

National Scheduled Tribes Finance and Development Corporation

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

For

**‘Expression of Interest for conducting third party evaluation of the proposal on
‘Review and reappropriation of posts in the manpower setup of NSTFDC’**

***National Scheduled Tribes Finance and Development Corporation
NBCC Tower, 5th Floor, 15 Bhikaji Cama Place, New Delhi- 110066***

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1.0 NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Expression of Interest for conducting third party evaluation of the proposal on 'Review and reappropriation of posts in the manpower setup of NSTFDC

1. National Scheduled Tribes Finance and Development Corporation (NSTFDC) invites Expression of Interest (EOI) from eligible agencies/organizations/institutions for carrying out evaluation of the proposal on reappropriation of posts at various levels in the corporation. The background & scope of the assignment, criteria for shortlisting along with other requirements are attached.
2. This document should not be construed as Tender/Request for proposal.
3. NSTFDC reserves the right to modify and amend any of the stipulated condition/criterion in the Eoi document depending upon the assignments priorities vis-à-vis any other contingencies/requirements.
4. Interested bidders possessing the required capability, experience and resources to undertake the assignment may submit their response/bids within the stipulated time limits and as per the details provided in this document. As this is a time bound assignment any request for extension of time will not be considered.
5. The Expression of Interest must be delivered at the given address on or before 17.30 hours on **2.01.2025** (details of nodal officer with contact details and address provided at page 2)
Applications received after the prescribed date will not be considered for shortlisting.
6. The shortlisted bidders from the Eoi will be invited to submit their request for proposal/attend the pre-bid consultation and participate in the tender process.

1.1 Details of Nodal Officer:

Deputy Manager (Personnel)
National Scheduled Tribes Finance and Development Corporation
NBCC Tower, 5th Floor, 15 Bhikaji Cama Place, New Delhi- 110066

Phone: 011-26177046
Mobile: 8826478176
Email: ilarainstfdc@gmail.com

2.0 Background – Objectives and area of operations of NSTFDC

The National Scheduled Tribes Finance and Development Corporation (NSTFDC) is an apex organization under the Ministry of Tribal Affairs (MoTA), Government of India with the main objective to promote socio-economic development of Scheduled Tribes (STs) through creation of potential avenues of sustainable livelihood opportunities and educational outreach. The corporation is granted license under Sector 25 of the Companies Act, 1956 (Section 8 of the Companies Act, 2013) as a not-for-profit Company.

The Corporation undertakes a wide range of activities for socio-economic and educational upliftment of the STs by devising and implementing financial assistance schemes exclusively for the tribal. The major schemes being implemented by the Corporations include- Term Loan Scheme; Adivasi Mahila Sashaktikaran Yojana (AMSY); Micro-credit schemes (MCS); Adivasi Shiksha Rin Yojana (ASRY). Under the schemes available for farm and non-farm sector for creation of livelihood opportunities the corporation extending concessional/low cost working capital loans and term loans for farmer producers' companies and cooperatives for the members of tribal community through its channelising partners. The Corporation besides partnering with the State nominated agencies is networking with reputed agencies including the PSBs/ RRBs and others for its micro-credit scheme to promote entrepreneurship and inculcate best practices of finance management among tribals.

NSTFDC has pan India presence with its corporate office head quartered at New Delhi. The Corporations' Zonal Offices are situated at Bhopal, Hyderabad, Bhubaneswar and Guwahati to liaise with the State Government/State Agencies for coordination of field operations in the respective zones covering various States. NSTFDC is a compact organization with present staff strength of 48 regular employees having professional expertise in different fields.

The corporation was part of the erstwhile National Scheduled Caste Finance and Development Corporation (NSFDC) prior to its bifurcation in the year 2001. With the initial manpower support drawn (45 nos.) from the parent corporation, NSTFDC commenced its operations under the aegis of MoTA exclusively for the Scheduled Tribes beneficiaries in the States w.e.f. 10th April, 2001. Over the last two decades the corporation has been maintaining a consistent track record of sustaining its core business operations, growth in income and positive overall ratings.

Challenges and outcome envisaged

The Corporation as part of its developmental agenda endeavors to create an ecosystem of skilled and educated tribal society free of socio-economic backwardness, leveraging their capacities and potential towards the economic development of the nation. The Corporation has therefore undertaken a multi-stakeholder approach by collaborating with agencies working in the field of skill development, micro-enterprise promotion and rural financing. Being a knowledge-based entity over the years, the corporation possesses useful data on traditional knowledge and practices followed among tribal community would be a key guiding factor towards achieving the SDGs, which is one of the focus areas of NSTFDC.

3.0 Scope of Work

The appointed agency will carry out an independent evaluation of the *report** recommending reappropriation of the posts in the organization set up of NSTFDC, as per details indicated below.

(synopsis of the internal study report is available below)

- a) To carry out detailed review of the report on reappropriation of posts in the existing manpower setup of the corporation viz., redefining tasks in the core business areas/supporting and new work domains, mapping responsibilities for the unique roles, leadership positions and support bands in the 'would be' structure.
- b) To evaluate changes proposed in the composition and strength of cadre, opening of avenues for redeployments, spotting areas for leveraging internal talents, long term career progressions for promoting growth and motivation to employees.
- c) To review the recommendations suggested for strengthening the talent management framework, hiring strategies for critical senior management positions in the organization and strengthening the field units of NSTFDC.

**Excerpts of the study:*

An inhouse exercise was undertaken to assess the anticipated manpower shortages over the next 3-4 years. The Corporation is in the process of putting in place a talent management framework for addressing the shortages in a time bound manner. Alongside prioritizing hiring strategies for acquiring talent for senior management/leadership levels, the corporation is focusing on creating avenues for redeployment and job rotations in executive and support levels. The existing manning pattern has been reviewed for optimum utilization of resources availability of career opportunities and openings for leveraging talent from within. The corporation is in the process of strengthening its employee appraisal mechanisms for supporting initiatives towards re-skilling of its workforce and productive engagements. Within the scope of the study, key leadership positions and other support functionaries with domain expertise have been identified in the 'would be' organization.

In addition to the broad parameters mentioned above following will be specifically addressed:

- Review on the position profile and role descriptions of the proposed leadership slots.
- Assess financial implications.

3.1 Duration of the Assignment:

The selected agency will complete the evaluation study and submit their recommendations within three weeks from the date of award of the consultancy.

4.0 Eligibility criteria for Bidders:

Agencies/organizations/Institutions which can demonstrate successful experience of carrying out at least two such studies/assignments undertaken related to manpower assessment, restructuring or evaluation studies in any of the CPSEs/Government or Autonomous bodies during the past 5 years will be eligible for participating in the Expression of Interest (EoI)

Objective/Scope

The objective of the assignment is to obtain an independent third party evaluation of an internal manpower restructuring proposal suggesting reappropriation and changes in hierarchy of sanctioned posts operated in NSTFDC.

4.2 Submission of EoI

EoI, in its complete form in all respect as specified in the EoI, must be submitted to NSTFDC by **2.01.2025 (5.30-P.M)**. In exceptional circumstances and its discretion, NSTFDC may extend the deadline by notification in the website. Agencies/institutions participating in the bidding process must ensure that their EoI is submitted as per the formats attached with this document. The specimen of the formats to be attached are enclosed with this document.

4.3 Validity of Offer

The offer for EoI shall be valid for a period of three (03) months initially which may be extended further if required by NSTFDC.

4.4 Information to be submitted by agencies/institutions

Following information as detailed below is to be submitted in sealed envelopes.

- a) Applicant's Expression of Interest.
- b) Organization contacts details.
- c) Experience of the organization.
- d) Details of consultants possessing expertise in areas relevant to the assignment/ Projects - work executed.
- e) Additional Information.
- f) Declaration.

4.5 Evaluation Criteria

- A. Screening of EoIs shall be carried out based on analysis and verification of testimonials submitted.
- B. Shortlisting of agencies will be based on the following two criteria:
 - (a) Experience in handling similar assignment in the past
 - (b) Expertise available.NSTFDC will notify the evaluation committee.
- C. NSTFDC will take up references for assessing the performances of the organization as part of the evaluation process.
- D. Only the shortlisted agencies/institutions will be permitted to submit their bids.

5.0 RESOLUTION OF DISPUTES

In the event of any conflict of interest existing at the stage of contracting or arising during execution the shortlisted/appointed agency/institution/organization shall forthwith inform NSTFDC, detailing the conflict in writing.

CMD, NSTFDC will be the final arbitrator in cases of conflict of interests or any other dispute arising as part of the contract.

6.0 FORMATS FOR SUBMISSION

Formats (1 to 6) to be submitted is enclosed

FORMAT 1

**APPLICANT' S EXPRESSION OF INTEREST
(In official letter head)**

To

**Deputy Manager (Personnel)
National Scheduled Tribes Finance and Development Corporation
NBCC Tower, 5th Floor,
15 Bhikaji Cama Place,
New Delhi- 110066**

**Sub: Submission of Expression of Interest to undertake third party evaluation study of
manpower reappropriation proposal of NSTFDC**

Sir/Madam,

In response to the Invitation for Expression of Interest (Eoi) notified on..... We would like to express interest to carry out the above assignment. We are forwarding herewith two (2) sets of the following documents in separate sealed envelopes and one soft copy:

1. Organization details (Format-2)
2. Experience in related fields (Format-3)
3. Details Consultants (spareable) possessing expertise in areas relevant to the assignment/
Projects - work executed. -Format-4
4. Additional Information (Format-5)
5. Declaration (Format-6)

Sincerely Yours,

Signature of the applicant

[Full name of the applicant]
[With seal]

Encl.: As above

FORMAT – 2

S.NO.	Details of the Organization (with contact details)	
1.	Name of Agency/organization/Institution	
2.	Core areas of engagement Business/Academic/Consultancy etc., (specify details including date of establishment)	
3.	Type of Organization: Government including State Govt. / Autonomous Body / PSU/JVs/Private/other sector	
4.	Whether the firm has been blacklisted by Government/ Ministries or Departments of Govt. If yes, details thereof.	
5.	Address of registered office with telephone No. & email	
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/Uts	
7.	Contact Person with telephone No. & e-mail ID for future correspondence	

FORMAT -3

Experience in Related Fields					
Brief details of the past assignments relatable with the present study.					
S.No.	Items	Number of completed assignments during last 5 years (highlighting on-going assignments, if any)	Order Value of each assignment.	Name of Client/Organization (Enclosed completion certificates)	Encl. details
1	Experience of assignments of similar nature. (Detail description may be attached separately, if required)				
2	Experience in carrying out similar assignments in Government Sector/Autonomous bodies under Govt.				
3	Experience in carrying out similar assignments in Public Sector Undertakings/Institutions promoted by CPSEs				
	Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final. Signature of the applicant Full name of applicant Stamp & Date				

FORMAT – 4

Consultants possessing expertise in areas relevant to the assignment/ Projects - work executed.		
S.NO.	Consultants having domain expertise relevant for the assignment and spareable. Indicate field of specialization.	Brief description of projects/work executed in the recent past
1		
2		
3		
4		
5		
6		
7		
8		
9		
Signature of the applicant Full name of applicant Stamp & Date		

FORMAT 5

Additional Information		
List all enclosures related to the previous section, if any.		
S.No.	Description	No. of Pages
Signature of the applicant Full name of applicant Stamp & Date		

FORMAT – 6

Declaration
We hereby confirm that we are interested in competing for the Services to undertake the task related to Manpower reappropriation evaluation assignment of NSTFDC.
All the information provided herewith a genuine and correct.
Authorized Person’s Signature.
Name and Designation:
Date of Signature:
Note: The declaration is to be furnished on the letter head of the organization.