



## Request for Quotation

### **Request for Quotations (RFQ) for Assessment of Tibetan Handicraft Societies**

**Issued by:** Central Tibetan Relief Committee (CTRC) and Social and Resource Development (SARD), Central Tibetan Administration (CTA)

**Date of Issue:** 3<sup>rd</sup> January 2024

RFQ Reference No: RFQ – Request for Quotation no. 05/2024

**Submission Deadline:** 05:00 PM, 19<sup>th</sup> January 2025



## 1. Introduction

The Central Tibetan Relief Committee (CTRC) and Social and Resource Development Fund (SARD) are seeking proposals from qualified consultants or organizations to conduct an assessment of 12 Tibetan Handicraft Societies. This assessment will focus on evaluating the current socio-economic conditions of these societies, identifying the root causes of their failures or stagnation, and developing strategic measures to overcome challenges faced by Tibetan Handicraft Societies as institutions. The handicraft societies under evaluation are categorized into three groups: Active, Inactive, and Closed. Interested parties are invited to submit their proposals for this comprehensive assessment project.

Analyze the various factors contributing to the lack of growth, stagnation, and closure, and then develop a structured, phase-by-phase revival plan for the Handicraft Societies. This plan should also outline the specific roles, responsibilities, capabilities, and enthusiasm of key stakeholders, including the Handicraft Societies, Handicraft Settlements, and the Central Tibetan Administration.

## 2. Context of Assessment

The Central Tibetan Relief Committee (CTRC) transitioned from initial emergency aid to comprehensive rehabilitation efforts. In 1964, CTRC developed a master plan for rehabilitating Tibetan refugees, leading to the establishment of numerous settlements across India until its dormancy in 1970. These settlements were organized into three main categories: agricultural settlements, handicraft-based settlements, and agro-industrial settlements.

The agriculture-based settlements were mostly established in South India and one in Central India, Handicraft and Agro-industrial based settlements mostly concentrated in North Indian states of Himachal Pradesh and Uttarakhand.

Presently the Department of Home (DOH) of the Central Tibetan Administration (CTA) looks after the 15 Agriculture-based settlements, 13 Handicraft based settlements and 16 cluster and scattered communities in India.

The performance and the ability of the agriculture-based settlements vis-à-vis the handicraft and agro-industrial based settlements to progressively provide relief, absorb large portions of Tibetans in the settlements and to provide a sustainable livelihood option's is heavily tilted towards agriculture-based settlements. The settlements in North India as per the data available could not absorb a significant number of populations owing to a variety of reasons prominent amongst these is the land availability, which further postulated the planners to identifying income generating activities around handicrafts & economically viable natural resources offered by the land available.

These Tibetan handicraft societies have historically provided income and employment opportunities to Tibetan refugees, thriving successfully for many years. However, they face challenges due to labour-intensive processes and low wages, compounded by intense market



competition from large industries. These industries utilize mass production methods and machinery, allowing them to offer similar products at lower prices. The inability of the Tibetan handicraft societies to scale production or adopt modern manufacturing technologies has resulted in stagnation for many, with some on the brink of closure.

## 2. Scope of Work

**Survey Scope:** This assessment aims to evaluate the operational viability, business sustainability, and potential revival of the 12 Tibetan Handicraft Societies. The survey will cover all active and inactive Tibetan Handicraft Societies in 12 Tibetan Handicraft-based settlements, consisting of 11 in Himachal Pradesh, 1 in Uttarakhand

### Key Assessment Areas:

- Conduct an analysis of the formation of Tibetan Handicraft Societies to determine if their establishment complied with the applicable acts and rules at the time and verify the availability of legal documents supporting their registration.
- Assess the current status of these societies to identify whether they are active or inactive, using indicators such as the absence of regular meetings, minimal financial transactions, declining membership, lack of programs, and non-compliance with legal filing requirements.
- Evaluate the willingness of members and beneficiaries to revive inactive societies by examining their perceived benefits, threats, or apprehensions and assessing the community's commitment to actively participating in the revival process.
- Evaluate the existing business model and operational framework of the Tibetan Handicraft Societies, including their production processes, supply chain, business sustainability and resource utilization, to identify strengths, weaknesses, and areas for improvement.
- Analyze their marketing plan to assess the effectiveness of current strategies for promoting products, reaching target markets, and sustaining customer engagement, while identifying opportunities for modernization and expansion.
- Develop a comprehensive revival plan for societies assessed, detailing clear roles and responsibilities for the Department of Home and the Handicraft Societies within a phased implementation strategy.

## 3. Eligibility Criteria

- Interested party (ies) must have proven expertise and experience in the development sector, particularly in areas related to community development, organizational assessments, and capacity-building initiatives.
- Applicants should have a strong track record of experience in the non-profit sector and have expertise in its legal aspects. Familiarity with initiatives supporting handicraft societies, traditional crafts, small-scale industries, or cooperative organizations will be an added advantage.
- The applicant must possess exceptional analytical capabilities and facilitation skills, with evidence of delivering actionable recommendations that drive tangible outcomes.



#### 4. Deliverables

The selected consultant(s) or organization will be expected to deliver:

1. A detailed project plan and methodology within two weeks of contract award.
2. A draft report summarizing key findings and preliminary recommendations.
3. A final comprehensive report including:
  - An executive summary.
  - Detailed findings and analysis.
  - Short-term and long-term recommendations.
  - A roadmap for implementation.
  - 20 copies of the final assessment.
4. Facilitation of a workshop to present findings and recommendations to the institute's leadership and stakeholders.

#### 5. Timeline

The assessment is expected to be completed within three months from the date of contract award.

#### 6. Submission Requirements

Interested applicants must submit the following:

##### **Technical Proposal:**

- A detailed proposal outlining the methodology and approach to be used for the assessment and recommendations.
- A clear understanding of handicraft societies' operations, challenges, and goals.
- The applicant's qualifications and experience.
- Key milestones and deliverables timeline.

##### **Financial Proposal:**

- A detailed cost breakdown, including personnel costs, travel expenses, and other relevant expenses.
- Payment terms and conditions.

##### **Applicant's Profile:**

- A brief profile of the party (ies)



- Relevant experience in conducting similar projects, particularly in the handicraft or nonprofit sector.
- A list of key clients and projects undertaken.

**Please ensure that all submissions are clear, concise, and well-organized. Any additional information or documentation that you believe would strengthen your proposal may be included.**

## **7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Technical soundness and relevance of the proposed methodology.
- Experience and qualifications of the consulting team.
- Cost-quoted
- Quality of previous work and client references.

## **8. Deadline**

All proposals must be submitted by 5:00 pm 19<sup>th</sup> January 2025 to [addlsec.home1@tibet.net](mailto:addlsec.home1@tibet.net)  
Cc: [homefund@tibet.net](mailto:homefund@tibet.net) and [sardfund@tibet.net](mailto:sardfund@tibet.net)

Late submissions will not be considered.

## **9. Contact Information**

**For any queries or further information, please contact:**

Tashi Dekyi (Ms)

Email: [addlsec.home1@tibet.net](mailto:addlsec.home1@tibet.net)

**SARD and CTRC reserves the right to accept or reject any or all quotations without providing justification.**