



Expression of Interest (EOI) Consulting Firms

Project Number	3033
Project Name	Supporting Human Capital Development in Meghalaya
Project Country	India

I. Consulting Firm Information

CMS Number:	Country of Incorporation:
Consultant Name:	Acronym:

Associations (Joint Venture or Subconsultancy)

CMS Number	Consultant	Acronym	Country	Joint Venture	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached into ADB’s CMS.
- Documentation regarding our Board of Directors has been attached into ADB’s CMS.
- A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners.

ADB reserves the right to reject the proposal of an association if member(s) of the association is changed/dropped without valid reason after the association has been shortlisted. However, should valid reasons exist (e.g. associate partner was sanctioned by ADB or other MDBs, associate partner went out of business, etc.), satisfactory evidence in support of such reasons should be sent to ADB for consideration.

II. Assignment Specific Qualifications and Experience

Your EOI shall demonstrate technical competence and geographical experience based on project references entered in Full registration under your CMS profile. We encourage you to update Project Information under your CMS registration prior to filling EOI.

A. Technical Competence

Cross-referencing the selected from your CMS profile projects, highlight the technical qualifications of your entity/consortium in undertaking similar assignments.

Provide details of past experience working with similar project authorities.

And also provide detail on following points of Technical Competence.

1. Is the firm an empaneled Sending Agency shortlisted by NSDC
2. Details of exposure to international best practices in setting up and managing technical institutes/ centres / offices related to skill training programs etc.
3. Details of experience of development of industry endorsed curriculum and instructional material in skill development as per demand of industries/ sector related to the programme
4. Number of batches sent to Japan / other foreign countries under similar programs
5. Details of experience of engaging with industry associations within India & abroad (formal associations with industry bodies/ forums to capture the demand, influence placements and policy support)
6. Details of Partnerships/ existing relationships with placement agencies/ receiving org – related to placement
7. Details of placement wing and industry connect
8. Details of Sustainable Capacity development interventions for ITIs/Technical institutes/Skill Development Initiatives / any special assignments as CSR for vocational training etc.
9. Details of experience in preparing Training need analysis, base line survey, detailed project reports and similar studies around it
10. Details of experience in Training infrastructure establishment system

11. Details of Expertise & experience in all spheres of Skill Development activities from Market survey/ demand aggregation from industries to centre establishment to capacity development of trainers and putting quality systems in place for continuous improvements.

12. Details of Placement assistance post training and retention

13. Total number of students trained till date under various skills development programmes

14. Details of Experience in working with government in India or state governments in skill development assignments

B. Geographical Experience

Cross-referencing the selected from your CMS profile projects, present experience in similar geographic areas.

Firm's country experience (India- specific to Skill Development/ Social Development/ CSR etc.)

1. Experience of working in Skill Development Missions/ interventions/ programs/ initiatives in states and nation for last 5 years

Firm's regional (Japan / International) experience (projects from any sector/ segment)

2. Experience of working in Japan or any other nation outside India in Skill Development/ Social/ Labour/ related industries for training themes with dedicated team

Permanent presence / local office (Two registered offices in India & one office in Japan)

3. Details of Registered offices in India and Registered / affiliated offices in Japan

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

Quality Control and Assurance

1. Details of quality management practices & processes
2. Details of ISO certification/ other relevant certifications for standardization and recognition (like ASQ/ CMMI level 5 etc.)
3. Details of complaints redressal policies

Project Management Coordination

1. Details of Partnerships with identified sector specific leading training organizations in India
2. Strategies for selection and retention of proposed key experts and back up plans in case of replacement.

Approach & Methodology

Provide the Key aspects of the approach towards handling the assignment

D. Other Information (maximum of 500 words)

Any other useful information relevant towards handling the assignment.

E. Project References

Please select most relevant projects from your CMS Profile to demonstrate the firm’s technical qualifications and geographical experience.

Period	Client	Project	Country	Firm

III. Comments on Terms of Reference

IV. Comments on Budget Adequacy

V. Additional Questions

VI. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

VII. Key Experts

List experts that you propose to deploy for this assignment, attach their CVs to EOI attachment.

Position	Name	Email	Consultant Status	Affiliation Type	Affiliation Status	Firm
Team Leader						
Operations & Mobilization lead						
Japanese Language & Soft Skill Trainer 1						
Japanese Language & Soft Skill Trainer 2						
HR or TITP lead						
M&E and MIS lead						
Others						

VIII. EOI Attachments

Kindly refer to Para 13 of the ToR for document check-list and attach along with other relevant documents.

Title	Type	Description	Category	Last Updated By	Last Updated

IX. Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its associate or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/ consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and -administered activities.

- The lead entity and associates are NOT currently sanctioned by the ADB or other MDB. Neither the consulting firm nor the associates has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDB or be convicted of an integrity-related offense or crime as described above.
- All proposed associate/s are registered in ADB's Consultant Management System (CMS), and contact information contained in CMS is current.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their interest in this activity in writing.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their eligibility to participate in this activity in writing.
- Associate/s, including all proposed consultants named in this EOI, have authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortium are subsidiaries of and/or dependent on the Executing or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.