

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI) –  
HR FIRM SELECTION**

**Country:** India

**Name of Project:** Nanaji Deshmukh Krushi Sanjivani Prakalp (NDKSP) (POCRA-Phase II)

**Assignment Title:** Consultancy services for Hiring of HR Agency for Nanaji Deshmukh Krishi Sanjivani Prakalp (POCRA-Phase II)

**Reference No:** IN-MAHAPOCRA-488906-CS-LCS

**SCHEDULE OF REOI**

Sr. No	Particulars	Date	Time (Hours)
1	PUBLICATION OF REOI	10.05.2025	11:00 hours
2	LAST DATE FOR SUBMISSION OF REOI	26.05.2025	14:00 hours

The Government of India has applied financing from the World Bank towards the cost of the implementation of the Nanaji Deshmukh Krushi Sanjivani Prakalp (NDKSP) PoCRA phase-II project to be implemented by the Department of Agriculture, Govt. of Maharashtra and intends to apply part of the proceeds for the above-mentioned consulting services.

**Brief Background:** Government of Maharashtra has launched World Bank assisted Nanaji Deshmukh Krushi Sanjivani Prakalp (POCRA-Phase II). The Project Development Objective (PDO) is ‘to improve resilience and profitability of small farmers by promoting resource use efficiency and emission-competitive production systems with data-driven decision tools’. This project would attempt transformational changes in the agriculture sector by scaling-up climate-smart technologies and practices at farm and (micro) watershed level that would contribute to drought-proofing and management of lands in states’ most drought affected villages. The Project would focus on smallholders (farmers up to 5 ha of farmland) with particular focus on vulnerable population whose livelihood is impacted by changing climate conditions and climatic uncertainties.

Nanaji Deshmukh Krishi Sanjivani Prakalp (NDKSP) will be implemented in 21 districts of Maharashtra in the 7196 villages covering 888 mini watershed clusters.

**Objectives of the Assignment for HR Agency:**

The objective of this assignment is the deployment of a well professional team of experts and support staff at various levels of project implementation for the successful implementation of the project.

The main task of the HR agency is to deploy the required manpower at various levels and positions with required qualification and experience for efficient management of the project. The required manpower will be hired from the open market and will be deployed for the project for the entire duration of the project.

**Duration of the Assignment:** The duration of the assignment shall be for the entire project period of six years i.e. upto June, 2031 subject to performance review of agency after every two years. Upon satisfactory performance, the contract period shall be extended to a further period of two years with approved service charges as per original contract.

**Expected Start date of Assignment:** August 2025

The Project Management Unit (PMU) NDKSP (PoCRA Phase –II) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services and should comply all the following qualifying criteria.

**Qualifying Criteria:**

1. The firm must have been in existence and actively engaged in business related to the assignment for at least 10 years as of the date of submission of the Expression of Interest (EOI). A copy of the registration certificate must be submitted as proof.
  2. The firm should have successfully completed at least five (5) similar assignments involving the provision of manpower services to Government or Semi-Government or Multilateral, or Bilateral projects. Documentary evidence such as Work Orders or copies of Contracts must be provided.
  3. The firm must have appropriate key personnel, as specified in the Terms of Reference (ToR), available on its payroll for the hiring of manpower. A recent copy of the payroll showing the details of key personnel must be attached.
  4. The firm should have an average annual turnover of INR 20 Crore or more during the last three financial years. Audited balance sheets for the relevant years must be submitted as evidence.
  5. The agency must have provided a minimum of 1,000 manpower services over the last 10 years. Copies of relevant contracts must be submitted as proof.
- **Note:-** Any bidder failing to meet even one of the above qualifying criteria will be disqualified.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers”, September 2023. In addition, please refer to the following specific information on conflict of interest related to this assignment “a firm that has been engaged by the borrower to provide consultancy services for preparation or implementation of a project shall be disqualified from subsequently providing Goods, Works, Non-Consultancy Services resulting from, or directly related to those consultancy services”.

A Consultant will be selected in accordance with the Selection Based on **Least Cost Selection (LCS)** method set out in the World Bank’s Procurement Regulation for IPF Borrowers September 2023.

Further information can be obtained at the address below during office hours [10 to 18 hours]. Interested Consultant may submit "Expression of Interest" through [www.mahatenders.gov.in](http://www.mahatenders.gov.in)

**Sd/-**  
**Project Director, NDKSP**

**Address:**

Project Director, NDKSP ( PoCRA PHASE-II),  
30 B, Arcade, World Trade Centre, Cuffee Parade ,  
Mumbai -400005  
Maharashtra, India.

**Website:** [www.mahapocra.gov.in](http://www.mahapocra.gov.in)

**Tel:** 022-221633351

**E-mail:** [procurement.pmu@mahapocra.gov.in](mailto:procurement.pmu@mahapocra.gov.in)

**ANNEXURE – I**  
**DETAILS OF FIRM TO BE ENCLOSED WITH EOI**

Sr.	Particulars	Details
1	Name of the applicant	
2	Legal Status / Constitution of Applicant	
3	Address of the Head Office (incl. Tel Phone & email id)	
4	PAN of the Firm	
5	GST registration No.	
6	Registration Number from the regulatory authority under which entity operates and enclose registration certificate	
7	Date of constitution of the Firm	
8	Availability of Full time Key experts as per ToR related to assignment as on _____ 1. Key expert - 1 2. Key expert - 2 3. Key expert - 3	
9	Number of full qualified personnel Employee as on 00/00/2025	
10	Whether the Firm has experience in similar assignments for Government or Semi-Government or Multilateral, or Bilateral projects.	
11	Whether there any court cases/ arbitration/ any other legal case against the Firm (If yes, please provide details separately)	
12	Contact Person (Mobile No, Email address)	

**Annexure II –The firm should have successfully completed at least five (5) similar assignments in Government or Semi-Government or Multilateral, or Bilateral projects**

Sr	Major area of assignment	Name of the Client	Name of the Assignment	Year of assignment	Fees charged for the assignment	Nature of assignment	Documentary Evidence (Please attach)
1							
2							
3							

**Annexure III – Format of Turnover Certificate**

(To be issued in the Letter Head of CA Firm)

This is to certify that the following particular of M/s \_\_\_\_\_ are true and correct as per the information and explanation provided to us and to the best of our knowledge and belief.

Year	Gross Turnover	Turnover from Audit Activities
2021-2022		
2022-2023		
2023-2024		
Total		
Average		

Place:  
Date:

Signature  
Name and Regn No. of Firm  
Name and Membership No. member certifying

## Terms of Reference for Hiring of HR Agency for NDKSP- II

### **1. Background**

Government of Maharashtra in partnership with World Bank has taken a progressive decision to develop a drought proofing and climate resilient strategy for the agriculture sector, more as a long term and sustainable measure to address the likely impacts due to climate change. The Maharashtra project will be the first large scale climate resilient agriculture project in India. Already completed first phase of the project in 16 districts of the state. Keeping this backdrop, a Project on Climate Resilient Agriculture phase II has been formulated by the Government of Maharashtra.

Project area : The project will be implementing in 21 districts in Maharashtra namely, 1. Jalgaon, 2. Chatrapati Sambhajinagar, 3. Jalna, 4. Beed, 5. Parbhani, 6. Hingoli, 7. Dharashiv, 8. Latur, 9. Nanded, 10. Buldana, 11. Washim, 12. Akola, 13. Amravati, 14. Yavatmal, 15. Wardha, 16. Nashik, 17. Nagpur, 18. Bhandara, 19. Gondiya, 20. Chandrapur & 21. Gadchiroli.

The duration of the project as envisaged now is for 6 years. The Project will be executed by the PMU under Agriculture department of the Government of Maharashtra located at Mumbai. The Consultant may note that the execution of the Project will be decentralized hence the support will extend to the field units.

### **2. Project Objective:**

**The Project Development Objective (PDO)** is to improve resilience and profitability of smallholder farmers across selected districts in Maharashtra.

**Innovations for resilience:** In the context of the project development objective (PDO), Nanaji Deshmukh Krushi Sanjivani Prakalp (NDKSP) - Project on Climate Resilient Agriculture proposes to position Maharashtra in a leadership role to address the emerging climate context and climate change impact. To transform agriculture into a resilient productive system for smallholder farmers, there is a need to promote efficiency of both natural and external resources for strengthening ecosystem resilience leading to emission-competitive and profitable production system. Emissions competitiveness refers to net GHG emission reduction due to improved packages of practices in pilots relative to similar cropping system under conventional practices. Interventions design will be informed by creation of a data-driven decision support system.

### **3. Project Components:**

#### **Component A:** Resource Efficient Productivity Enhancement

Guided by diagnostics for each of the agro-climatic zones, the focus of the project will be on achieving higher resource-use efficiencies by adopting management practices based on a systems approach to attain optimum productivity.

#### **Component B:** Promoting Precision Agriculture for Emissions Management

Promoting precision agriculture will focus on reducing greenhouse gas emissions, sequestering carbon, cutting methane emissions, and maintaining economically viable crop yields. Considering the varying carbon and water footprints of different crops and crop rotations, the project will

introduce crop-specific moisture conservation techniques, develop agroforestry modules, and implement new methods to enhance soil organic carbon.

### **Component C: Improving and Building Income Resilience**

The project will utilize matching grants, based on government modalities, to incentivize eligible farmers to accelerate the adoption of demonstrated technologies and agronomic practices.

### **Component D: Lighthouse Approach for Strengthening Institutions**

NDKSP-PoCRA's robust institutional framework for implementation will be broadened and deepened to achieve a higher level of resilience under NDKSP (PoCRA phase II). Institutional arrangements involving government agencies, private sector including Agtech startups and community institutions will contribute requisite level of administrative, technical and advisory support to the project. The Department of Agriculture, together with its machinery at division, district, block and village levels (including Gram Krishi Vikas Samitis will drive the implementation at the grassroots, backed by a Monitoring and Evaluation (M&E) Agency, technical expertise in emissions management, crop-suitability, hydrology, soil profiling, market dynamics, trading, agribusiness will be drawn from the 'consortia' partners to handhold effective management through the course of the project.

#### **4. Requirement of the Assignment:**

The project envisages deployment of manpower at the State Level, Division Level, District Level, Sub-divisional level and the village level to carry out different functions of the project in order to achieve the Project Development Objective of Nanaji Deshmukh Krishi Sanjivani Prakalp (NDKSP). Part of the total manpower requirement will be filled by deputation amongst the Government departments and part of the manpower will be outsourced from the open market.

As this is a highly decentralized ,community driven project, the Project Management Unit (PMU) needs to engage with the community very closely to help facilitate implementation of project activities at the village/cluster level. Therefore, recruitment of motivated and dedicated staff with ownership and shared vision towards the project is key aspect in achieving the objectives of the project. Therefore, engagement of a HR agency to provide services of dedicated personnel for the project duration is proposed.

#### **5. Objective of the Assignment:**

The objective of this assignment is the deployment of a well-coordinated team of experts and support staff at various levels of project implementation for the successful implementation of the project.

The main task of the HR agency is to deploy the required manpower at various levels and positions with required qualification and experience for efficient management of the project within agreed timeline .The required manpower will be competitively selected and hired from the open market.

#### **Scope of HR agency**

HR agency will carry out all tasks in consultation with the Project officials .The required manpower will be competitively hired from the open market and will be deployed for the project as per agreed period and TOR . HR agency is required to identify , shortlist and provide suitable candidates for different positions as per the eligibility criteria set out by PMU, as and when

required and place them at the levels and places required. HR agency will also provide additional manpower as per requirement of the project. Manpower requirement may vary s and staggered. The scope of assignment includes but is not limited to the following:

**A. Recruitment Strategy-**

- i. The selected agency shall submit methodology for deployment of manpower which shall indicate the process of inviting application, scrutiny of application, interview and preparation of shortlist. The methodology shall ensure transparency, efficiency and opportunity to attract the best talent. The methodology shall be submitted for the consideration and approval of the PMU.
- ii. To develop Recruitment Strategy for the project, the agency will work out the modalities for identification and deployment in consultation with PMU.
- iii. To finalize the eligibility criteria and Terms of Reference (ToR) for different positions in the project based on the different documents of the project and as agreed with PMU.
- iv. The HR agency has the responsibility of ensuring that none of the selected individuals have any conflict of interest. A format provided at the annex I shall be required to be signed by everyone who is recommended for the project.
- v. HR agency to ensure that none of the individual should be on the debarred list of the World Bank .

**B. Recruitment Process-**

- a) The agency shall be responsible to follow all applicable rules & regulations made by the government in terms of hiring manpower.
- b) Agency shall invite applications by wide publicity including print, digital and social and circulation among important educational instruction organization media. Print advertisement shall be prepared and published by selected HR agency.
- c) Recruitment at all level, HR agency needs to publish advertisement in the widely published newspaper. Also, recruitment agency shall publish advertisement on the job portals, on project website and on their own website.
- d) HR agency shall provide fair, competitive and transparent recruitment process.
- e) The agency shall provide the copies of joining reports of the candidates along with certified copies of educational qualifications, identity and experience related documents.
- f) If the candidate not found upto the mark at any time as well as if any candidate left the job after completion of due notice period, at such instances, candidate from the waitlist with equal or better qualification and experience as mentioned in the TOR for that position shall be immediately provided by the HR agency within an agreed timespan mentioned in the contract . Therefore, the HR agency shall keep a list of waitlisted candidates.
- g) The PMU shall provide details of posts, minimum educational qualification and eligibility criteria, job description of the post and place of deployment to the selected HR agency which shall be fully complied with .
- h) The candidate selected shall possess minimum qualification as fixed by the PMU. The HR agency ha s the responsibility of vetting and ensuring authenticity of the qualification documents and the experience of each candidate as mentioned in their CV. In case if it is found that the candidate does not possess the required qualification, then the candidature shall be terminated and the entire remuneration paid to HR agency in lieu of the candidates shall be deducted from the payment of agency.
- i) The agency shall carry out Dispute management/Renegotiations, exit interviews and shall be responsible for any litigations and outcomes thereof.

- j) The agency shall abide by laws of land including Labour laws, Minimum Wages Act, in terms of hiring human resources made by the State as well as by the Central Government from time to time.
- k) The agency shall not transfer, assign, pledge or sub-contract its rights and liabilities under this ToR to any other agency without prior written consent of the project.

**C. Payroll Management:**

- i. To implement Payroll Management and to develop Human Resource Management System (HRMS) platform, HR agency shall be responsible for Payroll Management of all the deployed Human Resources.
- ii. The project may install and maintain biometric machines/ digital allocation/ digital tool at different levels. The agency shall access such data as is permitted by PMU to ensure that the payroll management is accurate and HR attendance is accurately marked.
- iii. The agency shall ensure payment of remuneration to the deployed human resources by 05<sup>th</sup> of every month for the preceding month by crediting the amount to the bank account of the concerned human resources electronically. If the agency fails to pay salary accordingly, it will be assumed that no service has been rendered by the agency. Accordingly, no service charges shall be paid by the project to the agency for the respective month.
- iv. The payment of all the deployed human resources should be paid by the agency first. The amount would be reimbursed by the project within a period of 60 days or as per availability of the funds.
- v. The monthly attendance shall be sent to the HR agency by the project and based on that the invoice shall be generated by the HR agency and after confirmation by PMU, the monthly salary to the deployed personnel shall be paid by the HR agency. GST shall be calculated according to the prevailing Government rates. The GST amount will be based on the total amount payable to the HR agency. The total amount payable to the HR agency will include the monthly remuneration for the contractual staff hired through the agency and the service charges owed to the agency.
- vi. The agency shall retain the entire documentary proof/papers of the amount deposited to the respective statutory bodies/Government departments, i.e., Employees State Insurance, Provident Fund, Income Tax and GST. The agency shall produce the same, on demand, to the authorized officer of the NDKSP - POCRA project.
- vii. The agency shall issue salary slip to all the employees deployed for the project indicating gross and net salary showing all statutory deductions.
- viii. The agency shall maintain appropriate records pertaining to human resources deployed for this project, including the salary slip, disbursement of salary, remittance of payments to various authorities and make it available to PMU/concerned authorities whenever called for.
- ix. The agency shall submit the stamped salary bills (in triplicate) to the concerned head of PMU on periodic basis.
- x. The agency has to manage renewal of joining order and look at the related legal issues in consultation with the project.
- xi. The agency has to develop Human Resource Management System (HRMS) platform for attendance and leave management, daily diary, tour diary, monthly report, annual performance reviews for all the positions of the project and salary credited pending status.
- xii. Computer hardware required to perform the project duty shall be provided to the employees by PMU. It will be the responsibility of the employee selected by the agency to take care of all the items or computer hardware provided by the project. In

- case of any damage/loss of items, selected agency has to reimburse/replace or rectify any damage /loss done. The agency may get it reimbursed from the concerned employee.
- xiii. The personnel selected by HR agency shall not divulge-in or do not disclose any details of office, operational process, technical know-how, security arrangements and administrative or organizational matters to any person, as all are of confidential/secret nature.
  - xiv. The Selected agency shall be responsible for the quick response to the messages sent by the project through e-mail/fax/letter.
  - xv. The renewal order for extension of services of recruited manpower is based upon evaluation made by project based upon Annual Performance Appraisal reports and is binding upon the HR agency.

## 6. General Requirement of the Agency

- a) It is mandatory that the deployed manpower shall reside at the place of assigned headquarter and **the personnel are required to submit their attendance through the project's SMA app using their mobile devices.**
- b) The agency shall issue letters to all the personnel deployed under its contract mentioning the terms and condition of this assignment. The project specific terms and condition shall be approved by PMU.
- c) The agency must provide **digital access** to each deployed personnel, allowing them to view and manage **all types of records** related to their work. This may include records such as attendance, assignments, work schedules or any other relevant documentation.

## 7. Data and Services to be provided by the Client

The PMU shall designate an Officer to act as Nodal Officer to interact with the Agency as the single point contact to manage the contract.

Details of Manpower requirement (Need to update as per approval by GoM)  
 The following is the proposed tentative manpower requirement for the project to be implemented over 6 years. However, the deployment will be carried out on a stage wise implementation and on staggered basis.

Level	Tentative Number of personnel Required	Position in the Project	Indicative Educational qualification*
State level (PMU)	40	Specialist/ Tech. Officer / Assistants /	The details of educational qualification and required experience will be share by the project at the time of recruitment.
	5	Peon/ Messenger	
District level	21	Project Specialist Human Resource Development	
	21	Project Accounts Assistant	
District level (Aatma)	21	Project Specialist Agri Business	
	21	Project Specialist-Procurement	

	21	Project Accounts Assistant
Sub divisional level	55	Technical Coordinator
	55	Project Accounts/ Procurement Assistant
Cluster level	825	Cluster Assistant

*(All the above posts are tentative and may be subject to change.)*

## 8. Duration of the Assignment

The duration of the assignment shall be for 6-year covering entire project period subject to the satisfactory performance review at the end of every second year. In case of unsatisfactory performance, the employer will have the discretion to terminate the contract.

## 9. Team Composition of the consultant agency

The agency needs to propose adequate staff for carrying out the assignment. Details of requirement of the key experts are indicated below:

<b>Key Professional Staff</b>		
<b>Sr. No</b>	<b>Key Experts</b>	<b>Educational Qualification and Experience</b>
1.	Team Leader (1)	He or She should have a Post-Graduation (PG)-HR, MBA or equivalent from an institute of repute in India or abroad. Having at-least 10 years of experience in developing systems related to human resource management with demonstrable experience leading recruitment and selection assignments of similar programmatic nature. He or She should have proven experience of doing HR planning and designing staff selection methodologies. Experience of leading teams for recruitment at scale and working with government settings will be preferred.
2.	HR Expert (1)	He or She should have a Post-Graduation (PG)-HR, MBA or equivalent from an institute of repute in India or abroad. He or She should be a HR expert with at-least 5 years of experience in carrying out recruitment and other HR related services. He or She should have proven experience of framing HR policy, HR planning and designing staff selection methodologies and HR related trainings.
3.	Recruitment Expert (1)	He or She should be Bachelors /PG – HR or a related discipline with at-least 5 years' experience in HR selection, experience of conducting recruitment of multi-disciplinary teams managing, legal compliances related to HR administration, office management and logistic coordination.
<b>Non-Key Staff ( not to be evaluated but shall be proposed)</b>		
1.	Accountant (1)	Having master degree in commerce or accounts or equivalent with 5 years of experience in handling accounts and finance matters including Salary disbursal and statutory payment related to payment of salaries.

## 10. Schedule of Delivery

No	Activities	Schedule of delivery
1.	Inception report along with hiring methodology and plan	Within 15 days of signing the agreement
2.	Report on deployment of manpower, salaries paid, statutory deductions and payment of statutory dues	Monthly

## 11. Review and Reporting Requirements

The Agency shall submit a monthly progress report on the process of recruitment of personnel deployed including the process of recruitment such as positions advertised, positions for which interviews were held, empanelment of candidates, positions for which appointment letters have been issued and dates of joining of candidates etc.

The following committee shall review the deliverables of the agency and provide acceptance including annual review of its performance for continued services.

Sr. No.	Designation	Position
1.	Project Director	Chairman
2.	Deputy Project Director	Member
3.	Finance Specialist	Member
4.	Procurement Specialist	Member
5.	APD PMU	Member Secretary

## Annex 1

### CONFLICT OF INTEREST DECLARATION CONTRACTUAL STAFF /INDIVIDUAL CONSULTANT

**Name** (of person making the Declaration): [insert name] **Position / title:** [insert title]

#### Declaration

I have been appointed as contractual staff /consultant for \_\_\_\_\_ months by \_\_\_\_\_ for rendering services to ---- project. I understand that my role in PoCRA Project is \_\_\_\_\_ (designation) .I hereby make this declaration in good faith. *Select one of the following two options:*

#### NO CONFLICT OF INTEREST

- I have no actual, potential, or perceived conflict of interest in my role as \_\_\_\_\_ (designation) and I undertake to carry out my duties with the highest degree of objectivity and integrity.

#### CONFLICT OF INTEREST

Signature:	
Date:	

**Note: “PoCRA Project” means the SPMU, DPMU, DPIU, staff for PoCRA, as well as any other IA and the GoM government department, under which this Project falls.**

#### **Review of Declaration *this part to be completed by the HR agency***

Checked the Declaration which has been completed and signed.

Provide comments:

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#### **Authorized signatory reviewing the Declaration**

Name and title:	
Signature:	
Date:	