KERALA INSTITUTE OF LOCAL ADMINISTRATION
An autonomous body constituted by the Government of Kerala
Mulamkunnathukavu P.O., Thrissur - 680581, Kerala, India

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No. 2022/4202/HQ 16/07/2022

Expression of Interest

KILA invite Expression of Interest from interested person/ reputed agency/firms having prior experience in conducting Training Need Assessment (TNA) to evaluate the needs of capacity building and training activities for elected representatives, functionaries and other stakeholders of LSG Institutions in Kerala.

A. Background

KILA is the apex training institute under Local Self Government Department, Govt of Kerala. It is also the nodal agency for the capacity building activities for Elected representatives, functionaries and other stakeholders of LSG Institutions and impart training on subjects related to decentralization, developmental activities and related to thematic area.

B. Scope of the Assignment

- To asses and identify capacity building and training needs and requirements for elected representatives and functionaries of LSG Institution, volunteers and stakeholders
- Special emphasis is to be given to training requirements of LSGI officials in the context of integration of five field departments under LSGD.

C. Required Qualification and Expertise

- Atleast 10 years' experience in conducting of Training/ Capacity building /handholding activities conducted for LSGIs.
- Should have knowledge of Research Methodology and experience in having conduct surveys/ studies/ action research etc.
- Experience in data analysis and reporting of survey findings.

The EOI should contain the following details:

1. General Profile of the Organisation

Name of the Organisation/Person	
Address for correspondence	
Telephone	
Email	
Contact Person	
Regional Offices/ Branch in Other States if any	
Date of establishment of the Agency	
Registration Authority/Act	
FCRA Registration No.	
GST Registration No.	
PAN No.	
TAN No.	
Memberships if any	
Accreditation if any by GoK	

2. ***Annual Turnover***

Year	Annual Turnover in Lakhs INR
2020-21	
2019-20	
2018-19	

3. ***Brief Profile of the Organisation***

4. ***Specific Experiences of the organisation relevant to the assignment***

5. ***Other Projects/initiatives/assignments on Local governments and governance, capacity development and training***

6. ***Qualifications of Key Personnel to be involved in this assignment (detailed CVs to be enclosed)***

Sl. No.	Name	Designation for this assignment	Qualification	Language Proficiency

D. Evaluation Criteria for shortlisting and selection of the organisation

1. Relevant expertise of organisation submitting the EoI - 30%

2. Personnel for the assignment (General Qualifications as well as those specfically relevant to the task assigned in this assignment, Experience in the area of evaluating projects, Knowledge and understanding of Kerala decentralisation and local governments, Language skills) - 30%

3. Reputation of Key functionaries of the organisation (Acceptance in the sector in Kerala as an expert, competence / Reliability) - 20%

4. Organizational capability which is relevant to this assignment (Ex: Reputation of organisation, Prior relevant experience, financial strength, organisational infrastructure, knowldge of local language of the team, knowledge and understanding of the Kerala decentralisation and local government scenario, experience in conducting large scale field evaluations – quantitative and qualitative) – 20%

E. Submission of EoI:

Interested Firms/Organisations/Persons may submit the Expression of Interest (EoI) along with the supporting documents to the following email: info@kila.ac.in on or before **23/07/2022**.

Shortlisted Firms/Organisations/Persons will be called for a pre-bid meeting followed by submission of Proposal.