

REQUEST FOR EMPANELMENT OF INDIVIDUAL CONSULTANTS
AS
URBAN DIGITAL EXPERTS
UNDER THE
NATIONAL URBAN DIGITAL MISSION



**Published by: NIUA, 1st Floor, Core 4B, India Habitat Centre,
Lodhi Road, New Delhi- 110003**

(Building Cities that work for people)

October 2023

1. BACKGROUND

About National Urban Digital Mission:

1. The National Urban Digital Mission (NUDM) was launched by the Ministry of Housing and Urban Affairs (MoHUA) in February 2021 to streamline and coordinate efforts of the urban ecosystem and thus to improve the ease of living for citizens by creating a national urban digital ecosystem.
2. NUDM aims to build shared digital infrastructure for strengthening the capacity of India's States and Union Territories to leverage digital technology and e-governance to address critical urban challenges and facilitate online delivery of municipal services in all their Urban Local Bodies (ULBs). It endeavors to support them with the creation of appropriate foundational digital building blocks, ready-to-use platforms, standards, specifications, et al.
3. All platforms under NUDM are built following the stack approach, as outlined in the NUIS Strategy and Approach and the NUIS Digital Blueprint, which means that they are a combination of micro services. Each micro service is a digital building block that offers a specific functionality in a stable and reliable way across a range of contexts in the urban domain. These building blocks can be assembled in various configurations to meet specific needs.
4. Urban Platform for Delivery of Online Governance (UPYOG) is an open-source, shared digital platform to enable the rollout of urban e-Governance services as part of the offerings under NUDM. It will support States/UTs in their efforts to roll out the online delivery of municipal services in all their Urban Local Bodies (ULBs).
5. UPYOG includes **10** open-source reference modules of municipal e-Governance services *vis.*
 1. Property Tax Assessment and Payment
 2. Building Plan Approval
 3. Municipal Grievance Redressal
 4. Trade License Issuance and Payment
 5. No-Objection Certificate (NOC) Issuance
 6. Water and Sewerage Connection Management
 7. NMAM-Compliant Municipal Accounting and Finance
 8. Birth and Death Certificates
 9. Faecal & sludge Management
 10. Miscellaneous Collections

For more details, please visit: <https://niua.in/cdg/Home>

2. REQUEST FOR EMPANELMENT

NIUA invites proposals from individual consultants to indicate their interest in providing the services to the Mission/States/ UTs for furthering the implementation of the National Urban Digital Mission. The selection of consultants would be through an open process in accordance with the procedure set out herein.

3. OBJECTIVE

The key objective of the empanelment is to create a pool of Urban Digital Experts available for implementation of NUDM in the States / UTs as and when required to provide technical and advisory support for implementation of the National Urban Digital Mission. MoU's have been signed with 31 States/ UTs for the implementation of NUDM.

NIUA will maintain a panel of consultants and utilize their experience and specializations to provide various consultancy/ advisory services to States/ UTs in different fields and areas of work. Thus, providing an opportunity for Individuals to get associated with States/UTs.

4. PERIOD OF EMPANELMENT

The empanelment shall be initially for the period of 3 years and may be extended by 2 years. subject to the requirement.

5. DUE DILIGENCE BY APPLICANTS

Applicants are required to inform themselves fully about the assignment before submitting their requests.

6. VALIDITY OF THE PROPOSAL

The proposal shall be valid for a period not less than 120 days from the due date for receiving the proposal.

7. CONDITIONS OF ELIGIBILITY

The Applicant should be an individual consultant. Applications from the entities/ organizations/ agencies shall not be considered. To be considered for empanelment, the Applicant must fulfill the following conditions of eligibility:

ELIGIBILITY CRITERIA:

The eligibility criteria for empanelment of individual consultant is as follows:

1. The Applicant should have at least 10 years' experience as an Urban Digital Expert.

2. Strong analytical capacities and excellent oral, written, presentation and communication skills.
3. Maturity and confidence in dealing with senior and high ranking officials of National Departments, Government and Non-Government Organizations.
4. Deep Understanding of Organizational structure, functions of Government Departments/ agencies.

8. SCOPE OF WORK

The consultant shall provide the support for implementation of the NUDM in the States/ UTs which may include the following:

- (a) Project Monitoring Unit including monitoring of the Key Performance Indicators (KPIs) at State/UT and city level.
- (b) Planning, implementing, managing and monitoring implementation of NUDM in States/ UTs.
- (c) Data aggregation on the National dashboard and creation of State/ City Dashboards for urban service delivery across all ULBs.
- (d) Conducting training and capacity augmentation to internalize the adoption of the mission's long-term sustainability.
- (e) Documentation including preparation of concept notes, plans, guidelines etc. towards implementation, monitoring and capacity building
- (f) Preparation of Functional and Non Functional Specifications, detailed requirements and Use cases, etc.
- (g) Participate in the designing of the methodology and review of various documents.
- (h) Conduct the evaluation in accordance with the proposed objective and scope of the evaluation.
- (i) Assist the State/ UTs officials in finalizing the documents/ reports.
- (j) The detailed scope of the work will be defined by the States/ UTs in which the consultants shall be deployed.

9. TERMS

NIUA requires that Consultants must provide advisory services/ support at all times and strictly avoid conflicts with other assignments/jobs, projects or their own individual or corporate interests and act without any consideration for future work.

10. PROCEDURE FOR EMPANELMENT

- Interested consultants shall submit an application in their individual capacity in the prescribed form.

- A Committee shall be constituted to screen and examine the profile of the experts. At the discretion of the Committee, the applicant may be called for a discussion /presentation.
- All applications received shall be scrutinized and empanelled after due approval of the Competent Authority.
- All queries and clarifications must be sought by email to **cdg-contact@niua.org**.

11. APPLICATION PROCEDURE

The Applicant shall submit a complete Application along with the relevant documents in accordance with the requirements specified in this document. Application should be submitted in prescribed format along with all the supporting documents. Application without supporting documents will not be considered.

The submission shall be done electronically on email. Proposals submitted by any other means will be rejected. All applications to be submitted via email only.

Email to: cdg-contact@niua.org and Copy to: director@niua.org with subject: “Application for empanelment of Consultants – NUDM as Urban Digital Experts”.

The Applicant has to deposit a non-refundable Application fee of **INR 2,000** (Rupees Two Thousand only). The Applicants are requested to submit the requisite Tender Fees as Demand Draft only in the favour of National Institute of Urban Affairs Payable at New Delhi. The original Demand Draft should be submitted to: Mr. Pankaj Sharma, Regional Lead, Centre for Digital Governance, National Institute of Urban Affairs, 1st and 2nd Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi- 110003.

The duly filled Application as per the format along with the Application fee should be sent along with the relevant enclosures. **The empanelment of Urban Digital Experts shall be carried out on rolling basis.** The proposals submitted under this RFE shall be evaluated by the Committee as and when sufficient number of proposals will be received and communication will be sent to only eligible applicants.

12. EMPANELMENT

The successful applicants shall be issued an empanelment letter and list of consultants will be publicly available on NIUA Website and shall be shared with all States/UTs for further process.

Empanelment of individual consultants by NIUA is not an offer for direct service to NIUA but to be listed for being engaged to render services to the stakeholder such as States/ UTs/Govt. Organisations/ Departments/ NIUA.

NIUA shall reserve the right to delist/cancel empanelled consultants at any point of time if found fraudulent / involved in legal issues/ misappropriations/ poor service delivery etc.

13. ENGAGEMENT WITH THE STATES/UTS

The MOU/Contract/ Letter of Engagement may be signed with the States/ UTs separately. The States / UTs / Government Departments / other agencies shall issue their Scope of Work / Terms of Reference/ Terms of Conditions separately to the empanelled consultants and all transactions shall be between them and States/ UTs. NIUA shall bear no responsibility or liability.

14. PERFORMANCE STANDARDS: The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

15. CONFIDENTIALITY: The Consultant shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the Services rendered, Contract or the Client's business or operations without the prior written consent of the Client.

16. OWNERSHIP OF MATERIAL/ DOCUMENTS: Any studies, documents, reports or other material, graphic, software or otherwise, prepared by the Consultant under the engagement/ contract shall belong to and remain the property of the Client.

APPLICATION FOR THE CONSULTANT

Photograph

1.	Full Name	
3.	Date of Birth	
4.	Email ID	
5.	Mobile No	
7.	Nationality	
8.	Permanent Address	
9.	Correspondence Address	
10.	Educational Qualification and Year of obtaining the qualification	
11.	Brief Particulars of experience	

12	Whether Empanelled with any other Organization : If yes, then Please specify the name of the Organization Empanelled with	
13.	Reference letter/Work order / Appreciation letter from person of eminence or Govt. agencies, if any	
14.	A 250-300 word write-up on the suitability of the candidate for the assignment	
15	A 1000 words write-up on the future of “Domain” in Indian Urban sector	
16	Any other specific information	

Declaration: I, undersigned, certify that to the best of my knowledge and belief, these details correctly describe myself, my qualifications and my expertise. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Place:

Date:

Name:

Signature of the applicant

REMUNERATION DETAILS TO BE PROVIDED BY THE APPLICANTS

The applicant should provide the following details:

Years of Experience as Urban Digital Expert	
Rate for providing services per day (8 hours) (The applicant shall provide proof of rate charged in the present/ previous assignment in support of the rate being quoted). The Applicants shall be required to submit proof of their present/previous assignment to justify the rate being quoted here.	Rs.

Note: Reasonable Out-of-Pocket Expenses (OPE) such as Travel, boarding and lodging, printing, stationery etc. shall be borne by the State/ UT department in which the consultants will be deployed.