

DISCUSSION PAPER ON APPOINTMENT OF CONSULTANCY FIRM TO ASSIST IN SUCCESSFUL IMPLEMENTATION OF VACHAN PATRA; REVIEW OF CAPITAL & REVENUE SOURCES AND MAJOR SCHEMES OF GOMP

A. INTRODUCTION

The Government of Madhya Pradesh (GoMP) intends to appoint a Consultancy firm for achieving the following main objectives and other incidental objectives:

- Conceptualization, suggesting implementation mechanism, monitoring and evaluation of programmes, projects, identified in Vachan Patra of GoMP;
- Review/ Redesign of the various Capital and Revenue resources, focusing on resource mobilization through Grants, non-tax and tax revenues;
- Review of major schemes/ policies of GoMP to analyze and suggest rationalization (additions, convergence, and amendments etc.) of provisions of the schemes/ policies for effective implementation and better utilization of scarce public resource.

B. CONSULTANCY FIRM

For successful accomplishment of the above objectives, the Consultancy firm shall assist the Finance Department by deploying dedicated professionals. The Consultancy firm shall bring the leading practices, along with International, National and Sectoral expertise, for successful implementation of the above objectives.

i. SCOPE OF WORK FOR CONSULTANCY FIRM

- To prepare perspective Work Plan to implement all points of Vachan Patra. .
- To monitor compliance of Vachan Patra by all the Departments. Review of compliance of Vachan Patra on continuous basis, coordinate and support the concerned department, follow up on the gaps identified and action plans designed to fill the same.
- Review of the various Capital and Revenue resources. Focusing on mobilization of long term Debt, Grants, non-tax and tax revenues through new avenues.
- To suggest ways for obtaining new areas of additional Financial Resources and assist State Government in obtaining these resources.
- Review of major schemes/ policies of GoMP to analyze and suggest rationalization (additions, convergence, and amendments etc.) in term of expenditures.
- Identify possibilities of convergence of activities currently undertaken by various departments and roadmap to converge them.
- Study current standards of performance in various schemes & suggest measure to improve the same.

- Preparation and submission of evaluation and monitoring reports on the various activities carried out by the consultant to the Authority on monthly basis.
- Any other related or incidental works assigned by the Authority.

ii. SCOPE NOT EXHAUSTIVE

The Scope of Services specified is not exhaustive and the Consultancy firm shall undertake such other tasks as may be assigned by the Finance Department in order to accomplish the various main objectives mentioned in Clause A above and other incidental objectives arising during implementation of these objectives.

iii. ASSIGNMENT DURATION

The duration of appointment of the Consultancy firm shall be initially for a period of 36 (Thirty six) months and may be extended by another 24 (Twenty Four) months subject to sole discretion of the Authority. The Consultancy Team shall be deployed on fulltime and on intermittent basis based on the requirement of the Authority. The place of work for this assignment shall be at Bhopal.

iv. DELIVERABLES

In pursuance of the TOR, the Consultancy firm shall undertake/deliver the services to the Finance Department and the Consultancy firm shall undertake/deliver the required services promptly on monthly basis or within the time period agreed during the course of assignment duration. The Consultant shall submit a consolidated monthly progress report in hard copies as well as soft copy.

v. CONSULTANCY TEAM

Sr. No.	Key Personnel	No. of Personnel	Qualification	Responsibilities
1.	Team Leader cum Project Management and Monitoring Expert (Full time Basis)	1	MBA or equivalent with 15 (Fifteen) years of post-qualification experience OR Retired Class I officer with Central or State Government department or undertaking, with 20 (Twenty) years of experience.	Policy advisory support to Government and designing project management and monitoring framework, designing governance framework, reporting, reviews etc. including Project management, relationship management, ensuring project deliverables are met on time.
2.	Financial Expert (Full time Basis)	1	Chartered Accountant with 15 (Fifteen) years of post-qualification experience in Analysis, Preparation & finalization of accounts of PSU/ Government Societies/Cooperative Societies/ Government Boards/ Corporations/ Companies or LLP (having annual turnover of more Rs. 100.00 Crore) for at least 5 financial years or conducting Audit of Companies or LLP (having annual turnover of more Rs. 100.00 Crore) for at least 5 financial years.	In depth analysis of Government companies/ PSU/ Government Societies/ Cooperative societies/ Government Boards/ Corporations accounts. The analysis should broadly cover the Income & Expenditure, Loans & financial documents, Receivables etc.
3.	Revenue/Taxation Expert (General i.e. GST/ Excise/ Stamps & Registration /Energy etc.) (Full time)	1	MBA (Finance) / CA/ CFA with 15 (Fifteen) years of post-qualification experience in Taxation and Revenue related matters in GST/Excise/Stamps & Registration /Energy etc. OR Retired Class I officer with Central or State Government department or undertaking, with 20 (Twenty) years of relevant experience.	Advisory support on Financial aspects and Taxation matters of the concerned department (i.e. GST/Excise/Stamps & Registration/Energy etc.).
4.	Agriculture Expert (Agriculture, Cooperative & Horticulture)	1	M.Sc. Agriculture with 10 (Ten) years post-qualification experience in Agriculture (including Cooperative & Horticulture) Sector.	Advisory support in preparation and analysis of agriculture policies and programme operation. Developing and implementing reforms supporting agricultural growth & strengthening farm price

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	(Full time Basis)			realization by farmer.
5.	Social Sector Expert (Full time Basis)	2	MBA in Rural Management/ MSW/MA Development Studies or equivalent, with 10 (Ten) years post-qualification experience in social sector.	Advisory support in Social Sector development promotion, policy advocacy etc.
6.	Urban & Infrastructure Development Expert (Full time Basis)	1	MBA/Master in Urban Planning with 10 (Ten) years post-qualification experience in Urban/ Infrastructure sector.	Advisory support in Infrastructure sector policies planning and implementing Infrastructure sector projects.
7.	Revenue/Taxation Expert (Mining Sector) (Intermittent)	1	MBA (Finance) / CA/ CFA with 08 (eight) years of post-qualification experience of financial & Taxation related matters in Mining sector. OR Retired Class I officer with Central or State Government department or undertaking, with 20 (Twenty) years of experience.	Advisory support on Financial aspects and Taxation matters to Mining department.
8.	Revenue/Taxation Expert (Transportation Sector) Intermittent)	1	MBA (Finance) / CA/ CFA with 08 (eight) years of post-qualification experience of financial & Taxation related matters in Transport sector. OR Retired Class I officer with Central or State Government department or undertaking, with 20 (Twenty) years of experience.	Advisory support on Financial aspects and Taxation matters to transport department.
9.	MIS Expert (Intermittent Basis)	1	Post Graduate in information technology with 08 (eight) years post- qualification experience in Management Information System related works.	MIS expert shall have the responsibility of collection and compilation of data of all on-going projects, fund availability etc. and presenting them in an appropriate manner. Creating a database of all work under the assignment.

Sr. No.	Key Personnel	No. of Personnel	Qualification	Responsibilities
10.	General Expert (Intermittent Basis)	1	MBA (Finance) / CA/ CFA with 15 (Fifteen) years of post-qualification experience in Taxation related matters. OR Retired Class I officer with Central or State Government department or undertaking, with 20 (Twenty) years of experience.	Advisory support on all general & Financial aspects matters of various infrastructure sectors.
11.	Research Associate (Full Time)	4	Degree/PG Diploma with 3 (Three) years of post-qualification experience in research related assignment.	Responsible for assisting in Coordination supervision and monitoring of project under the guidance of Team leader and Sector Experts.

Note:

- i. The responsibilities mentioned in above table are indicative only and all the experts shall be required to work in accordance with the instruction of the Finance Department.
- ii. The Finance Department may its sole discretion may direct/assign any experts for deployment in any other department.
- iii. The Finance Department, at any point in time at one month notice during the period of Consultancy, and at its sole discretion may direct the Consultant to substitute an expert/s without any monetary ramification or any other form of obligation on the Authority.
- iv. The Finance Department, at any point in time at one month notice during the period of Consultancy, and at its sole discretion may direct the Consultant to demobilize an expert/s without any monetary ramification or any other form of obligation on the Authority.
- v. The Finance Department, at any point in time during the period of Consultancy, and at its sole discretion may direct the Consultant to depute an Additional Experts of any particular field mentioned above or any other sector specific sector not listed above. In such case the man month rate of the payment to such experts shall be equal to the man month rate payable to full time experts of the respective field and in the case of any other specific sector not listed above the rate payable shall be the average man month rate of all the Full Time Experts. The additional experts may be deputed on full time or intermittent basis as per the requirement of the Finance Department.
- vi. The payment to all Experts deployed on intermittent basis shall be paid as per the average man month rate of all the Full time experts.
- vii. The Experts mentioned for the intermittent position shall not be evaluated for computing financial score.

C. EVALUATION OF PROPOSAL:

- a. The Evaluation of the proposals shall be made on QCBS basis.
- b. Applicants whose Technical score is 70 points or more out of 100 shall be eligible for financial proposal opening.
- c. Weights assigned to Technical Proposal and Financial Proposal shall be 70% and 30% respectively.
- d. Applicant achieving the highest combined score (Technical and Financial Proposal) shall be selected for consultancy assignment.

D. WAY FORWARD:

- Approval of discussion paper.
- Preparation of RFP document for Selection of Consultancy firm.
- Bid Process Management & Selection of Consultancy firm.
- Formation of Committee to review the progress of the assignment.
- Signing of Agreement with Consultancy firm.
- Commencement of Work as per provision of RFP.
- Periodic review of the works under the assignment.