

## **Bharat Rural Livelihoods Foundation (BRLF)**

### **Request for Proposal (RFP) For Empanelment of Recruitment Agency**

**Date: 05/06/2025**

#### **1.Introduction:**

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt. for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge hub for the sector.

For more details, visit [www.brflf.in](http://www.brflf.in)

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

To empanel a professional recruitment agency that can support BRLF in identifying, screening, and facilitating the hiring of high-quality candidates in a timely and cost-effective manner in a capacity of full-time staff and consultant staff.

#### **3. Scope of Work:**

The recruitment agency shall be responsible for:

- Understanding the job requirements shared by BRLF.
- Preparing and publishing job advertisements (as required).
- Sourcing candidates through databases, job portals, social media, networks, etc.
- Screening and shortlisting suitable candidates.
- Coordinating interviews (telephonic, virtual, or physical).
- Facilitating communication between shortlisted candidates and BRLF.
- Supporting with offer negotiation and final joining follow-ups.

#### **4. Eligibility Criteria:**

The agency must:

- Be a legally registered entity in India.
- Have at least 3 years of experience in recruitment services.
- Have successfully completed at least 5 similar assignments with reputed clients/organizations.
- Not be blacklisted by any government or international agency.
- Have a PAN, GST registration, and a valid bank account.

## 5. Proposal Submission Requirements:

Interested agencies are required to submit the following:

- A cover letter expressing interest.
- Company profile, including year of establishment, areas of operation, and key clientele.
- Details of relevant past experience.
- Approach and methodology for handling recruitment assignments.
- Proposed service fee/commission structure.
- GST, PAN, and other statutory registration certificates.

## 6. Evaluation Criteria:

Proposals will be evaluated on the basis of:

- Relevant experience and expertise – 40%
- Approach and methodology – 30%
- Cost-effectiveness of the financial proposal – 20%
- Past performance with NGOs/development sector – 10%

## 7. Timeline:

- **Last date for submission of proposals:** June 12<sup>th</sup>, 2025 (5:00 PM)
- **Evaluation and selection:** Within 07 days from submission deadline
- **Expected start date:** 20 June 2025

\* The empanelment will be on a rolling basis and may be closed earlier if suitable agencies are on boarded.

The agency will be hired initially for a duration of 12 months which can be further extended based on performance and need.

## 8. Submission Instructions:

The proposal should be submitted in PDF format via email to:

**Email ID:** [vijay@brlf.in](mailto:vijay@brlf.in)

**Subject Line:** *Proposal for Recruitment Services – [Agency Name]*

BRLF reserves the right to reject any or all proposals without assigning any reason.

## 9. Contact for Clarification:

For any clarification or further information, please contact:

Vijay Lohare

Admin & Procurement Executive

Email: [vijay@brlf.in](mailto:vijay@brlf.in)

Phone: 7042126734

## Bharat Rural Livelihoods Foundation:

C-32, Second Floor, Neeti Bagh  
New Delhi 110049