

Request for Proposal

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Last Date of Submission: September 10, 2024.

About BRLF:

Bharat Rural Livelihoods Foundation (BRLF) is an autonomous organization established under the Societies Registration Act by the Government of India. Our primary goal is to facilitate civil society action in collaboration with State and Central Governments to empower rural households and transform their livelihoods. You can also visit www.brlf.in for more information.

Research and Knowledge Management

BRLF recognises the importance of co-creating an evidence-based dynamic body of knowledge with the capacity to inform key policies, intervention strategies and models of organising effective collaborative action. The organisation seeks to establish a robust knowledge and learning infrastructure that enables real-time data capture and strategic inputs for intervention design and policy reform through evidence-based decision-making and reflective action. The research and knowledge management initiatives of BRLF scaffold effective engagement of key stakeholders with the existing body of knowledge and enable optimum opportunities for crafting self-learning systems and processes.

In this regard, BRLF is committed to creating knowledge and practice support resources that enhance the outcomes of sustainable livelihood initiatives by the government and CSOs. As part of this commitment, BRLF is creating analytical case studies documenting learnings from on-ground interventions by BRLF and its partners. The case studies shall capture in-depth key intervention prototypes that enhance the outcomes of livelihood initiatives and policy instruments.

To facilitate this initiative, BRLF would like to procure two part-time case study writing consultants with extensive proven experience in publishing case studies in the non-profit sector.

Scope of Work

The consultant's scope of work shall include building case narratives and writing case studies based on primary and secondary data collected by the BRLF research team. The cases written by the case writers shall be published as co-authored BRLF knowledge assets under Creative Commons Licensing 4.0.

Nature of Engagement:

1. Remote with Field Visit.
2. Key Responsibilities:
 - a. Co-authoring 2 case studies
 - b. Technical inputs into existing case studies that feature key BRLF prototypes on the Partnership model and Agricultural Production Clusters
 - c. Field visit to BRLF project sites in Odisha
 - d. Review and technical inputs in 5 BRLF case studies.

3. The consultant case study writer will be engaged with BRLF for a specific period, as outlined in the table below.

Duration of Engagement	No of Days in a month	Maximum allocation including taxes (INR)
3 months	Upto 06 days	1,80,000/-

The individual consultants shall be engaged by BRLF for 3 months starting September 2024. The above-mentioned budget of INR 1,80,000/- is inclusive of all taxes. Proposals received up to INR 1,80,000/- will be considered for evaluation.

Key competencies

- Proven experience and knowledge of OD structures, processes and systems of non-profit organisations in the Indian social sector
- Proven experience in co-authoring and reviewing case studies featuring the work of non-profit organisations
- Excellent communication skills in English and Hindi
- Proven ability to articulate and communicate complex issues and field experiences in the form of case narratives
- Minimum 12 years of exposure to the work of small and medium organisations in India.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

S. No	Evaluation Parameter - Technical	
1	Profile of the Consultant	20%
2	Experience in having undertaken similar assignment	30%
3	Quality of sample work	20%
	Total Weight on technical proposal	70%
	Evaluation Parameter – Financial	
4	Consultant fees	30%
	Total weight on financial proposal	30%
	Total Weighted score (Technical + Financial)	100%

Documents to be submitted by Individual Consultants:

1. Curriculum Vitae of the Individual Consultant
2. PAN Number
3. Published Case study authored by the Consultant
4. Declaration of availability of the consultant from September 2024 to January 2025 to undertake the assignment
5. Declaration of Eligibility: The consultant is eligible to work and is not currently engaged under an exclusive contract with any other firm/organization.
6. Proposed consultant Fees for the period of engagement

You are requested to share your technical & financial proposal separately by September 10, 2024, before 6:00 PM at procurement@brlf.in with “Proposal for Individual Consultant Case-writer” in the subject line. Only proposals submitted to the above email by the RFP deadline will be considered for evaluation.

Office Address:

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Email address for queries: procurement@brlf.in