



**Odisha Livelihoods Mission  
Panchayati Raj Department  
Government of Odisha**

**EOI NO: OLM/NRLP/17-18/03**

**Dated: 13.07.2017**

**REQUEST FOR EXPRESSION OF INTEREST**

**“Hiring of agency for staff recruitment of OLM”.**

**India**

**Odisha Livelihoods Mission**

**National Rural Livelihoods Project (NRLP)**

**Credit No: 4978. IN**

**Assignment Title: “Hiring of agency for staff recruitment of OLM”.**

1. The Government of India has availed a credit from International Development Association (IDA), towards the National Rural Livelihoods Project which aims to support the National Rural Livelihoods Mission under the Ministry of Rural Development, Government of India; and intends to apply part of the loan proceeds to make payments under the contract for the above services:

2. Background.

The Odisha Livelihoods Mission (OLM) was launched in 2011 under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika. The Mission’s objective is to reduce rural poverty in Odisha by creating and strengthening community based institutions, which can function as pathways to sustainable livelihoods. The Mission is currently being implemented intensively in 107 blocks and the remaining 207 blocks will be brought under the Mission fold by 2018-19, through a phased approach. The Mission seeks to alleviate rural poverty by creating and nurturing of the poor which will in turn mediate the livelihoods of the rural poor. The four core components of the Mission are: (i) inclusive social mobilization and community institution building; (ii) financial inclusion; (iii) promotion of sustainable livelihoods and employment opportunities of the poor; and (iv) enabling the poor to access entitlements, public services through line departments and PRIs. The Mission builds on the learning from the World Bank supported TRIPTI project which had adopted strategies and components similar to NRLM. The Mission is implemented through a three-tier structure viz., State Mission Management Unit (SMMU), District Mission Management Unit (DMMU) and Block Mission Management Unit (BMMU). The three-tier structure implements the Mission activities in an intensive manner with the support of professional man power. A four-tier community institutional structure is promoted at the sub-block level as part of the Mission viz., SHGs, CLFs, GPLFs and BLFs to promote and sustain the livelihood of the poor and eradicate poverty.

The result indicators of NRLM can only be achieved through the motivated and dedicated staff with ownership and shared vision towards the Mission. This ToR lays out broadly the scope for supporting OLM in recruitment and selection of vacancies in quick time span so that staff will be on board as per the timeline.



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**3. Objectives:**

The overall objective of this assignment is to recruit staff with high standard of professionalism, transparency, accountability and integrity keeping in view the goal of OLM.

- i. To recruit suitable person with matching profile based on laid down selection process
- ii. To complete recruitment as per the defined timeline.
- iii. To put in place proper documentation procedure of each process of recruitment.
- iv. Currently the following state level positions will be recruited.
  1. District Project Manager-13 Numbers
  2. Project Assistant- 5 Numbers
  3. Block Livelihoods Coordinator-535 numbers

**4. Scope/ Deliverables:**

- Recruitment Agency will support client in recruitment and selection of staff by devising their activity plan as selection process is already laid down.
- In addition to this, agency will follow the provisions of Orissa Reservation of vacancies Act while executing recruitment in whichever posts it is applicable. While generating the provisional merit list for the interview, category wise (ST, SC, SEBC and General) break up of vacancies with women reservation against in each category will be referred and separate merit list will be generated.
- Provisional merit list for selection will be generated as per the relevant and prevalent Orissa Reservation of Vacancies Act.
- The Recruitment Agency will conduct recruitment process as per approved recruitment plan of OLM.
- The recruitment will be done from open market through advertisement.
- All governance, monitoring and reporting aspect of this assignment will be controlled by the SMD-CUM-CEO, OLM. The Agency will need approval for its activity plan from the SMD-CUM-CEO. OLM will be in supervisory role for all recruitment and selection events conducted by the Agency. The OLM may also involve its representative at any stage of recruitment and selection process undertaken by the Agency.
- The Recruitment Agency is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices.
- The Recruitment Agency will follow a structured system of receiving application, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information on website. All information about scrutiny of application will be provided to OLM as and when required.



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- It is expected that the selected agency will put in place a full time high caliber team consisting of a dedicated Team Leader; key senior HR and recruitment experts; interview specialist and sufficient number of administrative assistants. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by agency, will have the profile of the best in the business.
- The Agency is required to furnish the information as prescribed in format Aneex-1.
- Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between the agency and OLM.
- The Recruitment Agency shall conduct the recruitment process as per the guidelines/instructions to be issued by OLM after contract signing of the Agency with OLM.

**5. Minimum Eligibility Criteria:**

- a) The agency is expected to have a standing of minimum ten years of establishment.
- b) The agency must have annual average turnover of Rs. Minimum 50 lakhs for last three years as on 31.03.2016. (Audited certificate to be attached). The agency having more turnovers will be given added advantage.
- c) The agency must have handled or continuously handling at least two completed similar assignments in government/Public Sector Undertakings/Banks/Government sponsored projects. The agency having more numbers of completed assignments will be given advantage.
- d) Preference will be given to the agencies that have proven experience of conducting number of recruitment projects.
- e) Ongoing / incomplete assignments will not be taken in to consideration.
- f) Not have been convicted of an offence (Undertaking to be submitted)
- g) The firm already been carrying out the similar assignment or their any affiliation with Odisha Livelihoods Mission (OLM) shall not be considered.
- h) Ongoing / incomplete assignments will not be taken in to consideration.

6. The Odisha Livelihoods Mission (OLM) now invites eligible agencies to indicate their interest in providing the Services. Interested agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services in the prescribed format at Annex-II and Annex-III ( ToR).



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7. Period of Contract: The Contract will be for a period of Five (5) months specifically for this assignment from the date of the commencement of the service. If the assignment is not completed in time, there will be no cost extension of the duration of this assignment. The contract is extendable for mutual agreed period as per the need of the OLM and based on the performance of the agency.

8. "The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers "Consultants Selection Guidelines of the World Bank dated January 2011" ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. " "The Guidelines are available at [www.worldbank.org/procurement](http://www.worldbank.org/procurement)."

9. Agency will be selected in accordance with the Least Cost Selection (LCS) method set out in the Consultant Guidelines ( NRLM Procurement Manual).

10. Further information can be obtained at the address below during office hours i.e. 10.00 to 17.00 hours and the details ToR and NRLM Procurement Manual can be seen and downloaded in OLM website [www.olm.nic.in](http://www.olm.nic.in).

11. In case of any Addendum/Clarification/Corrigendum/Extension regarding this EOI, the same will be published in the above websites only.

12. Expressions of interest in sealed envelope must be delivered in a written form to the address at SMMU office (in person, or by post/courier) latest by 31.07.2017 ,5 pm.

13. Authority reserves the right to accept or reject any proposal, and to cancel the procurement process and reject all proposals, at any time prior to the award of contract, without assigning any reason thereof.

State Mission Director-Cum-CEO  
Odisha Livelihoods Mission (OLM)  
SIRD Campus, Unit-8, Bhubaneswar  
**Contact Person- Goutam Mohanty**  
**PM (Procurement),0674-2560169**

sd/-  
**State Mission Director-Cum-CEO**

## **TERMS OF REFERENCE (ToR)**

### **Hiring of Agency for staff recruitment of Odisha Livelihoods Mission (OLM)**

#### **1. Introduction:**

The Odisha Livelihoods Mission (OLM) was launched in 2011 under the aegis of the National Rural Livelihoods Mission (NRLM) – *Aajeevika*. The Mission's objective is to reduce rural poverty in Odisha by creating and strengthening community based institutions, which can function as pathways to sustainable livelihoods. The Mission is currently being implemented intensively in 107 blocks and the remaining 207 blocks will be brought under the Mission fold by 2018-19, through a phased approach. The Mission seeks to alleviate rural poverty by creating and nurturing of the poor which will in turn mediate the livelihoods of the rural poor. The four core components of the Mission are: (i) inclusive social mobilization and community institution building; (ii) financial inclusion; (iii) promotion of sustainable livelihoods and employment opportunities of the poor; and (iv) enabling the poor to access entitlements, public services through line departments and PRIs. The Mission builds on the learning from the World Bank supported TRIPTI project which had adopted strategies and components similar to NRLM. The Mission is implemented through a three-tier structure viz., State Mission Management Unit (SMMU), District Mission Management Unit (DMMU) and Block Mission Management Unit (BMMU). The three-tier structure implements the Mission activities in an intensive manner with the support of professional man power. A four-tier community institutional structure is promoted at the sub-block level as part of the Mission viz., SHGs, CLFs, GPLFs and BLFs to promote and sustain the livelihood of the poor and eradicate poverty.

The result indicators of NRLM can only be achieved through the motivated and dedicated staff with ownership and shared vision towards the Mission. This ToR lays out broadly the scope for supporting OLM in recruitment and selection of vacancies in quick time span so that staff will be on board as per the timeline.

#### **2. Objective:**

The overall objective of this assignment is to recruit staff with high standard of professionalism, transparency, accountability and integrity keeping in view the goal of OLM.

- i. To recruit suitable person with matching profile based on laid down selection process
- ii. To complete recruitment as per the defined timeline.
- iii. To put in place proper documentation procedure of each process of recruitment.
- iv. Currently the following state level positions will be recruited.
  1. District Project Manager-13 Numbers
  2. Project Assistant- 5 Numbers
  3. Block Livelihoods Coordinator-535 numbers

Sl. No.	Designation	Required Positions
1	Institutional Building Coordinator	157
2	Livelihoods Coordinator	159
3	Financial Inclusion Coordinator	150
4	Skill Development Coordinator	69
Total		535

Total of 1, 2 and 3=553 Numbers

### 3. **Scope of Work:**

- Recruitment Agency will support client in recruitment and selection of staff by devising their activity plan as selection process is already laid down.
- In addition to this, agency will follow the provisions of Orissa Reservation of vacancies Act while executing recruitment in whichever posts it is applicable. While generating the provisional merit list for the interview, category wise (ST, SC, SEBC and General) break up of vacancies with women reservation against in each category will be referred and separate merit list will be generated.
- Provisional merit list for selection will be generated as per the relevant and prevalent Orissa Reservation of Vacancies Act.
- The Recruitment Agency will conduct recruitment process as per approved recruitment plan of OLM.
- The recruitment will be done from open market through advertisement.
- All governance, monitoring and reporting aspect of this assignment will be controlled by the SMD-CUM-CEO, OLM. The Agency will need approval for its activity plan from the SMD-CUM-CEO. OLM will be in supervisory role for all recruitment and selection events conducted by the Agency. The OLM may also involve its representative at any stage of recruitment and selection process undertaken by the Agency.
- The Recruitment Agency is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices.
- The Recruitment Agency will follow a structured system of receiving application, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information on website. All information about scrutiny of application will be provided to OLM as and when required.
- It is expected that the selected agency will put in place a full time high caliber team consisting of a dedicated Team Leader; key senior HR and recruitment experts; interview specialist and sufficient number of administrative assistants. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by agency, will have the profile of the best in the business.
- The Agency is required to furnish the information as prescribed in format Aneex-1.
- Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between the agency and OLM.
- The Recruitment Agency shall conduct the recruitment process as per the guidelines/instructions to be issued by OLM after contract signing of the Agency with OLM.

### 4. **Key Tasks and Deliverables:**

- A. Preparation of Recruitment Plan and strategy: Agency is expected to design the recruitment plan and strategy in consultation with state team of SMMU-OLM after

going through posts to be recruited (advertisement detail), individual job profile and selection process and weightage. Plan should be designed in such a manner that the recruitment process will be completed in a period of three months from the date of signing of the contract.

- B. Preparation of the list of shortlisted candidates: Based on scrutiny of applications against the objective criteria of age, qualification and experience, the provisional list of shortlisted candidates and not-shortlisted candidates will be prepared by the Recruitment Agency. After finalizing the provisional list, same will be uploaded in the OLM web site as well as Agency's website for a period of 7 days. The approved list will be submitted to the OLM for record and reference. It is the responsibility of OLM to host the list in the OLM web site through news paper advertisement, expenses of which will be borne by OLM.
- C. Issue of admit card and call letters: This is the responsibility of the agency that shortlisted candidates will be issued call letters by email and post to appear for the preliminary and subsequent rounds.
- D. Organizing written test: This is the responsibility of the Recruitment agency that shortlisted candidates will be asked to appear the written test comprising subjective and objective questions. Detailed selection process will be referred in Annexure.

Necessary arrangements for smooth conducting of the test are:

- i) Identify test venues and detail schedule to accommodate to conduct the test with OLM.
  - ii) Allocation of candidates to test venue and intimating them through call letter
  - iii) Plan for communicating standard instruction to all the invigilators with OLM.
  - iv) Display board in all the test venue with standard instructions for the test
  - v) Any other arrangement as per the requirement.
- E. Designing Questions for objective and subjective written test: Agency will frame questions and prepare answer sheet as per the confidential process laid down by the State Mission Director.
  - F. Test evaluation: The Recruitment Agency will pull in resources in such a manner that evaluation for subjective and objective written test will be done systematically and with utmost confidentiality. Evaluation for written test will be done in prescribed days. Recruitment Agency should use innovative techniques in evaluation so that human error can be minimized.
  - G. Preparing shortlisted list and sending call letters: list of candidates shortlisted for the final interview will be submitted to the State Mission Director for record and reference. Copy of the approved list will be sent back to the agency for sending call letters by post and email to the candidates for appearing for the interview after deciding the interview venue.

H. Certificate verification: Certificates relevant to age, qualification and experience for each post will be thoroughly checked before allowing candidates for the interview. Candidates not producing relevant documents in support of any of the above eligibility criteria will not be allowed for appearing the interview. Instructions should be clearly given to the candidates in the call letters issued for the interview. As a proof of completion of certificate verification, each CV will bear the signature and stamp of authorized representative of agency with remark that the original certificates verified.

I. Organizing interview: Multiple panels will be formed in consultation with State Team of OLM to reduce the number of days of interview, depending on the number of candidates to be shortlisted for the interview. Necessary arrangement for smooth conduct of the interview by Recruitment Agency are:

- i) Identify test venues and prepare the detail schedule
- ii) Sending call letters for the interview
- iii) Debriefing to the panel members and candidates
- iv) Preparing assessment sheet for the interview
- v) Display board in all the interview venue with standard instructions
- vi) Any other arrangement as per the requirement

J. Assessment of interview: Suitable assessment tools will be developed for Selection Panel to select right candidates for the post.

K. Preparation of provisional merit list: On completion of interview, category wise provisional merit list will be prepared and submitted to the State Mission Director. While preparing the merit list reservation for ST, SC, SEBC, Women and general category and PWDs, ex-servicemen, sports persons on horizontal basis against the respective category will be kept in mind. After approval, the list will be published by OLM in the web site.

L. Proceedings of the selection process: After completion of final interview, Agency will submit a signed copy of the proceedings of the entire selection process for each post to the State Mission Director along with provisional merit list in sealed envelope.

**5. Time Line:**

Sl. No.	Output	Timeline
1.	Preparation of Recruitment Plan and strategy	3 days from date the signing of contract
2.	Issue of call letters, uploading the admit card, framing and sharing model questions and answer sheets	10 days from the date of commencement of service
3.	Conducting written test	17 days from the date of commencement of service
6.	Publication of results & issue Interview letters	27 days from the date of commencement of service
7.	Conducting Interview	32 days from the date of commencement of service



8.	Completion of interview	45 days from the date of commencement of service
9.	Submission of provisional merit list and proceedings	50 days from the date of commencement of service

Note: Payment will be phased out based on completion of agreed task and deliverables.

**6. Monitoring the assignment:**

The approved State Level Committee shall monitor the assignment of the agency and shall appraise the State Mission Director from time to time about the progress and achievement of the deliverables.

**7. Reporting:**

The agency will make available all reports and necessary documents in 3 electronic copies on compact Disks (CD) of all the drafts in MS word/excel/power point file format. The short-listed and final list of candidates with name of wait listed candidates will be delivered only to the State Mission Director in a sealed envelope.

**8. Ownership:**

This assignment is funded by OLM and therefore ownership of this assignment will remain with the OLM. The agency will have no right of claim to the assignment once it is completed. Document/material or any part of it will never be used or reproduced by the agency without written permission of OLM.

**9. Data, services and facilities to be provided by the Client:**

The agency will be given access to all relevant documents, correspondence, and any other information relating to recruitment and selection and deemed necessary from time to time to accomplish the agreed deliverables. The agency should develop conceptual clarity for job profile of each post to select suitable persons for OLM.

**10. Duration of the Assignment:**

The Contract will be for a period of five months specifically for this assignment from the date of the signing of contract. If the assignment is not completed in time, there will be no cost extension of the duration of this assignment. The contract is extendable for mutual agreed period as per the need of the OLM and based on the performance of the agency.

**11. Key Eligibility of the agency:**

1. The agency is expected to have a standing of minimum ten years of establishment.
2. The agency must have annual average turnover of Rs. Minimum 50 lakhs for last three years as on 31.03.2016. (Audited certificate to be attached). The agency having more turnovers will be given added advantage.
3. The agency must have handled or continuously handling at least two completed similar assignments in government/Public Sector Undertakings/Banks/Government sponsored projects. The agency having more numbers of completed assignments will be given advantage.

4. Preference will be given to the agencies that have proven experience of conducting number of recruitment projects.
5. Ongoing / incomplete assignments will not be taken in to consideration.
6. Not have been convicted of an offence (Undertaking to be submitted)
7. The firm already been carrying out the similar assignment or their any affiliation with Odisha Livelihoods Mission (OLM) shall not be considered.

**12. Schedule of time line and payment in terms:**

Sl. No	Particulars	Time Line	Payment
I	On signing the contract & Submission of inception report	On signing the contract & Submission of inception report	10% of the contract amount
II	Preparation of Recruitment Plan and strategy	3 days on signing the contract	
III	Issue of call letters, uploading the admit card, framing and sharing model questions and answer sheets	10 days on signing the contract	60% of the contract amount
IV	Conducting written test	17 days on signing the contract	
V	Publication of results & issue of interview letters	27 days on signing the contract	
VII	Conducting Interview	32 days on signing the contract	
VIII	Completion of interview	45 days on signing the contract	
IX	Submission of provisional merit list and proceedings	50 days on signing the contract	30% of the contract amount

**ANNEX-1**

**13. Staff of the Agency for this assignment.( 8 Nos.)**

A. Below is an indicative team of key and non-key members required for the assignment:

Staff	Minimum Requirement
Key Staff: Team leader (1)	Having master's degree in HR or equivalent with minimum 15 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. Knowledge of applying reservation policy will be desirable
Key Staff: Recruitment Expert (1)	Having master degree in any discipline with at least 10 years of experience of conducting recruitment of multi-disciplinary teams. S/he should have knowledge of designing staff selection methodologies and using various selection instruments.
Non-Key Staff: Administrative Assistant (6)	Master degree with minimum of 3 years of experience in data analysis, logistic arrangements, data entry etc.

B. Key Expert details

Sl.No	Position	Total Man days	Job description
1	Team Leader	90	Lead the team and ensure timely conduct of all deliverables as per the agreed contract .To ensure all the agreed upon process are carried out efficiently. To ensure correctness of the documentation .To monitor and control the logistics, support services and expenses to ensure effective delivery. Preparation of recruitment plan and strategy.
2	Recruitment Expert	90	Preparation of recruitment plan and strategy .Issue of call letters, uploading the admit cards, framing and sharing the model questions and answer sheets. Conducting written test, publication of results and issue interview letters. Conducting interview, submission of provisional merit list and proceedings.
3	Administrative Assistant (6)	540 days	Support in requirement

**Annex –II: Format for Organization’s Information**

**Name of the Assignment:**

**Date of advertisement:**

***(Note: Agencies submitting the EOI as a joint venture or intended to form a joint venture should provide the details of all the partners along with a letter of intent)***

<b>A – Consultant’s Profile</b>			
1.	Name of the Organization		
2.	Postal Address		
3.	Telephone: Mobile / Fax/ E-mail Website;		
4.	Contact Person name and designation with contract details		
5.	Registration Details: Registered on (Date) Legal status ( for profit company; not for profit company registered trust; registered trust; others (specify)	Provide copy of the registration certificate, PAN , Board of Directors, Executive Committee Members, General Body members, brief profile and latest annual report	
6.	No. of completed years		
7.	Details of Branch Offices (provide details of branch offices if any In case of Joint Venture/Association clearly indicate the details of the members who holds the branch offices	State/Location of Branch office	Name of the partners

7. Financial Capacity : Provide the turnover of organization (on the basis of the audited accounts) in the last three **financial years in Indian Rupees.**

Average <b>Annual Turnover</b> of lead more than <b>Rs.50 lakh</b> during the last three financial years. EOIs with less than Rs.50 lakh average turnover will not be considered. (Enclose Audited financial reports).	2015-16	2014-15	2013-14	Total

**B. Consultant’s Experience**

The agency must have handled or continuously handling at least two completed similar assignments in external aided projects or government sponsored/projects. The agency having more nos of completed assignments will be given advantage. The agency can add more information

Name of the Project	Name of the Client	Duration of Assignment and Status as on June 2017				Value of Contract( in INR)
		Effective date of original	Closure date of contract	Date of acceptance of final	Whether contract closed or	

		<b>contract</b>		<b>deliverables by the Client</b>	<b>not</b>	

<b>Preference will be given to the agencies that have proven experience of conducting recruitment of office personnel engaged in Government of India/ State Governments/World Bank Projects</b>				
<b>Name of Client</b>	<b>Nos of personnel engaged</b>	<b>Duration of the contract</b>		<b>Whether Contract closed or not</b>
		<b>Date of effective of the contract</b>	<b>Date of closure of contract</b>	

Signature of the authorized representative.

**Annexure -III**

**Declaration**

Date: .....

**To whom so ever it may be concern**

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect of this declaration at a later date; we would inform the mission accordingly.

Authorized Signatory  
(with seal)