

EXPRESSION OF INTEREST

FOR

**Designing a Model/ Plan to Improve and Raise the
Level of Tribal Administration in Scheduled Areas**

Sponsored by:

The Ministry of Tribal Affairs, Government of India

1. The Ministry of Tribal Affairs proposes to suggest a model/ plan to **“Improve and Raise the Level of Administration in the defined Scheduled Areas (SAs) of the Country” and make it available to concerned State Governments for incorporation in their State Tribal Sub-Plans for time bound implementation.**
2. **Expression of Interest-cum-Proposals (EOP) are** invited for an in depth situational analysis of the administrative structure in the SAs and for designing a model/ plan for administrative upgradation/ reorganization so as to facilitate the availability of best services and development inputs to the Scheduled Tribe people living therein; and within a defined time period, enable them to attain the same, if not higher human development indices as in the advanced areas of the country. (At present, SAs are in the following nine States: Orissa, Andhra Pradesh, Chhattisgarh, Madhya Pradesh, Jharkhand, Maharashtra, Gujarat, Himachal Pradesh and Rajasthan).
3. The **National Institutions/ Universities/ Consultant Firms/ Consortiums** with a minimum experience of **5 years** in the field of **development administration/ rural management** are hereby invited to submit their EOPs.
4. The EOPs should present an outline of the **overall model/ plan**, based on their assessment of the existing administrative structure and the development/ welfare condition in the nine Scheduled Area States, covering **all aspects of modern and good governance.**
5. **Time Schedule for final report.** The final report is expected to be delivered **within 6 months** of the acceptance of the best proposal and has to be in bilingual form (English and Hindi).
6. **Scope of the Work:** The agency would be expected to carry out the following tasks:
 - a. An **in-depth analysis of the existing administrative structure in the SAs** covering all aspects of governance.
 - b. An analysis of the pressing needs/ aspirations of the STs living in the SAs so as to identify **reasons for mismatch** between the outcomes/ deliveries of the administrative structure vis-a-vis the expectations.

- c. An analysis of the systems and structures and procedures that **are or are not** providing outputs and outcomes to the STs.
- d. Improved systems/ procedures/ personnel policies/ institutions/ basic infrastructure/ etc. that are **likely to offer immediate and long term satisfaction** to the STs.
- e. Steps for **activising institutions for self governance** and **grievance redressals**, and ways of **integrating these to the administrative structure** proposed.
- f. Preparation of a **step-by-step, time bound Model/ Plan** for the States with SAs for raising the level of administration, offering if possible, examples of good practice that have worked elsewhere, and have encouraged replication.
- g. Identify available **sources of funds** for supporting the model/ plan.
- h. Any other suggestion which the proposer considers to be relevant in the context.

7. Submission deadline and fee:

The EOP should be submitted, in a stamped, self addressed envelope, along with a DD for **Rs. 25,000/-** (Rupees Twenty five thousand only) drawn in favour of **PAO, Ministry of Tribal Affairs, New Delhi**, on or before **6 November 2009, 1600 hrs** to **Shri SK Gupta, DDG** of the Ministry of Tribal Affairs, Room No 241, August Kranti Bhavan, Bhikaji Kama Place, New Delhi - 110 066.

DDs for unaccepted proposals will be returned as soon as the process is finalized. The DD for the accepted proposal will be deposited in Government Account and adjusted with the bid proposal, under intimation to the proposer. It will be presumed that all proposers accept these terms while making their proposal.

Queries can be addressed to Shri SK Gupta on **skg52@hotmail.com**.

- 8. Submission of EOP and Shortlisting:** The proposers are expected to study the Constitution of India/ National Plan documents/ published papers/ reports, pertaining to the context, before designing their proposal.

The proposal will have **two separate components:**

- the proposal and working plan including the work schedule, and
- the financial bid, split into output based releases expected.

Shortlisting on the working plan would be done, inter alia, on the following basis by a Committee to be Constituted by the Ministry of Tribal Affairs:

- The Status of the proposer in the national context.
 - Its experience and capability to carry out the task within the suggested time frame.
 - Its infrastructure and expertise available and the component to be engaged for this task uninterruptedly.
 - Its capacity to link up with reputed institutions/ bodies (to be specified) for tapping the best domain knowledge for the work sub components.
- ✓ **Three** short listed proposers will be invited to make a presentation of their plan before the Committee members. Secretary, Ministry of Tribal Affairs will Chair the meeting. The proposers will have to indicate if the suggestions made by members of the Committee can be incorporated within the financial bid already made. **If yes, the process will proceed uninterrupted.** If not, and the bidders desire to submit revised financial bids, they will be given seven days time to do so.
- ✓ If the process continues uninterrupted, on the basis of the initially submitted bids, the Committee, in the presence of the shortlisted proposers will open the financial bids and the lowest bidder will be considered for the assignment. There will be no presumption, till the process is fully completed and Government orders taken, that the lowest bidder has won the contract. On finalization of the process, the selected proposer will have to sign a standard contract for undertaking the work, and for receiving payment.

Ministry of Tribal Affairs

Government of India.

October 2009