Please also attach self-attested copies of the contracts for the above assignments

Additional Information

(PART OF STRUCTURED QUESTIONNAIRE)

Name of Firm:

Registration No (Copy of the registration to be attached).

Attribute	Response of the HR Agency Firm
1.Does the HR Agency firm have an in-house HR Policy	
2.If (1) is yes when it was last updated?	
3. Does the firm use software for staff management? If yes, please describe the software used and the extent of usage.	
4.Does the firm use computer aided HR tools? (If yes, please describe the software used and the extent of usage.	
5.Does the firm assign a Quality Assurance (QA) for quality control for every assignment? If yes, briefly describe the system.	
6. Any other information	