

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

**India**

**Tamil Nadu Housing and Habitat Development Project**

Loan No. : 9094-IN

Project ID: P168590

**Assignment Title:** Procurement of Social Development Specialist (Education & Career counseling) for PMU

**Reference No.:** IN-TNSCB-311434-CS-INDV

The Tamil Nadu Urban Habitat Development Board (TNUHDB) is implementing the Tamil Nadu Housing and Habitat Development Project financed by the World Bank and intends to apply part of the proceeds for consulting services. The TNUHDB is also currently implementing the Inclusive Resilient Sustainable Housing for Urban Poor Sector Project in Tamil Nadu financed by the Asian Development Bank.

The consulting services (“the Services”) include the following:

The Social Development Specialist (Education & Career counselling) for PMU are expected to:

- Conduct site visit to all scheme areas for obtaining basic information regarding the scheme.
- Collect relevant data on the current status from existing resources in all the TNUHDB scheme areas.
- Conduct a data collection study to correlate between the education and employability level and identify the lapses and decrease unemployment. The key indicators for the study include but are not limited to the following:
  - School dropouts
  - Education level of girls
  - Continuing education
  - Challenges faced in pursuing higher education, with special focus for adolescent girls and differently abled
  - Education level and nature of employment taken up
  - Reasons for discontinuance of education
- Prepare a career guidance plan for each tenemental scheme or as clusters based on the outcome of the study as per the support needed.
- Conduct workshops based on the study outcomes
- Identification of potential interested candidates and guide them for competitive exams by organising sponsors for further coaching.

- Provide training to the community development personnel on the implementing the guidance plans.
- Prepare proposals for developing digital skills enabling access to a wider sphere of knowledge, information, services, entitlements and gainful livelihood of the tenemental children and youth
- A systematic tracking process to be established for analysing the progress of the plans at regular intervals
- Establish linkages with government programmes like “இல்லம் தேடி கல்வி” etc.
- Monitor and evaluate the programs implemented and share the progress report on a monthly basis

Appointment to the post will be on contract basis. The duration of the assignment is initially for 12 calendar months from the date of award of contract and likely to be extended based on the performance.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website- [www.tnuhdb.tn.gov.in](http://www.tnuhdb.tn.gov.in) and [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in)

The Tamil Nadu Urban Habitat Development Board, Government of Tamil Nadu now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

### **Selection Criteria**

The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The qualifications, experience and competencies include:

### **Required Qualifications and Experience at Minimum:**

- M.S.W./ M.A.(Career Counseling)
- 6 years of post qualification experience in carrying out social development activities
- A minimum of 3 years practical experience (inclusive of total experience) in the field of social development and in the in the field of education and career counselling and job placements
- Experience of working with state / central government organizations will be preferred
- Experience of working with World Bank and/or International Financial Institutions funded projects will be preferred
- Ability to build and maintain effective working relationships with internal and external stakeholders
- Ability to engage with community, target groups and Government
- Expertise to provide advice and engage with the community and implementing partners in project related initiatives
- Experience in developing and implementing policies, strategies and programs

- Ability to conduct workshops and presentations to community groups and forums to raise awareness about the Project and ensure community participation and support as and when needed
- Excellent IT / computer skills including MS Office (Word, Excel, PowerPoint, etc)
- Excellent written and oral communication skills in Tamil & English
- Ability to work efficiently and effectively in a multidisciplinary team

The lists of documents to be submitted along with the Expressions of Interest are:

1. Duly filled Application Form given in the Annexure.
2. Copies of Educational Qualification Certificates (Self Attested)
3. Copy of the Work Order / Work Completion Certificate / Experience Certificate from the Employer (Self Attested) as a proof of experience.
4. A short write-up on the professional competencies of the Consultant.
5. Last Six months Salary statements / Pay Slips.

In addition to the above, the applicant may submit other documents which he/she considers as important, that are not listed above, to justify general qualifications and qualifications relevant to the assignment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's prevailing Procurement Regulations for IPF Borrowers, setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours i.e. 10:00 AM to 5:45 PM. (Except holidays).

Expression of interest along with the necessary documents must be delivered in a written form to the address given below (in person, or by registered post or by e-mail) by **09.12.2022** up to 5:45 PM.

**Attention:**

Chief Community Development Officer,  
Project Monitoring Unit,  
Tamil Nadu Urban Habitat Development Board,  
No.5, Kamarajar Salai,  
Chennai – 600 005,  
Tamil Nadu, India,  
E-mail: [tnuhdbprocurement@gmail.com](mailto:tnuhdbprocurement@gmail.com)

**Annexure**  
**Tamil Nadu Urban Habitat Development Board**  
**Project Monitoring Unit**  
**Application for the Post of Social Development Specialist**  
**(Education & Career counseling)**

1	Name of the Applicant		Photo (Passport Size)			
2	Father / Husband Name					
3	Date of Birth and Age					
4	Nationality					
5	Residential Address					
6	Contact Phone / Mobile No					
7	Email ID					
8	Languages Known					
9	Educational Qualification					
S.No	Name of the Degree /Diploma Certificate Program with Subject	Name of the University / Institution	Year of Passing	Grade / Class obtained		
10	Post-qualification experience in government / semi-government / autonomous organizations or urban local body/ Public Sector Undertaking / NGOs / CBOs / Private Company.					
S.No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)

11	Work experience in the field of education and career counseling and job placements					
S.No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
12	Experience of working with World Bank or similar international financial institution financed projects.					
S.No	Name of the Project /	Name of the International Financial Institution	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
13	IT / computer skills including MS Office (Word, Excel, PowerPoint, etc)					
14	Other Skills / Experiences relevant to the post applied, if any					

I hereby declare that all the information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that if any information being found untrue or incorrect, I accept to the cancellation of my candidature.

Date:

Place:

Signature of the Applicant