



Terms of Reference (ToR)
for empanelment of agencies/individual expert to
provide assistance to the
Indian Institute of Mass Communication (IIMC)
For Conducting Transparency Audit under the RTI Act 2005

1. Background:

The transparency audit under the RTI Act 2005 was enacted with the aim to promote transparency in the functioning of the administration. The act empowers Indian citizen to seek information from Public Authorities. The act mandates Third Party Transparency Audit of proactive disclosure under section 4(1)(b) of the RTI Act, 2005, which is to be carried out by a training institute under the ministry vide DoPT O.M No. 1/34/2013-IR dated 15.10.2019.

IIMC, being one of the training institutes under the Ministry of I&B, is empaneled in the Central Information Commission (CIC) for undertaking a transparency audit of public authorities under the government of India. There are around 2033 Public Authorities under the government of India for which a transparency audit is to be done every year by a training institute. Out of which, 20 Public Authorities are under the Ministry of I&B. This Audit is to be completed in a time-bound manner.

Accordingly, IIMC being one of the training institutes under the Ministry of I&B, is empaneled in the Central Information Commission (CIC) for undertaking a transparency audit of public authorities under the government of India intend to empanel the qualified and experienced agencies/expert to provide assistance to IIMC for conducting transparency audit.

2. Objectives

Under the proactive disclosure, the sub-section 4(2) of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information *suo-motu* to the public at regular intervals through various means of communication, including internet so that the public have minimum resort to use the Act to obtain information. Accordingly, the public authorities may proactively disclose the information related to procurement, public private partnerships, transfer policy and transfer orders, RTI applications, CAG & PAC paras, citizens charter, discretionary and non-discretionary grants, foreign tours items also under the suo-motu disclosure provisions of Section 4. The Self-Appraisal activity is grouped as organization and function, budget and programmes, publicity and public interface, e-governance, information as prescribed, information disclosed on own initiative.

Further, the public authority proactively discloses the power & duties of its officers & employees, boards, councils, committees & other bodies constituted as part of public authority, monthly remuneration received by officers & employees, employees against whom disciplinary action has been proposed, CAG & PAC paras, Programmes to advance understanding of RTI (Section 26), foreign & domestic tours and Points covered under E-Governance should be taken at utmost priority under the *suo-motu* disclosure provisions of Section 4.

3. Deliverables:

The empaneled firm/individual expert has to assist IIMC in carrying out the Third-Party Audit in a time frame manner with high level of proficiency & accountability in accordance with the set process. Normally the following activities are involved in carrying out the Third-Party Audit, and the empaneled firm shall take action with regard to the same under the overall supervision of IIMC:

- a) Coordination with Public Authority (Processing of request, sending quotation for audit, guiding for filling up Self-Appraisal form, etc.).
- b) Coordination with O/o of CIC for mapping of Public Authority on the Software used for this purpose).
- c) Auditing of the website as per the self-disclosure inputs using the software.
- d) Submission of the draft audit report to the respective Public Authority through IIMC.
- e) Liaison with Public Authority for payment of Audit Fee.

4. Expected Outcomes, under overall supervision of the IIMC:

- a) Conducting above activities required for the Third-Party Audit in a timely manner with high level of proficiency & accountability.
- b) Assisting in correspondence with Public Authority in respect of processing of requests, sending quotations, guiding the Public Authority for filling up Self-Appraisal form.
- c) Assisting in auditing of the website as per the self-disclosure by Public Authority inputs using the designated software.
- d) Timely submission of the draft audit report to the respective Public Authority.
- e) Making correspondence with Public Authority for payment of Audit Fee.
- f) Timely submission of the Audit Report to the CIC.

5. Time Period:

There are around 2033 Public Authorities under the government of India for which a transparency audit is to be done every year by a training institute. Out of which, 20 Public Authorities are under the Ministry of I&B. In the preceding years, the IIMC has conducted transparency audit of more than 50 public authorities.

Normally, Third-Party Transparency Audit is to be completed by September 2023 as per instructions of CIC and empaneled firm/individual

expert has to depute their expert personnel at the IIMC New Delhi Hqrs. to complete the task within the deadline provided for it.

6. Criteria for empanelment of Expert (Technical Qualification):

In order to carry out the Third-Party transparency audit for the current year, IIMC intends to engage an expert or empanel a professional agency that can assist IIMC to carryout the process involved in the audit in a time frame manner with high level of proficiency & accountability. The following criteria is laid down for empanelment of agency/expert:

- a) The agency/expert must be well aware of the RTI Act, 2005, and should understand the nuances of the software used by the CIC for the mentioned Third-Party Transparency Audit under the RTI Act, 2005.
- b) The agency/expert must have done the Transparency Audit of at least 25 public authorities in the last two years.
- c) The firm has to enclose copies/documents in support of a) and b) of para 6 above.

7. Financial Bid:

- i. The agency/expert that bids the lowest amount per audit shall be empaneled
- ii. The financial bids of only those agency/expert shall be opened who meet the technical qualifications.
- iii. It is expected that a fair remuneration for assisting in Transparency Audit for a single public authority shall be about Rs. 3000/- (exclusive of taxes).

The empanelment shall be valid for a period of one year from the date of initiation. IIMC can also extend the empanelment for another one year on the same terms and conditions at its discretion and subject to acceptance by the empaneled agency/expert.

8. Quantum of Work:

It is expected that the empaneled agency/expert shall assist in audit of 100-120 public authorities and the work is likely to be **completed by September 2025**. This number is however not a guarantee.

9. Bid submission date:

An individual expert/agency are to submit technical and financial bids (separately) in a sealed cover clearly specifying it on the envelop and addressed to Assistant Registrar, IIMC, Aruna Asaf Ali Road, New JNU Campus, New Delhi-110067. **Last date of submission of bids is 04th June 2025**.

10. Location of conducting Audit:

The empaneled agencies/expert need to provide assistance to IIMC for conducting transparency audit and for that they have to depute their expert personnel or be present at the IIMC New Delhi as and when required by IIMC based on requirement. In normal case, one expert can undertake the work required to be done for audit of one public authority. The total time that needs to be devoted per audit is expected to be 6-8 hours.

The interested agencies/expert shall submit their bids-Technical and Financial separately, in a sealed cover.
