

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
**(Ministry of Rural Development, Govt. of India)**  
**Rajendranagar, Hyderabad - 500030.**

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**(CONSULTING SERVICES– INSTITUTES/FIRMS)**

**Date: 28/03/2017**

Request for Expression of interest are invited from qualified and experienced consulting firms/Institutions/organizations, who wish to compile resources on Gender Responsive Governance (GRG) in India.

**Assignment Title:**

E-repository on Gender Responsive Governance (GRG) for knowledge and information sharing

**Scope of Consultancy Services:**

National Institute of Rural Development and Panchayati Raj is currently implementing a Programme entitled From Opportunities to Capacities: A Multi-Sectoral Approach to Enhancing Gender Responsive Governance in India funded by UN Women, India. The proposed programme will work towards strengthening capacities of national and sub national governments for gender responsive design and implementation of key schemes and policies, to ensure better outcomes for women especially those from the most marginalized communities. This will be operationalized through strengthening training institutions (at the national and sub-national level such as NIRD&PR and SIRDs); and developing effective mechanisms to build capacities of elected representatives and functionaries of the Panchayati Raj Institutions (PRIs).

***About the Programme***

The major objective of this programme is to build a body of evidence, to inform and enhance the capacity of governance institutions to better respond to the real opportunities for gender equality and women's empowerment that have been created through progressive legislation, policies and programmes. This will help to enhance Gender Responsive Governance in India. To fulfil this objective, one of the activities aimed under this programme is to develop knowledge base on GRG, and document best practices. UN Women and NIRD&PR will invest in strengthening the knowledge base on gender responsive governance, including action research on women's political participation, access to public services and entitlements, inclusive and participatory governance, challenges and ways of addressing them.

### ***About the E-Repository***

As part of this project, efforts will also be made to establish mechanisms for systematic documentation and collation of knowledge products so that the institution can become a hub for knowledge sharing on GRG in the short term and as a Centre of Excellence in the long term. Under this effort it is expected to develop an e-repository on GRG for knowledge and information sharing including e-module for Elected Women Representatives (EWRs) at the

Gram Panchayats. This e-repository will serve as a mechanism for managing and storing digital content and provide an open access, global digital resource that collects, preserves and shares information on GRG. This will be useful for Elected Representatives especially women, Panchayati Raj Functionaries, Development Activists and Researchers. This will help to connect people interested in Gender Responsive Local Governance with information and expertise.

### **The Expected Outputs /Key Activities of the Consultancy Services:**

This e-repository may include a wide range of content for a variety of purposes and users. Typically, content should include the following:

1. Contact details of Key Resource Persons in Local Governance with an expertise in Gender;
2. List of Research Centres and Training Institutes which work in the area of GRG (Registered Centres and Training Institutes) with their complete contact detail;
3. List of NGOs working in the area of GRG (Registered NGOs) with their complete contact detail;
4. Collection and compilation (without any copy right violation) of available training manuals and handbooks on GRG;
5. Research outputs in GRG in the form of journal articles or research data, e-theses, e-learning objects;
6. Learning material (audio-visual) in GRG; and
7. Administrative gender segregated data on Governance especially in Local Governance in India across States.

### **Deliverables:**

- Submission of work plan which should include timeline for all the deliverables
- Monthly report on the activities done
- Compilation of all collected resources and categorization
- Provide a single point access to knowledge on GRG especially in Local Governance

### **The Organizations/Institutions/Agencies who are interested in being considered for this assignment should fulfil the following criteria:**

- The consultant firm/organization/institution should have prior experience & expertise in Gender and Governance, especially in Local Governance.
- The consultant firm/organization/institution must be able to deploy a person exclusively to collect all required resources.

### **Duration and Budget:**

The total duration of the engagement for consulting services is expected to be four months and the budget allocated for this activity is Rs. 1,00,000/- (Rupees One Lakh only). This amount will be released in three instalments. The first Instalment (20 % of the total amount) will be released after the submission of work plan within a month which should include timeline for all the deliverables and any two completed activity as mentioned in the Expected Outputs /Key Activities of the Consultancy Services. The second instalment (30% of the total amount) will be released after the submission of satisfactory mid-term progress report in the third month as per the work plan along with the compiled resources collected so far. And the final instalment (50 % of the total amount) will be released after completing all activities as mentioned in the work plan and submit the resources compiled for archiving in the e-repository.

### **Letter of Agreement:**

Letter of Agreement (LoA) will be signed between NIRD&PR and the Consultancy Service on agreed terms and conditions. If the Consultancy Service is not able to complete the task as per the work plan, the contract will be terminated immediately and the Consultancy Service has to reimburse the money received till then.

### **General Instructions:**

Consultants or associations of consultants, who are interested in being considered for the assignment should submit the following documents:

- Cover Letter
- Organization Profile (**Annex 1**)
- CV of Consultant(s) (**Annex 2**)
- Proposed work plan and Proposed break-up of the budget

Expressions of interest with support of relevant documents should be mailed to **unwome nird@gmail.com** or can be sent to:

Dr. N. V. Madhuri  
Associate Professor  
Centre for Gender Studies and Development  
National Institute of Rural Development and Panchayati Raj  
Rajendranagar  
Hyderabad -30

The last date for submission of Expression of Interest is **15th April, 2017**.

**Annex 1**

<b>Application for</b>				
<b>Name of the Organization</b>				
<b>Year of Registration</b>				
<b>Address</b>				
<b>Phone</b>				
<b>FAX</b>				
<b>E-Mail:</b>				
<b>Website</b>				
<b>Brief Note about the Organization</b>				
<b>List of Projects completed in the last 5 years</b>				
<b>Number of Human Resource in the Organization with their Names and Designation</b>				
<b>Financial turn over for last 3 years</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>TOTAL</b>
<i>(Rs in Lakhs)</i>				
<b>Key Contact Person's Name</b>				
<b>Key Contact Person's Designation</b>				
<b>Phone/ Mobile</b>				
<b>Fax</b>				
<b>E – Mail</b>				

<b>Details of professional staff proposed for the assignment</b>						
<b>Sl</b>	<b>Name</b>	<b>Qualifications</b>	<b>Area of expertise</b>	<b>Availability (Full Time / Part Time)</b>	<b>Parent organization (in case of joint application)</b>	<b>Years of experience in the relevant field</b>
1						
2						
3						
4						
5						