

CHHATTISGARH STATE RURAL LIVELIHOODS MISSION "BIHAN"
OFFICE OF DEVELOPMENT COMMISSIONER
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Consultant Policy for CGSRLM

1. Introduction

1.1. The National Rural Livelihoods Mission (NRLM) is being implemented in the Chhattisgarh with a mission "To reduce poverty through building strong grassroots institutions of the poor. These institutions enable the poor households to access gainful self-employment and skilled wage employment opportunities, resulting in appreciable increase in their incomes, on a sustainable basis". In order to roll out and implement NRLM in the state, the CGSRLM has set up a dedicated State Mission Management Unit (SMMU) named Chhattisgarh Aajeevka Samvardhan Samiti "Bihan", which is housed Development Commissioner's office, Rural Development of the Chhattisgarh State and has a team of full time professional and support staff. The SRLM is extensively engaged in supporting the Department of Rural Development (RD) in setting up of systems and in providing technical assistance seeks to provide greater focus and momentum to poverty reduction. In the long run, SRLM is established in the state to ensure broad based inclusive growth and to reduce disparities by spreading its benefits across the communities, sectors and the region.

1.2. An adequate and timely technical assistance for execution of task like setting up systems, developing action plans and implementation of NRLM in the state is a very critical task for the CGSRLM. This is in itself a huge task and as the State Mission unit initiated action for NRLM roll out, facing competing requirement for provision of technical assistance. Moreover, certain activities required to be undertaken under NRLM would require very specific and high level of expertise and experience. All such services may, however, not be required on a full time basis. Therefore, it has become necessary to strengthen CGSRLM's capacity by enabling it to hire part time consultancy services from the market to execute required tasks on time. Taking this into consideration, the mission need to hire need based consultants as a part of CGSRLM. For the purpose budget provision has been made in Annual Action Plan of CGSRLM for the year 2013-14.

1.3. The consultants will be hired on part time basis in different thematic verticals of NRLM. The basic purpose of this policy is to lay down the principles and procedures for selection, contracting and monitoring of consultants for NMMU.

1.4. Similarly, the CGSRLM procurement manual chapter-3 (**Annexed**) also provides option for hiring of services from individual consultant.



2. Definition and Scope for hiring Consultants

2.1. The term, "Consultant", is used to indicate a competent individual with proven capability whose services will be used "on call" basis. This will be required, particularly in case when duration of service can't be defined or service is required in different periods.

2.2. For this, payment may be decided on agreed daily rates. The service of such consultant will be sought particularly when the existing CGSRLM team (i) is not able to meet the competing demands of the states for a specific task, or (ii) does not have in-house capacity to execute a specific task, or (iii) there is not enough work for a person to be taken on a full time basis. The length of service of a consultant will depend upon the nature of the assignment. For any assignment, it will not exceed 180 days in a year for one consultant.

3. The Selection Criteria for Consultants

The selection criteria for a consultant will be based broadly on:

- PG Degree or Diploma from national/international academic university/institute and having good academic record;
Or / and
- High quality experience of extending services to the large sized livelihoods projects or projects in the banking sector or training institutions or reputed development agencies/civil society organizations or corporate.
Or / and
- Substantial length of engagement in delivering quality services in the relevant field.

4. Likely sources for consultants

4.1. Data bank of potential consultants

It is expected that the universe of potential consultants will most likely be found within (i) large sized development projects run by the Government, NABARD or Commercial Banks operating at national level (ii) NGOs/Civil Society Organizations of national repute who have been working as partners with different Ministries, and, Government departments of the States (iii) International donor agencies like DFID, GTZ, etc. (v) multilateral organization like The World Bank, IFAD, UNDP etc. and (vi) consultancy organisations operating at national level. **A data bank of potential consultants will be prepared** of suitable persons who have worked with these agencies and have credible references by CGSRLM with the help of NMMU. This could be done on the basis of formal or informal enquiry. Once the data bank is prepared¹, this will be updated regularly by CGSRLM. *It allows for such enquiry where the cost of*

¹With adequate information about the potential consultants and a detailed CVs explaining necessary information



one assignment doesn't exceed Rs. 15 lakh). This data bank will provide a choice for exploring suitable consultants without any delay.

4.2. Expression of Interest

In case, the estimated cost of an assignment is above Rs. 15 lakh, in addition to (4.1) above, an enquiry will be made through seeking "Expression of Interest (EOI)"- consisting of consultant's latest CVs and an 'Application' which should highlight their competency against the advertised position/s. This will be done through publishing a related advertisement in at least one national daily newspaper and the Chhattisgarh Government website. Enquiry for seeking EOI should include in brief, the broad scope of work, inputs to be provided by the CGSRLM, eligibility and pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work. While doing so, consultants may also be asked to send their comments on the scope of work. For submission of EOI, at least 15 days' time will be allowed.

5. The Procedure for Selection of Consultant

The selection of a consultant will follow a transparent and sequential process. This will be as follows.

5.1. Identification of work/service required and preparation of ToR

The first process will be to identify the work or service to be performed by the consultant. The thematic expert of the CGSRLM will assess the requirement of the consultant/s and accordingly forward the request to the Mission Director with justification. After obtaining approval from the Mission Director, the concerned thematic expert will prepare a ToR². Besides other necessary contents, the ToR must include profile of the consultant; estimated service days and cost of the assignment.

The ToR will be circulated among SMMU team for feedback and comments. For inviting comments, a maximum of 7 days will be allowed. After this, all feedback received will be assessed by the thematic expert, handling the ToR. S/he will incorporate them as found suitable. Within next three working days, the ToR will be finalised and the same will be put up for necessary approval from the Mission Director.

5.2. Shortlisting of consultant

After approval of ToR by the Mission Director, the thematic expert will follow any of the following methods for shortlisting of potential consultant.

²ToR should include : (1) Background of the assignment and need for the consultancy service (2) Purpose/Objective of the assignment (3) Scope of Work for the assignment (4) Expected Input from the consultant (5) Time duration (if required) and schedule for completing the assignment (6) Key deliverables and reports required from the consultant (7) terms of engagement, including place of posting, travel, reporting, termination, obligation and necessary compliances



- a. If the assignment is estimated within Rs. 15 lakh, shortlisting of minimum 3 consultants, suitable for the estimated task, from the existing databank.
- b. Where the assignment is estimated more than Rs. 15 lakh, preparing EOI and floating the same through advertisement. Based on response received, those consultants will be shortlisted who meet the requirements as advertised. The number of shortlisted consultants should not be less than three.

5.3. Selection of consultant

There will be a Consultant Selection Committee in SMMU who will lead the selection process of a required consultant. The Committee will be headed by the State Mission Director with minimum 3 other members. These members of Selection Committee will be drawn RD division, MGNREGA Division and SMMU. The Mission Director will finalise names of the Selection Committee members for a consultancy assignment while approving the related ToRs. This committee will screen the profile of shortlisted consultants and evaluate their experience. For this purpose, the Committee will develop such criteria as required. After this, the selection committee will hold an interview with shortlisted candidate and select one final consultant in order of merit. In case the selected consultant doesn't turn up, the next person in order of merit may be selected for the assignment.

6. The suggested profile for Consultants

There might be different tasks with varied complexities which have to be performed by the consultants. Depth of capacity required for one task may not necessarily be required for another task. Therefore, to maintain the quality and efficiency in the assignment, selection process should thoroughly look into the capacity of consultants and accordingly consider them for assigning the task.

Considering the above, three categories of consultant will be required in SMMU. For each of them, there requires a minimum profile which will be the base for shortlisting of the consultants before final selection. The said categories and related profile of consultant are given as below.

Category	Profile
A	Consultant should have relevant experience ³ of more than 15 years. S/he should have held senior position or have successfully completed consultancy services in large scale development projects/program run by the Government. Working or consultancy experience with programmes supported by the World Bank, UNDP, DFID, NABARD or reputed Donors will be an advantage for the

³As described in ToR



	consultant. Consultant should have acknowledged capacity of handling large scale consultancy services in livelihoods programmes. Multi-state experience will be preferred. S/he must have Graduate degree/diploma in any discipline from recognised academic institution.
B	Consultant should have relevant experience ⁴ between 10 to 15 years. S/he should have held responsible position or have successfully completed consultancy services in development projects/program run by the Government/the World Bank/UNDP/DFID/NABARD/reputed Donors. Consultant should have acknowledged capacity of handling consultancy services in livelihoods programmes. Multi-state experience will be preferred. S/he must have graduate degree/diploma in any discipline from recognised academic institution.
C	Consultant should have relevant experience ⁵ between 5-10 years. S/he should have worked for development projects/program run by Government/ Donors/ NGOs of national repute. S/he must have Post Graduate degree/diploma in any discipline from recognised academic institution.

7. The Compensation for the Consultants

Department proposing to engage consultant (s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting with other organisation engaged in similar activities. Accordingly, the compensation package for the consultant will follow the prevalent market rate and accordingly allow space for negotiation by the consultant with following -

- SRLM should not engage consultants who have less than five years of experience.
- For above three categories of consultants based on their work experience and accordingly their compensation should be decided on daily basis.
- Facilities (Travel, communication, office space and per diem) should be same as per the SMMU norms.

Based on it and considering the inflation till the date, the SMMU is proposing following rates (in ranges) for hiring consultant as and when required for a maximum of 15 days in a month.

- For A category – Rs. 75,000 to 120,000 in a month or **Rs. 5,000/day to Rs. 8000/day**
- For B category – Rs. 45,000 to 75,000 in a month or Rs. 3,000/day to Rs. 5,000/day
- For C category – Rs. 30,000 to 45000 in a month or Rs. 2000/day to Rs. 3,000/day

⁴As described in ToR

⁵As described in ToR



The final rate will be negotiated by the Mission Director before final selection of the consultant. These rate ranges will be further revised annually based on market trends.

In addition to above, facilities (Travel, communication, office space) are also provided as per the SMMU norms.

8. Review and Monitoring of the Consultants

The SMMU will be involved throughout in the conduct of consultancy. It will continuously monitor the performance of the consultant (s) so that outputs should be there in line with the objectives as set for the assignment. Therefore, the selected consultant will work in close liaison with State Mission Management Unit and report to the Mission Director – CGSRLM or designated officer. The Mission Director will review the performance of the consultant based on outputs agreed upon. The consultant has to ensure that committed deliverables are produced on time with quality. An incomplete assignment will lead to non payment of consultancy fee or recovery of already paid amount on discretion of the Mission Director- CGSRLM.

9. Administration of Consultants

The State Mission Unit will be responsible to issue the contract and route all payments as well as reimbursement to the consultants. A performance monitoring system will be developed by SMMU which will be used for tracking outputs for making any payment to the consultant.

