



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

MBDA Division: The Enterprise Development Services Division (EDS)

Assignment Title: Hiring an agency for Enterprise Development design and implementation through the Enterprise Facilitation Centre's (EFCs)

Reference No.: MBDA – 278/2017/23/23-d

1. MBDA (Meghalaya Basin Development Authority) was set up in April, 2012. It is headed by the Chief Secretary, Government of Meghalaya. The MBDA is the authority that is implementing the Integrated Basin Development & Livelihood Programme which is a state flagship programme to promote optimal and effective development and utilization of basin resources for ensuring livelihood security and inclusive growth, within the framework of sustainable development. *Under the programme*, MBDA has set up Enterprise Facilitation Centres (EFCs) in each block of Meghalaya to create a single point of contact for the enterprising citizens of the community to meet their needs of information, selection of opportunities, technology and finance for setting up enterprises.
2. MBDA seeks to hire an agency (Not-for-profit Agencies, Institutions, Companies) who have expertise and experience in training, development & mentorship of youth, women and other stakeholders to assist and support in Design and Implementation of aforesaid Entrepreneurship facilitation and motivation.
3. Objectives of the assignment are to:
 - Supporting partners to acquire the behaviours, knowledge, skills and networks required to run profitable small businesses.
 - Nurture entrepreneurial skills in enterprising youth through training, exposure & mentorship at EFCs.
 - Develop an enterprise incubation programme to support the entrepreneurs registered with the EFCs and creating/upgrading and incubating enterprises across all EFCs of the state.
 - Train the staff at EFCs on entrepreneurship (skills) training & enterprise incubation by means of ToT
4. The duration of the assignment is for three years, effective from the contract signing date. The draft Terms of Reference for the assignment is available at www.mbda.gov.in
5. **MBDA intends to hire Two agencies for the assignment to cover a) Khasi /Jaintia hills region - 6 districts and b) Garo Hills Region- 5 districts. Agency can participate in one or both the regions however will be selected /awarded only for one region. Agencies to provide their preference for the region in their response to EoI. Agencies will be evaluated separately for each region.**

6. Meghalaya Basin Development Authority now invites eligible consulting firms / *Not-for-profit Agencies, Institutions, Companies* (“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:
- i. The firm should be in business for the last *five* years.
 - ii. The firm should have an average annual turnover of at least INR *One crore* in the last three financial years.
 - iii. The firm/organization must have successfully completed or at least completed $\frac{3}{4}$ of the duration in at least two projects of similar nature during the last five years. (The agency would need to submit evidence by producing purchase orders or completion certificates)
 - iv. Preference will be given to the firms having a prior experience of working in the state of Meghalaya or any North East States.
 - v. Proven ability to work closely with Government Departments and coordinate with diverse government, non-governmental and quasi-governmental agencies;
 - vi. The Agency should have substantial knowledge and experience of agriculture and non-agriculture related livelihood issues, including technology, marketing, training, enterprise creation, incubation etc. and has the necessary human resources to support these activities.

List of documents to be submitted along with EoI are:

- i. Document (s) to demonstrate that the firm is in the business for the last five years;
 - ii. Details of Work Experience and Similar Assignments undertaken to support the short-listing criteria accompanied by completion or acceptance certificate(s);
 - iii. Self- certified details/brief profiles of available personnel with domain expertise and experience;
 - iv. Certificate from the statutory auditors/ Chartered Accountant certifying the turnover from consultancy business during the last three (03) financial years.
7. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) process.
8. Consulting firm may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The “Association” may take the form of a joint venture (with joint and several liability) or of a sub-consultancy, and this should be stated clearly in the submission.
9. Further information can be obtained at the address below during office hours 1000 to 1700 hours.
10. The Government of Meghalaya may terminate the EoI process at any time and without assigning any reason. The Government of Meghalaya makes no commitments, express or implied, that this process will result in a business transaction with anyone. This EoI does

not constitute an offer by the Government of Meghalaya. The consultant's participation in this process will result in short listing the prospective consultant/s.

- 11.** Expressions of interest must be delivered as one hard copy and soft copy either in USB drive or CD to the address below through registered post/speed post/ courier/ by Hand on or before **21st June, 2017 till 1700 hrs.**

Meghalaya Basin Development Authority

The Executive Director
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