

**EXPRESSION OF INTEREST  
FOR  
ENLISTMENT  
OF  
RESOURCE PERSONS FOR PROVIDING TRAINING/ TRAINING OF  
TRAINERS (TOT)  
TO BE ORGANIZED BY  
THE SOCIETY FOR TRAINING & RESEARCH ON PANCHAYATS &  
RURAL DEVELOPMENT (STARPARD)  
IN VARIOUS FIELDS  
UNDER REVAMPED RASHTRIYA GRAM SWARAJ ABHIYAN (RGSA)**

**Society for Training & Research  
on  
Panchayats & Rural Development  
(STARPARD)  
Department of Panchayats & Rural Development  
Government of West Bengal**



### **Invitation to Expression of Interest (Eoi)**

The Society for Training & Research on Panchayats & Rural Development (STARPARD) under the Department of Panchayats and Rural Development, Government of West Bengal is inviting **Expression of Interest (Eoi)** for **Enlistment of Resource Persons for providing Training/ Training of Trainers (ToT) to be organized by the Society for Training & Research on Panchayats & Rural Development (STARPARD) in various fields under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA).**

Please go through the attached EOI document along with Pre-qualification Criteria for getting shortlisted

The details of the EOI are given below:

1. EOI No. : EOI/002/STARPARD      Date 20.06.2025
2. Description of services: **Expression of Interest For Enlistment of Resource Persons for providing Training/ Training of Trainers (ToT) to be organized by the Society for Training & Research on Panchayats & Rural Development (STARPARD) in various fields under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)**
3. **Period of Submission of EOI** : From: 24.06.2025 (Tuesday) at 11 am  
To : 14.07 2025 (Monday) at 3 pm
4. **Method of Submission of EOI**: Applications in hard copy with supporting documents (self-attested) as per enclosed documents to be addressed to **The Member Secretary, STARPARD & Joint Secretary to the Government of West Bengal, Department of Panchayats & Rural Development, Block: DD, Plot No. 18/9, Sector-I, Bidhannagar, Kolkata,**



**West Bengal. Pin Code 700064**, with earmarked on Envelop “**Expression of Interest For Enlistment of Resource Persons for providing Training/ Training of Trainers (ToT) to be organized by the Society for Training & Research on Panchayats & Rural Development (STARPARD) in various fields under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)**”.

**4. Date & Time of opening of EOI :15.07.2025 (Tuesday) at 3 pm**

**5. Correspondence details** (for clarifications, if any) :

The Member Secretary, STARPARD &  
Joint Secretary to the Government of West Bengal  
Department of Panchayats & Rural Development  
Block: DD, Plot No. 18/9, Sector-I, Bidhannagar,  
Kolkata, West Bengal. Pin Code 700064.

STARPARD Helpdesk e-mail id:

[starpard.procurement@gmail.com](mailto:starpard.procurement@gmail.com)

Eoi no. & Title to be mentioned in the subject of the email.

Phone no. (033) 2985 0203/ 2359 2930  
from 10.30 am to 5 pm from Monday to Friday  
[except: Govt.Holidays]



**No. EOI /002 /STARPARD**

**Date 20.06.2025**

**Expression of Interest (EOI)**

**Subject: EXPRESSION OF INTEREST FOR ENLISTMENT OF RESOURCE PERSONS FOR PROVIDING TRAINING/ TRAINING OF TRAINERS (TOT) TO BE ORGANIZED BY THE SOCIETY FOR TRAINING & RESEARCH ON PANCHAYATS & RURAL DEVELOPMENT (STARPARD) IN VARIOUS FIELDS UNDER REVAMPED RASHTRIYA GRAM SWARAJ ABHIYAN (RGSA)**

A) **BACKGROUND:-**The Society for Training & Research on Panchayats & Rural Development (STARPARD) under the Department of Panchayat and Rural Development (P&RD), Government of West Bengal was set up in 1997-98 with its Registration No. S/86755 of 1997-98, registered under West Bengal Societies Registration Act, 1961 (Act No. XXVI of 1961) with a set of objectives related to training & research on Panchayats & Rural Development. Presently the registered office of the restructured STARPARD is the Department of Panchayats & Rural Development, Government of West Bengal, Joint Administrative Building, HC-7 (6th to 10th Floors), Sector-III, Bidhannagar, Kolkata-700106. Administrative Office & Work Office of STARPARD is located at Mrittika Bhaban, Block DD, Plot: 18/9, Sector-I, Bidhannagar, Kolkata: 700064.

B) STARPARD, being a registered society, needs to enlist Resource Persons from **Serving / Retired teachers, Retired/ current employees of Central/ State government, various regulatory authorities, PRIs, PSUs and veterans from Defence services, representatives of NGO/ INGO** for providing Training/ Training of Trainers (ToT) to be organized by the Society for Training & Research on Panchayats & Rural Development (STARPARD) in various fields under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA).



### **C) Scope of Work :**

1. The enlisted Resource Persons would be given assignment as and when required for providing Training/ ToT organized by STARPARD for Elected Representatives & Functionaries of three-tier Panchayats and Trainers/ Faculties/ District level Resource Persons/ Block Level resource Persons in various districts of West Bengal.
2. The enlisted Resource Persons will be provided honorarium as per approved rates under Revamped RGSAs communicated by the Ministry of Panchayati Raj, Govt. of India vide D.O. No. T-11/2/2024-CB dated October 25, 2024 - For State Level Training- Rs. 2,000/ session and for District/ Block Level Training- Rs. 1,500/ session.
3. The enlisted Resource Person shall be bound to follow the STARPARD Standardized Courses, payment terms, duration of the program, quality of materials and equipment used and any other terms and conditions as would be specified in the related order.
4. The Enlistment of Individual Resource Person will not be treated as “employment” or “engagement” in any manner. The enlistment will remain valid for 3 years from issuance of the order considering the satisfactory performance. STARPARD reserves the right to cancel the enlistment at any time without assigning any reason.

### **Subject / Specialized Areas:**

1. Cyber security
2. Entrepreneurship Development Programme
3. Environmental Sciences with special emphasis on climatic change, emerging issues such as degradation of rivers, forests, and need for renewable sources of energy & water conservation, etc.
4. Disaster Management
5. Basic Constitution matters with special emphasis on Fundamental Rights and Fundamental Duties
6. Legal Issues with special emphasis on Domestic Violence, Atrocities against women and children, specially abled people, Scheduled Castes and Scheduled Tribes, etc. with relevance to Bharatiya Nyaya Sanhita (BNS), 2023.



7. Mobilization of Corporate Social Responsibility (CSR) fund
8. Capacity Building & Training- training methodology, need assessment, impact and evaluation etc.
9. Training Module & Material Development
10. Artificial Intelligence
11. Livelihood generation through Sustainable agriculture, organic farming, climate-resilient agriculture, animal husbandry, mixed farming, horticulture, etc.
12. Public administration & Governance
13. Conflict Management, Decision making, Leadership, Team work, Stress Management, etc.
14. Decentralized, participatory & bottom-up development planning

**6. The list of 22 districts including STARPARD HQ where the Resource Persons are required are enumerated below**

|                 |                   |                    |                   |
|-----------------|-------------------|--------------------|-------------------|
| Darjeeling      | Kalimpong         | Jalpaiguri         | Cooch Behar       |
| Alipurduar      | Uttar Dinajpur    | Dakshin Dinajpur   | Malda             |
| Murshidabad,    | Nadia,            | Birbhum            | Bankura           |
| Purulia,        | Jhargram          | Paschim Medinipur  | Purba Medinipur   |
| Howrah          | Hooghly           | North 24 Parganas  | South 24 Parganas |
| Purba Bardhaman | Paschim Bardhaman | <b>STARPARD HQ</b> |                   |

**D) Eligibility Criteria**

Individuals who fulfil all the following requirements are eligible to apply.

1. Serving / Retired teachers, Retired/ current employees of Central/ State government, various regulatory authorities, PRIs, PSUs and veterans from Defence services, representatives of NGO/ INGO having minimum educational qualification and experience in the relevant subject as detailed in Annexure-II.
2. In-depth knowledge & experience in the relevant subject / areas.



3. Good Communication skills in Bengali, English, Hindi, and Nepali [for Hill Areas] in speaking, writing and reading.
4. Awareness of the latest technologies related to field-level training.
5. Proficient in MS word, spreadsheet, PPT & multi-media supported presentation tools.

### **SELECTION CRITERIA**

| <b>Sl. No.</b> | <b>Requirements</b>                                                                         | <b>Supporting Documents Required</b>                                                                                                                       |
|----------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1              | Profile of the Applicant                                                                    | 1. Application in the Prescribed Format ( <u>Annexure-I</u> )<br>2. Bio Data                                                                               |
| 2              | Applicants must have valid ID and Address Proof                                             | Self-Attested photocopy of identity and address proof documents<br><br>(Aadhaar Card / Voter ID / Driving License/ PAN Card, etc.)                         |
| 3              | Minimum educational qualification in the relevant subject as detailed in Annexure-II        | Self-Attested Photocopy of Marksheet & Pass certificate                                                                                                    |
| 4              | The Applicant should have working experience in relevant subject as detailed in Annexure-II | 1. Experience certificate or offer of engagement/ assignment from employer or organisation<br>2. NOC from the employer or organisation wherever applicable |

Eligible candidates based on criteria specified in the table above shall be called for an interview. Schedule of Interview shall be intimated to the short-listed candidates in due time. Enlistment of Resource Persons will be done



on the basis of marks obtained in the interview.

### **INSTRUCTIONS TO THE APPLICANTS**

- (a) The Applicant will confirm in writing to the effect that the terms and conditions contained in this document are acceptable to it herein.
- (b) If STARPARD is not satisfied with the performance / malpractice / misconduct issues of the Applicant(s), it reserves the right to terminate the enlistment with immediate effect and also take such other action as it deems fit.
- (c) The Applicant shall make suitable arrangements for the confidentiality and preservation of the data, such as filled in schedule tabulation or working sheets, manuscript reports etc. relating to the training in digital format, and make it available to STARPARD.
- (d) Notwithstanding anything stated above, the Member Secretary, STARPARD reserves the right to terminate the enlistment of the Applicant(s) if it deems fit and necessary without assigning any reasons thereof.
- (e) Credentials submitted by the Applicants will invariably be verified from the competent authority through formal/ informal ways. If faulty credentials are found at any point of time- before or after Letter of Enlistment, appropriate action in terms of blacklisting/ prohibition of proceeding shall be initiated by the Authority.
- (f) The Applicant(s) should fill the Annexure-I, enclose necessary documents as mentioned in this document and submit within the mentioned time &



- date. Expression of Interest along with relevant document(s) received from any applicant after the due date & time shall not be considered.
- (g) **CORRIGENDUM:** At any time prior to the deadline for submission of EoI, Member Secretary, STARPARD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the documents by corrigendum/amendments.
- (h) All such amendment will be notified in the online departmental portal <https://prd.wb.gov.in> only.
- (i) Such corrigendum issued in the website will be binding on the applicant. The Applicant(s) are requested to regularly visit the above portal/ website for any amendment/ corrigendum.
- (j) All such amendments/corrigendum shall form part of this EoI documents. Member Secretary, STARPARD shall bear no responsibility or liability arising out of non-receipt of the above in time by the Applicant(s).
- (k) To allow prospective applicants reasonable time in which to take the corrigendum into account in preparing their offers, the Member Secretary, STARPARD, at his own discretion, may extend the deadline for the submission and opening of the EoI.
- (l) The Member Secretary, STARPARD reserves to accept or, reject any/ all applications without assigning any reasons thereof.
- (m) At any time prior to the deadline for submission of EoI, Member Secretary, STARPARD may, for any reason, add/ alter/ delete/ modify any part of this document by issuing addenda.



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## **F) CLARIFICATIONS :**

Applicant(s) requiring any clarification regarding the EOI may seek clarifications on a query in writing/ electronically from O/o the STARPARD within 07 (seven) days of publication of this invitation.

### **Contact details:**

STARPARD Helpdesk **e-mail id:** [starpard.procurement@gmail.com](mailto:starpard.procurement@gmail.com)

EOI no. & Title to be mentioned in the subject of the email.

**Phone no.** (033) 2985 0203/ 2359 2930 from 10.30 am to 5 pm from Monday to Friday [except Govt.Holidays]

Member Secretary, STARPARD &  
Joint Secretary to the Govt. of West Bengal



**Annexure-I of EOI/002/STARPARD Date 20.06.2025**

**APPLICATION FORMAT FOR ENLISTMENT OF RESOURCE PERSONS**

Self-attested  
recent  
photograph

|    |                                                                        |  |
|----|------------------------------------------------------------------------|--|
| 1. | Name of the Applicant<br>(BLOCK LETTERS)                               |  |
| 2. | Districts of Choice / Preferred District<br>(s) including STARPARD Hq. |  |
| 3. | Residential Address<br>with Land Mark, P.O., P.S. and<br>PINCODE       |  |
| 4. | Phone No.<br>with STD Code in Prefix                                   |  |
| 5. | Mobile No.                                                             |  |
| 6. | WhatsApp No.                                                           |  |
| 7. | Email ID:                                                              |  |
| 8. | PAN No.<br>(self-attested photocopy to be attached)                    |  |



|     |                                                                                                                                                                                                                                |  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 9.  | Aadhaar No.<br>(self-attested photocopy copies to be attached)                                                                                                                                                                 |  |
| 10. | Educational Qualifications<br>(self-attested photocopies to be attached)                                                                                                                                                       |  |
| 11. | Present Occupation                                                                                                                                                                                                             |  |
| 12. | Professional Qualification showing knowledge for the field as applied for<br>(self-attested photocopy copies to be attached)                                                                                                   |  |
| 13. | Subject / Specialized Area for which Applicant is Applying for Enlistment                                                                                                                                                      |  |
| 14. | Experience of Providing Training as Faculty / Trainer<br>(Please provide Brief Description of Activities /<br>Experience in the similar subject including year of commencement.)<br>(self-attested photocopies to be attached) |  |
| 15. | Any other relevant Information<br>(if any)                                                                                                                                                                                     |  |

Signature of Applicant

**Annexure – II EOI/002/STARPARD Date 20.06.2025**

**Educational Qualification & Desirable Experiences for Resource Persons**

| <b>Sl. No.</b> | <b>Subject / Specialized Areas</b>                                                                                                                                                           | <b>Required Qualification</b>                                                | <b>Desirable Experiences</b>                                                                                                                                               |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(1)</b>     | <b>(2)</b>                                                                                                                                                                                   | <b>(3)</b>                                                                   | <b>(4)</b>                                                                                                                                                                 |
| 1              | Cyber security                                                                                                                                                                               | Post-Graduate degree in Engineering or Computer Sciences or equivalent       | Minimum 03years experience in the field of Cyber security                                                                                                                  |
| 2              | Entrepreneurship Development Programme                                                                                                                                                       | Post-Graduate degree in any discipline                                       | Minimum 03years experience in EDP (Entrepreneurship Development Programme)                                                                                                 |
| 3              | Environmental Sciences with special emphasis on climatic change, emerging issues such as degradation of rivers, forests, and need for renewable sources of energy & water conservation, etc. | Post-Graduate degree in Environmental Sciences or Engineering or equivalent. | Minimum 03years experience in climatic change, emerging issues such as degradation of rivers, forests, and need for renewable sources of energy & water conservation, etc. |
| 4              | Disaster Management                                                                                                                                                                          | Post-Graduate degree in any discipline                                       | Minimum 03years experience in the field of Disaster Management                                                                                                             |
| 5              | Basic Constitution matters with special emphasis on Fundamental Rights and Fundamental Duties                                                                                                | Post-Graduate degree in Political Science or Social Sciences or equivalent.  | Minimum 03years experience in political sciences/ legal matters                                                                                                            |

*Society for Training & Research on Panchayats & Rural Development (STARPARD)*

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVERNMENT OF WEST BENGAL

Mrittika Bhaban, 8th Floor, DD 18/9, Sector-I, Bidhannagar, Kolkata – 700 064

E-mail: starpardstate@gmail.com / starpardtraining@gmail.com

☎ : 033 – 2985 0203 / 2359 2930



|    |                                                                                                                                                                                                                         |                                                                        |                                                            |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------|
| 6  | Legal Issues with special emphasis on Domestic Violence, Atrocities against women, children and specially abled people, Scheduled Castes and Scheduled Tribes, etc. with relevance Bharatiya Nyaya Sanhita (BNS), 2023. | Graduate degree in Law or equivalent.                                  | Minimum 03years experience in legal matters                |
| 7  | Mobilization of Corporate Social Responsibility fund                                                                                                                                                                    | Post-Graduate degree in Management or Social Sciences or equivalent.   | Minimum 03years experience in Management                   |
| 8  | Capacity Building & Training- Training methodology, needs assessment, impact and evaluation, etc.                                                                                                                       | Post-Graduate degree in any discipline                                 | Minimum 05years experience in the field of Training        |
| 9  | Training Module & Material Development                                                                                                                                                                                  | Post-Graduate degree in any discipline                                 | Minimum 05years experience in the field of Training        |
| 10 | Artificial Intelligence (AI)                                                                                                                                                                                            | Post-Graduate degree in computer sciences or engineering or equivalent | Minimum 03years experience in Artificial Intelligence (AI) |

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☎: 033 – 2985 0203 / 2359 2930



|    |                                                                                                                                                            |                                                                                 |                                                                            |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 11 | Livelihood generation through Sustainable agriculture, organic farming, climate-resilient agriculture, animal husbandry, mixed farming, horticulture, etc. | Post-Graduate degree in Agriculture or Veterinary Sciences or equivalent        | Minimum 03 years in Agriculture/ Animal Husbandry                          |
| 12 | Public Administration & Governance                                                                                                                         | Post-Graduate degree in Public Administration or Social Sciences or equivalent. | Minimum 03years experience in Public Administration & Governance           |
| 13 | Conflict Management, Decision making, Leadership, Effective Communication, Team work, Stress Management, etc.                                              | Post-Graduate degree in any discipline                                          | Minimum 05years experience in the field of Management Development Training |
| 14 | Decentralized, participatory & bottom-up development planning                                                                                              | Post-Graduate degree in any discipline                                          | Minimum 05years experience in the field of Development Planning            |