

**Ministry of Housing & Urban Poverty Alleviation
Nirman Bhawan, Maulana Azad Road, New Delhi, 11000x**

Expression of Interest

1. Ministry of Housing & Urban Poverty Alleviation (MoHUPA) invites applications from eligible National Resource Institutions to partner with the M/o HUPA, State and ULBs in delivering a range of activities including, research, advocacy, capacity building, and other elements of policy and program support to National programmes including Jawaharlal Nehru National Urban Renewal Mission (JNNURM), Rajiv Awas Yojana (RAY) and other Externally Aided Programmes across various Indian states for the period January 2011 - Dec 2014.

2. Not-for-profit institutions (a Registered Society, a Trust or a not for profit company), and Public Sector Undertakings engaged in similar activities and registered in India are eligible to apply and may submit their applications for one or more states/regions or combined for all India from the following competencies/areas:

- i. Competence 1: Urban Planning and site and architectural design
- ii. Competence 2: IT and E-Governance
- iii. Competence 3: Social Development and Community Mobilisation
- iv. Competence 4: Urban Legislation and Regulation
- v. Competence 5: Housing
- vi. Competence 6: Infrastructure Planning and Design

For complete details bidders are requested to refer/download the Expression of Interest from the Ministry's website <http://mhupa.gov.in/>. The Expression of Interest must be delivered within 60 days of publishing this advertisement to: Director, (RAY), Ministry of Housing & Urban Poverty Alleviation, Room No.218-C, Nirman Bhawan, Maulana Azad Road, New Delhi 110108.

**EMANELMENT OF RESOURCE INSTITUTES
FOR NATIONAL PROGRAMMES AND EXTERNALLY AIDED PROGRAMMES
OF THE
MINISTRY OF HOUSING AND URBAN POVERTY ALLEVIATION
FOR THE PERIOD: 2011- 2014**

3. Ministry of Housing and Poverty Alleviation (MoHUPA) has been partnering with a set of Institutions (known as National Resource Centres - NRCs) for the last couple of years. However a few issues such as limited number of performing NRCs, the non inclusion of important institutions such as the reputed Law schools, social science research institutions, economic research institutions, etc who could be important in contributing to the new policy approach emerging at the Ministry, constrain the roll out of many projects.
4. This empanelment exercise is thus aimed at increasing the set of Resource Institutions (NRIs) to partner the ULBs, States and MoHUPA in delivering National and externally aided programs. The MoHUPA is also keen to expand the role and effectiveness of the earlier NRCs and has therefore started this process of enlisting NRIs and is willing to build greater capacity in all the selected institutions by engaging with them more widely across a range of activities including, research, advocacy, capacity building, and other elements of policy and program support to National programmes including Jawaharlal Nehru National Urban Renewal Mission (JNNURM), Rajiv Awas Yojna (RAY) and other Externally Aided Programmes across various Indian states. With this database the MoHUPA over the period 2010-2014, will be able to clearly identify the relevant NRIs based on the size of the program/assignment and its technical requirements. This will go a long way in expediting the engagement of NRIs and enhancing their role in supporting the Ministry
5. MoHUPA now proposes to invite applications to empanel NRIs for the period starting from Nov 2010 – Dec 2014. In this current exercise, a transparent, well advertised and detailed application procedure will be followed which will allow prospective applicants full view of the selection process.
6. Based on a set of institutional capacities and their resources, not-for-profit institutions (such as a Registered Society, a Trust or a not for profit company) and Public Sector Undertakings engaged in similar activities and registered in India would be invited to express their interest in the empanelment process.
7. Eligibility Criteria
 - a) Institutions should have at least 5 years of experience in research and studies (including consultancies)/training/advocacy/capacity development with at least 3 years in Urban Sector,
 - b) Should have at least 5 dedicated permanent staff at middle¹ and senior² level in research/advocacy/training/capacity development with areas of expertise corresponding to the areas of expertise defined in para 6.

¹ With at least 8 years of work experience and a Masters Degree

² With at least 12 years of work experience with a Masters Degree

- c) Should have adequate facilities such as an auditorium, computers, audio-visual equipment and related tools to train at least 30 people at one time.
- d) Should have an annual turnover³ of at least Rs. 50 Lakhs, in each of the last 3 years. This claim should be supported by self attested annual audited financial statements.

8. Area of expertise: Eligible institutions may evince interest in one or more from the following competencies /areas relating to research, advocacy and capacity building:

- i) Competence 1: Urban Planning, site and architectural design
 - a. Supporting and strengthening regional/ urban planning and development, preparation of city level plans including slum up-gradation, relocation and in-situ development, planning tool kits and guidelines
 - b. Regularisation, relocation, rehabilitation, and redevelopment, including plot reconstitution of informal settlements,
 - c. Design of low income/economically weaker section housing through innovative design and building technologies
 - d. Strengthening public and pro-poor consultations and participation in city planning
 - e. Tracking of reforms related to urban planning.

- ii) Competence 2: IT and E-Governance
 - a. GIS and its integration with land survey and revenue records
 - b. Inclusion of Urban Management Information System in GIS based mapping, including socio economic survey
 - c. Urban management arrangements and reform tracking related to IT and e-Governance
 - d. System maintenance and training

- iii) Competence 3: Social Development and Community Mobilisation
 - a. Urban poverty alleviation including livelihood promotion (and mapping), health service provision, elementary education, water supply, sanitation and overall social security of the urban poor.
 - b. Community mobilization through the use of participatory approaches/tools and methods in urban slums and with migratory/moving urban poor populations in the cities.
 - c. Social accountability methodologies (including social audit, concurrent evaluation, RTI, etc.)
 - d. Promoting Municipal Action Plan for Poverty Reduction, including micro planning
 - e. Tracking of reforms related to social development and community mobilisation

- iv) Competence 4: Urban Legislation and Regulation

³ Annual turnover is defined as all research grants, grants-in-aid and receipts for all activities undertaken by the Institution within a particular financial year.

- a. Tenure rights - issues and regulation
 - b. Urban land policy - regulation and management
 - c. Rental laws and regulations and market impact
 - d. Tracking of reforms related to urban legislations and regulations
- v) Competence 5: Housing
- a. Low cost affordable housing
 - b. PPP in Urban housing
 - c. Tracking of reforms related to housing
- vi) Competence 6: Infrastructure Planning and Design
- a. Preparation of digitised maps and plans using satellite imagery and total station surveys
 - b. Local area and infrastructure planning
 - c. Development of computerised standard engineering designs
 - d. Preparation of tender documents for slum infrastructure
 - e. Concurrent evaluation and Third party quality assurance
 - f. Tracking of reforms related to infrastructure planning and design
- vii) Competence 7: Municipal and Housing Finance
- a. Pro-poor, Gender budgeting and tracking
 - b. Affordable housing finance, including interest subsidy
 - c. Tracking of reforms related to municipal and housing finance
9. Financial capacity: MoHUPA will categorize the applicants into the following categories based on their financial capacity:
- i) Category A: Annual turnover of Rs 2 crore and above, in each of the last three years
 - ii) Category B: Annual turnover more than Rs 1cr but less than Rs 2 crore, in each of the last three years
 - iii) Category C: Annual turnover between Rs 50 -100 lakhs, in each of the last three years.
- Institutions with annual turnover below Rs 50 lakhs in any of the last three years are not eligible to apply.
8. Prospective NRIs may submit Expression of Interest for one or more states/regions or combined for all India clearly indicating one or more areas of competence (pl see Annex 1 for regional classification of Indian states). **It may be noted that separate Expression of Interest should be submitted for each area of competence in para 6 (i) to 6 (vii) above, to demonstrate the relevant capacity and experience.**

9. Based on the applications received through this empanelment process MoHUPA will form a data base capturing competencies, geographical spread and financial capacity. Using this data base, as per requirements of various national programmes and externally aided programmes limited technical and financial proposals/ will be invited for activities to be performed .Based on the requirement of each specified programme both core support and programme support will be provided by MoHUPA. The funds against the agreed workplan will be released to the NRIs in a phased manner based on the satisfactory performance of the programme activity.
10. The expression of Interests will be evaluated based on a pre set evaluation criteria outlined in the EoI format. The NRIs scoring 60 or more marks would be considered as qualified and eligible and may invited for discussions and presentation, if required. The marks distribution is as below.

SI No	Head	Required supporting documents	Marks
1	Annual Turnover for last three years	Annual audited financial statements for relevant years to be self attested by the Nodal officer	10
2	Staff Resources including personnel details	Self attested by Nodal officer	20
3	Infrastructure Available	Self attested by Nodal officer	20
4	Specific information	Not more than 1000 words each on each of the three questions in Point 9 of format below	20
5	Experience in Projects/Assignments in area of Competency	Statement self attested by Nodal officer	30
	TOTAL		100

All self attestations to be done by nodal person submitting the Application.

4 YEARS IN BUSINESS

How many years has your Institution been in operation for providing the type of service sought?

Institution	Year of Establishment	Details of Registration

5. TURNOVER* (marks 10)

What was your Institution's total annual turnover for the last three years? *Please furnish audited financial statements for the past three years.*

Institution	(FY March 2010)	(FY March 2009)	(FY March 2008)

* Annual turnover is defined as all research grants, grants-in-aid and receipts for all activities undertaken by the Institution within a particular financial year.

6. STAFF RESOURCES (marks 20)

Please provide the following personnel details for the current year and the two previous years.

Manpower	(FY March 2010)	(FY March 2009)	(FY March 2008)
Permanent staff			
Contract Staff			

7. PERSONNEL DETAILS (marks included in 6)

Please attach CVs of Key Staff Members engaged in research, advocacy, capacity building, and other elements of policy and program support etc

Name	Key Competence	Qualification (degree, year)	Total Experience (Number of years)	Major studies/research/trainings conducted (list atleast 5)	Experience in Designing training modules	Permanent/ Contractual

- Please add rows

8 INFRASTRUCTURE DETAILS (marks 20)

A. Please provide the infrastructure facilities (auditorium, class rooms, studio, lab, audio-visual aids etc) of the Institution at main place of activity:

Infrastructure	Capacity	Location	Year of establishment

B. Please provide the infrastructure facilities (auditorium, class rooms, studio, lab, audio-visual aids etc) of the Institution at places **other than the main place of activity in each region/state* which the institution will be able to utilize if required:**

Infrastructure	Capacity	Location	Owned by the Institution / or by arrangement with other providers

* MoHUPA will expect that any applicants who apply for any region should have an office and access to training facilities in that region. This should also be reflected in the infrastructure details above.

9 SPECIFIC INFORMATION (marks 20)

	Provide responses in not more than 1000 words each
Experience and track record in research, advocacy, capacity building, and other elements of policy and program support	
Specific Experience in the urban sector (Mention area of competence)	
Proposed Approach to research, advocacy, capacity building, and other elements of policy and program support	

ANNEX 1: REGIONAL CLASSIFICATION OF INDIAN STATES AND UNION TERRITORIES (for this EoI)

R1 NORTH (8)

1. Haryana
2. Punjab
3. Himachal Pradesh
4. Uttar Pradesh
5. Uttarakhand
6. Delhi
7. Jammu & Kashmir
8. Chandigarh

R2 EAST (5)

1. Bihar
2. West Bengal
3. Chhattisgarh
4. Jharkhand
5. Orissa

R3 WEST (7)

1. Maharashtra
2. Gujarat
3. Rajasthan
4. Madhya Pradesh
5. Goa
6. Daman & Diu
7. Dadar & Nagar Haveli

R4 SOUTH (7)

1. Andhra Pradesh
2. Karnataka
3. Kerala
4. Tamil Nadu
5. Puducherry
6. Andaman and Nicobar Islands
7. Lakshadweep

R5 NORTH EAST (8)

1. Arunachal Pradesh
2. Assam
3. Manipur
4. Meghalaya
5. Mizoram
6. Nagaland
7. Sikkim
8. Tripura