

No. 15(14)/2011- H & FW
Government of India
Planning Commission

Sub.: Expression of Interest for empaneling potential External Consultants / Academic Institutions / Consultancy firms / Reputed NGOs for conducting high quality studies, research and analysis on critical issues in the health sector.

1. Health & FW and Nutrition Division, Planning Commission is seeking applications from qualified and experienced External Professionals / Academic Institutions / Consultancy firms / Reputed NGOs (henceforth called External Consultants) for enthralment for a period of three years to conduct high quality studies, research and analysis on critical issues in the health sector which would be used as inputs in the Planning Process.

2. The field of study, research and analysis will, among others, be the following:-
 - (i) Community Processes
 - (ii) Public Health Planning for service delivery
 - (iii) Quality Improvement
 - (iv) Health Informatics
 - (v) Human Resources for Health
 - (vi) Best practices in the health sector of different states in terms of service delivery, governance, information system, accountability etc.
 - (vii) Healthcare financing
 - (viii) Public Health Administration
 - (ix) Nutrition, including Food fortification

Detailed Terms of Reference for individual assignments, indicating the requirement, objective, scope of assignment, schedule of completion of task, support or inputs to be provided by the Planning Commission and final output required shall be circulated among the short-listed External Consultants as the need arises. The period of External Consultancy would be generally of upto one year.

3. Qualifications

- i. Individual Consultants should hold at least a Post Graduate Degree in a Health related discipline with excellent academic and professional track record, including at least 10

years of professional experience in planning or execution of projects, or academic or consultancy work in the Health sector. Candidates should possess a sound health, and not be over 65 years of age. Those with experience with Government or its agencies shall be preferred. Those with a track record of publications in peer reviewed journals, and those associated with Academic institution shall be preferred.

- ii. Academic Institutions, Registered Consultancy Firms, NGOs need to have a proven track record of at least three years in high quality, published work in the Health sector. These institutions should enclose with their application a list of faculty, and their CVs which will be responsible for providing consultancy to the Planning Commission. Each individual faculty should meet the requirements of External consultants indicated in point (i) above.

Candidates / Agencies shall be shortlisted based on their qualifications and experience.

- 4. **Duration:** On the basis of the responses received from the interested parties, those meeting the technical requirements and other eligibility criteria would be empanelled for a period of up to three years. Thereafter limited tender enquiry amongst the empanelled External Consultants, through Cost Based Selection/ Quality Based Selection/quality and Cost Based Selection would be used for final selection of a External Consultants for particular assignment.
- 5. **Facilities and allowances:** The External Consultants shall work from their own residence / office. They shall not be provided any office space by the Planning Commission. Also, they shall not be entitled to any allowance such as dearness allowance, residential telephone, transport facility, residential accommodation, personal staff, CGHS, medical reimbursement, leave etc. No TA/DA shall be admissible for joining the assignment or on its completion. External Consultants will not be allowed any foreign travel at Government expenses. The fee paid would be all inclusive, except for the service, tax, which if applicable, would be paid extra.
- 6. **Phasing of Fees:** The consultancy fee would be release in three equal installments on satisfactory completion of the job as per Table given below :

Installment	Stage	Percentage to Total
1 st	Mobilization Advance	30%
2 nd	Presentation of Draft Report	50%

3 rd	Acceptance of Final Report and payment of balance after checking of Expenditure	20%
Total		100%

Income Tax on professional services @ 10% as prescribed under the Income Tax Act, Section 194(J) read with clauses (A) & (B) and Education Cess @2% and Secondary & Higher Education Cess @ 1% thereon shall be deducted at source by DDO, Planning Commission before releasing the amount as per the sanction order.

7. **Terms and conditions:** The External Consultants shall, in their assignment with the Planning Commission, abide by the following terms and conditions :-
- (i) The External Consultants will neither make available the contents of the assignment to any other person or agency, not publish any part of it without the previous knowledge or permission of the Planning Commission.
 - (ii) Data contained in the assigned Document shall not be used by the External Consultant or any other associates of the External Consultant for any kind of published material including any doctoral thesis or for any other degree / diploma, etc.
 - (iii) The External Consultant shall make suitable arrangements for the safe custody of material provided to the External Consultant for the work assigned and shall handover them to the concerned Subject Matter Division, Planning Commission after completion of the work.
 - (iv) The External Consultant shall not, except with the prior sanction of the Planning Commission, or in the bona fide discharge of their duties as aforesaid, participate in a Radio/T.V. broadcast/telecast or contribute an article or write a letter to a Newspaper pseudonymously or in the name of any other person, if such book, article, broadcast/telecast or letter relates directly to the aforesaid, not only during the period of job contract, but also thereafter. Any information gathered during the course of the job contract as aforesaid shall not be divulged to anyone, who is not authorized to have the same.
 - (v) The persons employed, if any, in the project will be treated as employees of the External Consultant and not of the Government and the conditions of their services will be governed in accordance with the rules and regulations of the firm.
 - (vi) Planning Commission will be at liberty to cancel the contract without assigning any reasons, in case, it is established that the above conditions are not being followed strictly.

- 8 The assignment will be enforced on acceptance of the terms and conditions mentioned in the Sanction letter and those contained in the Terms of Reference by the External Consultants. The External Consultant will sign the prescribed bond on a Rupee Ten Non-Judicial Stamp Paper and sign on copy of the Sanction Order, before its submission to the Health Division in the Planning Commission, so as to process for release of funds.
- 9 Interested candidates/ Institutions / Firms may send their details along with the following by e-mail/post within 15 days from date of the advertisement on the website of Planning Commission:
 - 9.1 Detailed profile indicating qualifications, experience in health sector supported by documentary evidence;
 - 9.2 Two reference from individuals / organizations for which assignments might have been done in the past
 - 9.3 Consultancy charges per month of assignment in Indian Rupees.

at the following address:-

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