

**FileNo.M-11015/134/2025-CB**  
**Government of India**  
**Ministry of Panchayati Raj**  
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**11<sup>th</sup> Floor, Jeevan Prakash Building,**  
**25K.G.Marg, New Delhi**

**Dated: 8th July, 2025**

**OFFICEMEMORANDUM**

**Subject: Request for the Expression of Interest (EoI) for Non Financial Partnership with Civil Society Organisations (CSOs)/ Non-Governmental Organizations (NGOs) and Ministry of Panchayat Raj, Government of India - reg.**


The undersigned is directed to circulate the Request for the Expression of Interest (EoI) for Non Financial Partnership with Civil Society Organisations(CSOs)/Non-Governmental Organizations(NGOs) and Ministry of Panchayat Raj, Government of India. The **Key Dates** are as under:

<b>S. N.</b>	<b>Key Activities</b>	<b>Date*</b>
1.	Publishing of EOI	<b>08.07.2025</b>
2.	Last date for submission of proposal (only through hard copy)	<b>07.08.2025</b>

\*MoPR reserves the right to change date mentioned above, which will only be intimated through MoPR website.

2. The EoI document is annexed.

**Encl: As above**

  
(Pankaj Kumar)  
Under Secretary to the Government of India  
Tel.No.23753817

**To,**  
All concern(through MoPR website)

**Expression of Interest (EOI) for non financial partnership with  
Civil Society Organisations (CSOs)/ Non-Governmental  
Organizations (NGOs)**

**Ministry of Panchayat Raj  
Government of India**

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## **1. Background**

1.1 The Ministry of Panchayati Raj (MoPR), Government of India, is mandated to promote inclusive, accountable, and participatory governance system at the grassroots level through the strengthening of Panchayati Raj Institutions (PRIs). The 73rd Constitutional Amendment Act has institutionalized Panchayats as units of local self-governance, entrusted with the responsibility of planning and implementing development activities for social and economic justice. While Panchayats have made significant strides in planning and service delivery, there remains a critical need for sustained community engagement, awareness generation, and capacity-building interventions at the local level.

1.2 Recognizing the pivotal role that Civil Society Organisations (CSOs)/ Non-Governmental Organizations (NGOs) play in social mobilization, awareness creation, and promoting inclusive participation, the Ministry intends to empanel a group of credible, experienced CSOs/NGOs that can work in close collaboration with Panchayats, State Governments, and other stakeholders. This empanelment is **non-financial in nature** and is aimed at fostering a framework for collaborative action without any monetary compensation. The selected CSOs/NGOs may be invited to support various non-financial assignments, programs, and campaigns undertaken by the Ministry from time to time.

## **2. Purpose of Empanelment**

2.1 The primary objective of this EoI is to partner with CSOs/ NGOs that have demonstrable experience in working with Panchayats in the country. The scope of engagement includes, but is not limited to, assisting in the facilitation of Gram Sabha meetings, promoting people's participation in local governance, conducting awareness campaigns on centrally sponsored schemes, organizing training sessions for PRI representatives and community members, undertaking participatory planning exercises, and supporting the dissemination of good governance practices.

2.2 Empanelled NGOs may also be called upon to contribute to research, monitoring, and documentation activities in their respective areas of operation. The empanelment is expected to create a responsive ecosystem where NGOs can collaborate with the Ministry and state departments on policy implementation and innovation at the grassroots level. It is clarified that no financial assistance will be provided by the Ministry under this empanelment, and participation shall be voluntary and based on mutual interest.

## **3. Objective of the EOI**

3.1 The objective to empanel reputed CSOs/ NGOs through non-financial MoUs is to provide support Panchayats, State Panchayati Raj Departments, and Ministry of Panchayati Raj in strengthening Panchayati Raj Institutions (PRIs) to enhance local governance system

and to achieve Sustainable Development Goals (SDGs) through localise efforts of Panchayats through following interventions:

- (i) Assisting in Capacity Building & Training (CB&T) of Panchayats.
- (ii) Assisting in preparation of training materials, modules, etc.
- (iii) Community mobilization for participatory planning.
- (iv) Facilitating preparation of Panchayat Development Plans (PDPs) aligned with Localisation of Sustainable Development Goals (LSDGs).
- (v) Knowledge product development and dissemination.
- (vi) Support in data-based decision-making.
- (vii) Innovations for last-mile inclusion, sustainability, and impact measurement.
- (viii) Assisting in the facilitation of Gram Sabha meetings
- (ix) Promoting people's participation in local governance
- (x) Conducting awareness campaigns, etc.

#### **4. Scope of Partnership:**

The empanelled CSOs/NGOs may collaborate for one or more of the following activities:

- (i) **Supporting Panchayats in Thematic Planning:** Support Panchayats in preparing integrated and prioritized plans across the nine LSDG themes by facilitating visioning exercises, mapping local needs and resources, and translating them into actionable Panchayat Development Plans (GPDPs) aligned with the Sustainable Development Goals framework.
- (ii) **Capacity Building of Elected Representatives and Panchayat Functionaries:** Design and deliver comprehensive capacity-building programs using a blended approach (in-person workshops and digital learning) to strengthen leadership, participatory governance, financial management, and data-driven decision-making skills among elected representatives and Panchayat functionaries.
- (iii) **Community Mobilization for Participatory Governance:** Mobilize and empower community institutions such as Self-Help Groups (SHGs), youth groups, Farmer Producer Organizations (FPOs), and marginalized communities to actively participate in Gram Sabha processes, local planning, monitoring, and realization of LSDG objectives.

- (iv) **Development and Dissemination of Training and Communication Materials:** Develop, adapt, and widely disseminate user-friendly training modules, IEC materials, case studies, digital content, and toolkits to build awareness, strengthen capacities, and promote good practices for LSDG localization at the Panchayat and community levels.
- (v) **Facilitation of Gram Sabha Processes:** Facilitate vibrant, inclusive, and participatory Gram Sabha meetings focused on the LSDG themes, enabling community members to prioritize needs, contribute to planning, monitor implementation, and hold Panchayats accountable.
- (vi) **Designing and Piloting Scalable Models for Scheme Convergence:** Innovate, design, and pilot scalable models demonstrating effective convergence of multiple government schemes and programs at the Panchayat level, enabling optimal resource utilization and holistic achievement of LSDG targets by establishing model Panchayats and creating models of decentralized service delivery.
- (vii) **Conducting Research, Needs Assessments, and Impact Evaluations:** Undertake needs assessments, baseline surveys, midline reviews, impact evaluations, and action research to generate evidence that informs planning, implementation, scaling, and continuous improvement of LSDG-related initiatives at the grassroots.
- (viii) **Leveraging Emerging Technologies for Planning and Monitoring:** Introduce and build capacity for the use of emerging technologies such as GIS-based resource mapping, Management Information Systems (MIS), mobile-based citizen engagement platforms, and integrated data dashboards to support evidence-based planning, implementation, and monitoring of LSDG outcomes.
- (ix) **Strengthen leadership skill among Elected Women Representatives of Panchayat:** To support in targeted training programs on decision-making, communication, legal rights, and village-level planning to build confidence and capabilities among WERs to enhance their understanding of governance structures and development schemes, to make EWRs more proactive and assertive in addressing community issues.
- (x) **Effective implementation of PESA:** To support the effective implementation of PESA by bridging the gap between policy and practice in tribal areas, play a key role in raising awareness about tribal rights over natural resources, local dispute resolution, and Gram Sabha decision-making. Through capacity building and training (CB&T), empower tribal leaders and elected representatives to assert their rights and actively participate in self-governance.

- (xi) **Own Source Revenue (OSR) Generation:** Expected to support Panchayats by building their capacity in revenue planning, improving tax and non tax collection, effective utilization of OSR, promoting transparency, and mobilizing community participation to strengthen local financial sustainability.
- (xii) Any other activity with mutual consent.

## **5. Eligibility Criteria**

- (i) Registered CSOs/NGOs operating for at least 5 years in India.
- (ii) Proven track record of at least five years of continuous work on Rural Local Governance/ Panchayats.
- (iii) Applicants must have operational presence in at least 1000 Gram Panchayats in 5 States/UTs. It should demonstrate prior experience in working with Panchayats, particularly in areas such as capacity building, preparation of participatory planning, LSDGs, development of Modules and materials for training of PRIs.
- (iv) The organization must possess a functional governing body, maintain basic transparency in operations, and should not have been blacklisted or debarred by any Government Department, Donor Agency, or Multilateral Organization.
- (v) Minimum 3 relevant projects completed with Government, Donor Agencies, or CSR entities in areas like governance, rural development, SDG localization, Panchayati Raj, or capacity building.
- (vi) While financial parameters are not required for this non-financial empanelment, audited reports for the last three years must be provided as proof of organizational governance and stability.
- (vii) Existing partnerships with States/UTs Panchayati Raj Department will be valued/ preferred.
- (viii) Minimum average turnover of Rs. 10 crore in the last 3 financial years.
- (ix) Registration on NITI Aayog's NGO Darpan Portal.

## **6. Process of Empanelment:**

- (i) The CSOs/NGOs may approach the Ministry at anytime with relevant proposals to support the Ministry / States/UTs Panchayati Raj Departments and Panchayats in the areas as mentioned above for non financial engagements. The proposal should be accompanied with the following documents:
  - a) Cover Letter on organizational letterhead.
  - b) Organization profile and credentials.
  - c) Project experience details (with evidence).
  - d) Technical proposal outlining activities proposed for collaboration..
  - e) List of key personnel available for deployment.
  - f) Financial turnover certificate (last 3 years).
  - g) Declaration on non-blacklisting.
  - h) Copy of PAN, GST registration, NGO Darpan registration (if available).



- (ii) The proposal will be examined based on the above mentioned criteria and requirements of the Ministry.
- (iii) The proposal will be processed internally for the approval of competent authority and based on the decision taken the applicant CSOs/NGOs will be suitably communicated.

## **7. Duration and Nature of Empanelment**

The empanelment will remain valid for an initial period of three years, subject to annual review based on performance, responsiveness, and continued relevance. The empanelment shall not confer any right to receive funding or guaranteed assignments. Collaboration shall be project-based, voluntary, and guided by mutual understanding and shared objectives. The Ministry reserves the right to withdraw empanelment in the event of non-performance, misrepresentation, or violation of the terms of engagement.

## **8. Other Terms and Conditions**

- (i) Empanelment does not guarantee award of an assignment.
- (ii) MoPR reserves the right to reject any application without assigning reasons.
- (iii) All disputes arising out of this process shall be subject to jurisdiction of courts in New Delhi.

## **9. Proposal Submission Address:**

**Under Secretary (Capacity Building Division)**  
Ministry of Panchayati Raj,  
Government of India  
11th Floor, Jeevan Prakash Building,  
25, Kasturba Gandhi Marg,  
New Delhi – 110001



**Cover Letter Format**

**[On the Letterhead of the Organization]**

Date: [Insert Date]

To,  
The Under Secretary (Capacity Building Division),  
Ministry of Panchayati Raj,  
11th Floor, Jeevan Prakash Building,  
25, Kasturba Gandhi Marg, New Delhi – 110001.

**Subject: Submission of Proposal for non financial partnership with Ministry of Panchayati Raj**

Dear Sir/Madam,

We, the undersigned, offer to express our interest for non-financial partnership to provide support Panchayats, State Panchayati Raj Departments, and Ministry of Panchayati Raj in strengthening Panchayati Raj Institutions (PRIs) to enhance local governance system and to achieve Sustainable Development Goals (SDGs) through localise efforts of Panchayats

We have read and understood the terms and conditions of the EOI and hereby declare that all information provided is accurate and complete to the best of our knowledge. We agree to abide by all the terms and conditions stipulated in the EOI document.

We hereby submit our proposal along with relevant documents for your consideration.

Thank you.

Yours sincerely,  
Authorized Signatory  
(Name, Designation, Organization Seal)  
Email:  
Phone:

**Annexure II****Organization Profile Format**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Organization	
2	Year of Establishment	
3	Registration Number and Act under which registered	
4	Registered Office Address	
5	Contact Person (Name, Designation, Mobile, Email)	
6	PAN and GST Numbers	
7	NGO Darpan ID (if applicable)	
8	Areas of Operation (States/Districts)	
9	Number of Employees (Full-time/Part-time)	
10	Core Areas of Expertise	
11	Experience with PRIs/Local Governance	
12	Annual Turnover (last 3 financial years)	
13	Website (if any)	

**Annexure III****Project Experience Format**

<b>S. No.</b>	<b>Project Title</b>	<b>Funding/Partner Agency</b>	<b>Duration (Start-End)</b>	<b>Scope and Area of Work</b>	<b>State/District Covered</b>	<b>Value (INR)</b>

*(Attach work orders/completion certificates for each project listed.)*

**Declaration of Non-Blacklisting**

**[On Letterhead]**

Date: [Insert Date]

To,  
The Under Secretary (Capacity Building Division),  
Ministry of Panchayati Raj,  
New Delhi.

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam,

We hereby confirm that our organization, [Organization Name], has not been blacklisted by any Central/State Government Department, Agency, or Public Sector Undertaking as of the date of submission of this proposal.

We further declare that there are no ongoing legal cases against us that could affect our ability to deliver services under this empanelment.

Thanking you,  
Authorized Signatory  
(Name, Designation, Organization Seal)

**Annexure V****Checklist for Proposal Submission**

<b>S. No.</b>	<b>Document</b>	<b>Submitted (Yes/No)</b>
1	Cover Letter (Annexure I)	
2	Organization Profile (Annexure II)	
3	Project Experience Table (Annexure III)	
4	Copies of Work Orders/Completion Certificates	
5	Audited Financial Statements for Last 3 Years	
6	CA Certificate for Turnover	
7	Copy of Registration Certificate	
8	Copy of PAN Card	
9	Copy of GST Registration	
10	NGO Darpan Registration (if available)	
11	Declaration of Non-Blacklisting (Annexure IV)	

