

DEPARTMENT OF PERSONNEL & TRAINING
NOTICE INVITING
EXPRESSION OF INTEREST

The Department of Personnel & Training invites Expression of Interest (EOI) from reputed and established institution/organisation/consortium having prior experience in monitoring and evaluation of government programmes and policies, to do a 360 degree study of the implementation of the RTI Act, 2005.

2. The evaluation is a part of the DOPT's Plan Scheme on "Improving Transparency and Accountability in Government through effective implementation of RTI".
3. The EOI document containing details on prequalification criteria, requirements, application formats etc. may be downloaded from the Department's website (<http://www.persmin.nic.in>) and rti.gov.in. These websites have complete information about the EOI and the RTI Act, 2005.
4. The last date for submission of EOI is **21.01.2013**.
5. For any clarification in the matter, Shri Sandeep Jain, Deputy Secretary, Department of Personnel & Training, North Block, New Delhi-110001, Telefax No. 011-23092755 may be contacted.

davp 32201/11/0016/1213


Sandeep Jain
Deputy Secretary

Invitation for Expression of Interest for studying the implementation of the RTI Act, 2005

The Department of Personnel & Training proposes to engage an institution/ organization/ consortium to do a 360 degree study of the implementation of the RTI Act, 2005.

It may be noted that this is invitation for Expression of Interest and should not be construed as the Tender/ Request for Proposal (RFP) in any form and would not be binding on the Department of Personnel & Training in any manner whatsoever.

2. Sealed EOI prepared in accordance with the procedure enumerated in this document should be submitted to Deputy Secretary (IR), Department of Personnel & Training in the proforma given in **Annexure-I** as per Schedule given below.

- (a) Name of the Purchaser
President of India through Secretary, Department of Personnel & Training
- (b) Addressee and address at which EOI is to be submitted:
**Deputy Secretary (IR)
Department of Personnel & Training
North Block, New Delhi-110001**
- (c) Latest time and date for receipt of EOI
By 17.00 hrs on 21.1.2013.
- (d) Name of the contact person for any clarification
**Shri. Sandeep Jain
Deputy Secretary (IR), Department of Personnel & Training
North Block, New Delhi-110001
Telephone: 011-23092755, Fax: 011-23093022
Email: usir-dopt@nic.in**
- (e) Date till which the EOI should be valid
180 days from the date of opening of EOI.

3. The application should be accompanied with the following documents:

- (i) A capability statement (not more than two pages).
- (ii) A write-up on the understanding of the assignment (not more than two pages).
- (iii) CV's of key consultants proposed to provide service for this contract (not more than two pages each CV).



- (iv) Company/Organization profile giving details of current activities and management structure (not more than two pages)
- (v) Evidence of incorporation.
- (vi) Annual Report including audited Balance Sheet and Profit & Loss Account statement for past three years.

4. Background

The Right to Information Act was enacted in 2005 to further the objectives of making the governance more transparent and accountable. In the last 7 years, an elaborate institutional mechanism, including setting up of Information Commissions, designation of large number of officers as CPIOs/ SPIOs and Appellate Authorities and laying down of detailed guidelines and instructions for dealing with RTI requests, has been set up in-line with the mandate of the Act, to ensure that the right of information is exercised freely and with ease.

In order to strengthen both the 'demand' and 'supply' side of RTI regime, several initiatives have been taken by GOI to generate awareness amongst public regarding their rights under the Act and how to exercise those and also to train Public Information Officer in handling the RTI requests fairly and expeditiously. CSOs and media have also played a significant role in creating demand for information. Since the implementation of the Act, there has been a significant and perceptible change in the level of transparency in the working of Governments at Central, State and sub-State level.

To further strengthen the RTI regime, it has been decided to do a 360 degree study of the implementation of the RTI Act. The implementation of the provisions of the Act has to be studied from the perspective of both the demand and supply side. The approach to achieving the above is viewing RTI Applications and their responses from the information seekers' and providers' angle.

5. Scope of work

To study the trends in filing of RTI applications/appeals across the country.

- a) To determine the level of satisfaction among the people with the functioning of the RTI Act, in general.
- b) To study the use of RTI by different users like
 - i. Types of applicants (in cases where applicant type is identifiable from application)



- ii. Assessment of the type of Information sought and its classification into personnel information sought by employees ; procurement related, information sought without any apparent objective/purpose; general information sought without specificity across sections/fields.
 - iii. As assessment of the levels of government and the percentage of RTI applications received by them – field offices, HODs, Secretariat, etc
- c) To record the experience of Public authorities at different levels in dealing with RTI applications and appeals.
 - d) To calculate the cost to government in providing information under RTI.
 - e) The public perception about the extent of reduction in corruption as a result of the functioning of the RTI Act.

The study will cover both States and Central Govt, across various sectors, and will cover public authorities at Centre, State, district and panchayat level. The areas of study will be decided in consultation with the Department of Personnel and Training.

6. Time Frame of the assignment

The time frame for the study is 6-9 months. The consultant will remain in contact with the IR Division of Department of Personnel and Training on a day to day basis, and submit a weekly report to the Project Director.

7. Qualifications of the Consultant

Such Consultants expressing the interest will be shortlisted who either singly or in association with others are capable of rendering high degree of professional services in the fields of work mentioned above and such short listed consultants may be invited later to submit their consultancy proposals. Among other things, the Consultant should broadly fulfil the following criteria:

- a. It should be a reputed and established company/organization.
- b. It should have been in existence for minimum five years.
- c. It should have a demonstrated capability in reviewing evaluating large systems based on actual data.
- d. It should have capability to diagnose system design, infrastructural, technological and people related issues of any large system. Process mapping capability of any system is an essential pre-requisite.



- e. It should have successfully completed monitoring and evaluation studies of Government programmes/ policies
- f. It should have good understanding of sampling methods and survey methodology in the context of governments and citizens.
- g. It should have good understanding of and sensitivity to Governmental systems and their design issues.
- h. It should have presence of key professionals with at least 15 years experience in Organizational Review and Diagnosis, Research Methodology, Document Management.
- i. It should have an annual turnover of more than Rs. Two crores for each of the last three years. (Audited statements for the years 2009-2010, 2010-2011, and 2011-2012 should be submitted.)

8. Tender Methodology

The tender methodology proposal to be adopted will be in two stages comprising Expression of Interest in the first stage. The second stage of tendering process will comprise inviting techno-commercial bids. The evaluation procedure for the tendering process would follow the Quality-cum-Cost Based System (QCBS). The costs associated with the preparation and submission of the response to the EOI and RFP shall be borne by the bidder.

9. Terms of Reference

Terms of reference for this EOI are as follows:

- a. Only short listed Consultants will be issued Request for Proposal documents with an invitation to submit Technical and Financial Bid.
 - b. DOPT reserves the right to cancel/ re-tender this consultant procurement process if the necessity so arises. It also reserves the right to seek further information/details.
 - c. Firms/ Organizations if found to have indulged in any corrupt or fraudulent practices will have their EOI document not taken up for consideration.
10. The purchaser will not be responsible for non receipt/ non delivery of the Bid document due to any reason whatsoever.



APPLICATION FORM
FOR
EXPRESSION OF INTEREST

Study on the implementation of the RTI Act, 2005

1. Name :
2. Mailing address :
3. Telephone and fax number :
4. E-mail address :
5. Name and designation of the person authorized to make commitments to the DOPT. :
6. Year of establishment and constitution of organization. :
7. The details of the top management with their professional qualification and experience. :
8. Whether the organization has any widely accepted certification. If yes, furnish certified copies. :
9. Profile of personnel with qualification experience & relevant certification, who can be assigned the job. :
10. Suggestions on TOR, if any:
11. Methodology proposed to be adopted:
12. Proposed geographic coverage of the study to be undertaken:



13. Turnover

(i) What was the organisation's total annual turnover for the last three years?

- One year ago
- Two years ago
- Three years ago

(ii) What was the turnover, for services similar to those required here, for the last three years?

- One year ago
- Two years ago
- Three years ago

14. List of projects in the last five years in which the Firm/Organisation has delivered services similar to that in the project advertisement.

Name of Project	Year	Country	Value	Recipient's Name	Short Description of the project

15. **Whether following documents have been enclosed with the application:**

(i)	A capability statement.	Yes/No
(ii)	A write-up on the understanding of the assignment.	Yes/No
(iii)	CV's of key consultants proposed to provide service for this contract.	Yes/No
(iv)	Company/Organization profile giving details of current activities and management structure.	Yes/No
(v)	Evidence of incorporation.	Yes/No
(vi)	Annual Report including audited Balance Sheet and Profit & Loss Account statement for past five years.	Yes/No

(Signature of the bidder)

Place:

Name: _____

Date:

