

M-12013/03/2017-RL
Government of India
Ministry of Rural Development
Rural Livelihoods Division
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Kautilya Marg, Chanakyapuri, New Delhi
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**Hiring an agency for Conducting an Evaluation of *Mahila Kishan Sashatikaran
Pariyojna (MKSP)***

New Delhi
Date 8th December, 2017

Reference No: NRLM/MKSP/1/2017

CPP- e-procurement Ref No: 2017_NRLM_271229_1

Letter for Expression of Interest

Dear Sir/Madam,

1. Letters of Expression of Interest are invited from qualified and experienced consulting firms who wish to undertake an Evaluation of Mahila Kishan Sashatikaran Pariyojna (MKSP), a sub-scheme implemented under Deendayal Antyodaya Yojana (DAY-NRLM) by the Ministry of Rural Development (MoRD), Government of India.
2. Deendayal Antyodaya Yojana-National Rural Livelihoods Mission (DAY-NRLM) is a centrally sponsored programme implemented since June 2011. The central objective of the Mission is to eliminate rural poverty through innovative implementation strategies involving four core components viz., (i) social mobilization and community institution building; (ii) financial inclusion; (iii) livelihoods promotion; and (iv) convergence and social development.
3. Mahila Kishan Sashatikaran Pariyojana (MKSP): Mahila Kisan Sashatikaran Pariyojana (MKSP) is a sub-scheme of DAY-NRLM and it aims at empowering women engaged in agriculture, livestock, NTFP and allied activities by making systematic investments in building the knowledge, skills and capacities of women farmers to enhance their participation, improve productivity and pursue sustainable livelihoods. MKSP also aims at creating a large number of best practices in farm livelihoods that could be scaled-up with the help of NGOs, CBOs and government agencies. The programme utilizes trained human resources as well as trained social capital or community resource persons (Krishi Sakhis, Pashu Sakhis, Vana Sakhis etc.,) drawn from the community as the key agents to bring about the desired changes. The programme also seeks to create a large number of best practice sites which could be used for 'immersion' and 'training' of social capital from other areas.
4. Three major interventions have been promoted under MKSP viz., (i) sustainable agriculture based livelihoods for rural women since 2011; (ii) Non-Timber Forest based livelihoods for poor and vulnerable tribal women in the remote and interior forest and hilly terrains since 2012; and (iii) livestock based livelihoods since 2012.
5. The MKSP is implemented in a project mode through Project Implementation Agencies (PIAs). The PIAs include the State Rural Livelihoods Missions (SRLMs), higher level SHG federations and NGOs with a good track record of promoting rural livelihoods.
6. MKSP is now being implemented in 119 districts in 17 states through project implementation agencies which include both leading non-governmental organizations and State Rural Livelihoods Missions and the community institutions promoted by them. These programs not only have promoted efficient natural resource (land and water) use

and climate change resilience in agriculture but also is instrumental in creating a large pool of skilled agricultural workers by building a cadre of Para Professionals, Pashu Sakhi and Community Resource Persons (CRPs) who are actively engaged in promoting such agriculture practices. More than 18,000 community resource persons are involved in delivery of last mile extension services across 22,827 villages on sustainable agriculture and livestock management practices.

7. **The objective of the Consultancy Services:** The MoRD-Gol, seeks to commission an independent Evaluation of Mahila Kishan Sashatikaran Pariyojna (MKSP). The central purpose of the study is to assess the contribution of the Mission to the livelihoods of the rural poor through promotion of Livelihoods under the MKSP on sustainable basis. The purpose of the study is to evaluate the impact of MKSP in general and on incomes of the women farmer households, their well-being and empowerment in particular. The key potential outcomes need to be explored, assessed and evidence based information provided. Further, the agency is required to undertake an evaluation of the key processes adopted in the implementation. The agency is also required to identify and document certain best practices and innovations. A detailed ToR will be issued along with the RfP to the eligible agencies which qualify at the EoI stage.
8. The MoRD-Gol therefore seeks to hire the services of an independent agency or consortium of independent agencies (hereinafter referred to as the Agency) that would be responsible for collecting, in an efficient and reliable manner, data on implementation process, household outcomes, community institutional level outcomes including outcomes at the producer collective/self-help group levels, data analysis and report writing. The study is to be conducted in 8 states viz., (i) Rajasthan; (ii) Chhattisgarh; (iii) Madhya Pradesh; (iv) West Bengal; (v) Jharkhand; (vi) Karnataka; (vii) Assam; and (viii) Gujarat., covering sample implementation areas of 10 PIAs. For detailed scope, consultant may the draft TOR placed on www.aajeevika.gov.in.
9. MORD now invites Letters of Expression of interest from qualified and experienced consulting firms /agencies/organisations to indicate their interest in providing the services for **Conducting an Evaluation of Mahila Kishan Sashatikaran Pariyojna (MKSP)**.

10. Criteria for Short Listing of Firms/Agencies/Organisations

Interested firms/agencies/organisations should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The short listing criteria are as follows:

S. No	Description
1.	<p>The consultant firm should have a successful track record of designing and completing monitoring and evaluations of nation-wide/inter-state/state-wide Development project / social development project/ research projects/ Livelihoods projects involving extensions field based surveys funded by international funding agencies/GOI or State governments or their agencies/ international NGOs/corporate sector etc.,</p> <p>The bidder firm must have completed at least 3 large inter-state monitoring and evaluation studies or research studies or studies of similar nature involving fairly large samples (minimum 5000 House Holds) of baseline survey/follow-up studies/ process evaluation and Evaluation Studies/ Impact Evaluations etc., of livelihoods/ Social/Rural development projects during the last 3 years. For the purpose of evaluation, only the completed projects will be considered.</p>

S. No	Description
	Experience in Process monitoring ¹ will be an additional qualification. Agencies with poor track record in completing Baseline/ Impact evaluation commissioned by MORD and its autonomous bodies/ SRLMs shall not be considered.
2.	<p>Organization must have a substantial research infrastructure to support field-based data collection, electronic archiving of the data ensuring highest-level of confidentiality for research subjects as well as high validity of responses.</p> <p>The Agency should have worked/ undertaken household survey using Computer Assisted Personal Interviewing (CAPIs) with multiple tools such as House Hold Survey questionnaire, Key Informant Interview (KIIs) with individuals, Focused Group Discussion (FGDs), KIIs with Self Help Groups (SHGs) and Community Based Organisations (CBOs) etc., and should have at least 75 CAPIs/ data base servers/ cloud storage facilities etc. that are minimum equipment required for data handling of the household survey in working condition for the proposed study.</p> <p>The firm should have experience of undertaking field-based data collection using CAPIs, electronic archiving of the data ensuring the highest level of confidentiality for research subjects as well as high validity of responses. Preference will be given to agencies with a field presence in sample states mentioned in the ToR and availability of infrastructure. List of infrastructure available to be provided and brief description of the projects in which CAPIs are used for data collection viz., name of the client, name of the project, states covered, households sample size, no of questionnaires used/ modules, average time required to administer a schedule/module, no of CAPIs used status of the project etc. Agencies with no experience in undertaking household survey with CAPIs shall not be considered.</p>
3.	Availability of Professional Team. The Agency should have at least 20 key professionals viz., Senior Evaluation Professionals, Sampling Specialist, data analysts, evaluation experts, field supervisors, analysts etc., and should have a team of 50 field investigators or able to arrange required number of enumerators having experience in conducting household survey/KIIs/FGDs using CAPIs. Agencies are required to provide the details of staff available for the proposed study.
4.	The consultant firm should have an annual average turnover/ receipt of grant in aid and other receipts of Rs.5.00 crore (For the purpose of shortlisting, gross turnover will be considered) during the last 3 years and at least 20% of the turnover must have accrued from monitoring and evaluation projects/research studies/studies of similar nature. will be taken in Turnover from market research assessments shall not be considered.

Agencies not meeting the above criteria shall not be considered for RFP.

11. Duration: The total duration of the Consultancy Services will be for 8 months.

¹ Process Monitoring involves assessment of the quality of implementation with reference to the prescribed design of implementation. Process Monitoring seeks to identify the deviations between the actual and prescribed process of implementation. Process Monitoring is generally commissioned to identify what is working and what is not and why? in the actual process of implementation. Process monitoring also identifies both internal and external constraints affecting the pace and quality of implementation and suggest appropriate corrective measures.

12. Consultants may associate with other firms / agencies/ organizations in the form of a joint venture or a partnership or association to enhance their qualifications. Consultants or associations of consultants, who are interested in being considered for the assignment, should submit information of all the parties in the format indicated in the attachment to this letter for expression of interest. EOIs submitted by an association of firms shall be evaluated based on the combined strength of the association/ joint bids. Agencies applying jointly, details of the all the agencies shall be provided. EOIs with incorrect information and misrepresentation shall be summarily rejected.
13. The attention of interested Consultants is drawn to Manual for Procurement of Consultancy & Other Services 2017, issued by Ministry of Finance, Government of India and the provisions of GFR 2017.
14. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Manual for Procurement of Consultancy & Other Services 2017, issued by Ministry of Finance, Government of India and the provisions of GFR 2017.
15. Further information can be obtained at the address below during office hours [10:00 to 17:30 hours].
16. The EOI must be delivered in **written form in the prescribed form (see Annexure -1 & 2) along with necessary supporting documents and a soft copy of the full EOI may also be provided in a CD/DVD** addressed to The Mission Director, DAY-NRLM, MORD, GOI on the address provided below. The Eoi is to be submitted with details and evidence related to the selection criteria listed above in a sealed envelope clearly indicating Eoi submission for undertaking **“Hiring an agency for Conducting an Evaluation of *Mahila Kishan Sashatikaran Pariyojna (MKSP)*”**. EOI should be submitted to the undersigned within 15 days from the date of publication of EOI i.e., 22nd December 2017. **Incomplete EOIs as well as EOI responses received after the specific date and time will not be considered.**

The Mission Director
Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM)
Ministry of Rural Development, Government of India
6th Floor, Hotel Samrat
Kautilya Marg, Chanakyapuri, New Delhi - 21

Please note that no proposals are required now. On the basis of information provided by interested consultants, the Mission will prepare a shortlist with eligible agencies (not less than 3 consultants) who will be invited to submit proposals at a later stage.

Annex -1 : Format for Organizational Profile

Name of the Assignment:

Date of advertisement:

Reference No (CPPP e-publishing):

(Note: Consultants submitting the EOI as a joint venture or intended to form a joint venture should provide the details of all the partners)

A - Consultant's Profile (Maximum 2 pages)				
1.	Name of the Organization			
2.	Postal Address			
3.	Telephone: Mobile / Fax/ E-mail Website;			
4.	Contact Person name and designation with contract details			
5	Registration Details: Registered on (Date) Legal status (for profit company; not for profit company; registered trust; registered trust; others (specify)	Provide copy of the registration certificate, PAN , Board of Directors, Executive Committee Members, General Body members, brief profile and latest annual report		
	No. of completed years			
6.	Details of Branch Offices (provide details of branch offices located in the proposed sample states In case of Joint Venture/Association, clearly indicate the details of the	State/Location of Branch office	No of Staff working (excluding office support staff	
		Key Staff	Field Investigators	

	members who hold the branch offices.																			
7.	<p>Financial Capacity: The Lead firm should have an annual average turnover/ receipt of grant in aid and other receipts of Rs.5.0 crore during the last 3 years and at least 20% of the turnover must have accrued from /monitoring and evaluation projects/research studies/ studies of similar nature (Enclose Audited financial reports).</p>	Provide the turnover of organization (on the basis of the audited accounts) in the last three financial years in Indian Rupees.																		
		<table border="1"> <thead> <tr> <th data-bbox="592 409 863 544">Year</th> <th data-bbox="863 409 1139 544">Total Turnover</th> <th data-bbox="1139 409 1410 544">Turnover from similar studies</th> </tr> </thead> <tbody> <tr> <td data-bbox="592 544 863 618">2016-17</td> <td data-bbox="863 544 1139 618"></td> <td data-bbox="1139 544 1410 618"></td> </tr> <tr> <td data-bbox="592 618 863 692">2015-16</td> <td data-bbox="863 618 1139 692"></td> <td data-bbox="1139 618 1410 692"></td> </tr> <tr> <td data-bbox="592 692 863 766">2014-15</td> <td data-bbox="863 692 1139 766"></td> <td data-bbox="1139 692 1410 766"></td> </tr> <tr> <td data-bbox="592 766 863 831">Average</td> <td data-bbox="863 766 1139 831"></td> <td data-bbox="1139 766 1410 831"></td> </tr> </tbody> </table>	Year	Total Turnover	Turnover from similar studies	2016-17			2015-16			2014-15			Average					
Year	Total Turnover	Turnover from similar studies																		
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2015-16																				
2014-15																				
Average																				

B- Consultant's Experience (Maximum 10 pages)

1. Experience in undertaking large-scale household surveys/ Impact Evaluations of nation-wide/inter-state/state-wide development projects funded by GOI or State governments or their agencies/multilateral agencies/ international NGOs/ corporate sector during the last 3 years. Please attach a letter issued by the client certifying completion of the assignment. Please provide the details of completed projects.

Name of Project	Client	Scope of work	Sample States (provide the names of the sample states)	Duration of Assignment and status as of December 17		Value of Contract (in INR)	Key parameters		
				Effective date of original contract and Duration	Date of acceptance of final deliverables by the client		Total HHs	Experience in Proposed MKSP study sample states	Is it a CAPI Based Survey?

B- Consultant’s Experience (Maximum 10 pages)

2 List of infrastructure available to be provided and brief description of the projects in which CAPIs are used for data collection viz., name of the client, name of the project, states covered, households sample size, no of questionnaires used/ modules, average time required to administer a schedule/module, no of CAPIS used status of the project etc. Agencies with no experience in undertaking household survey with CAPIs shall not be considered.

Name of Project	Client	Scope of work	Sample States and Households	Duration of Assignment and status as of December 17		Value of Contract (in INR)	Key parameters regarding CAPI			Field survey Infrastructure available such as Servers and hardware for electronic archiving of the data and real time sharing of data with client.
				Effective date of original contract and Duration	Date of acceptance of final deliverables by the client		No of Modules	Average time required to administer the HH schedule	No of CAPIS used	

3.	Details of Key staff available (excluding office admin staff)				
	Category (provide each branch and partner wise details)	No.	No. of Senior Professionals relevant for the study	No. Of field staff	No. of Associates /Consultants
	Head office				
	Branch office				
	Total				
3 A	<p>Key staff profile of the organization/s. Please provide details of the key staff with experience in Baseline Survey/ Monitoring and Evaluation studies.</p> <p>Detailed CVs are not required at Eol stage. among other information, the brief CVs should include the following information in the following format:</p>				
	Name of the staff with education qualification				
	Is he/she currently associated with the consultant? (Yes/No) if yes, provide nature of engagement (fulltime staff, part time staff, consultant etc)				
	Designation				
	Years of experience in the organization				
	Areas of expertise				
	Particulars of assignments handled				
	Particulars of service provided				

Signature of the authorised representative.

Annexure -2

Declaration

Date:.....

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect this declaration at a later date, we would inform the mission accordingly.

We also confirm that the details provided in our response to EOI are true. If the client finds at any time that the information provided is not correct, we shall be bound by any action that the client deems fit and appropriate including termination of contract.

Authorized Signatory
(with seal)