

DAY-NRLM**Terms of Reference
Mid-term Evaluation of SVEP****Introduction**

1. 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.

Start-up Village Entrepreneurship Programme (SVEP)

2. Start-up Village Entrepreneurship Programme (SVEP) is a budget announced scheme and was approved by the Hon. Minister RD on May 6th, 2015 as a sub-scheme under the National Rural Livelihoods Mission and the guidelines were issued on 15th June 2015. The objective of SVEP is to help the rural poor come out of poverty by helping them set up enterprises and provide support till the enterprises stabilize. It focuses on providing sustainable livelihoods and self-employment opportunities with financial assistance and training in business management of soft skills while creating local community cadre for promotion of enterprises. The programme is expected to promote 1.8 lakh enterprises in 125 blocks in 24 states in four years and create employment for 3.78 lakh rural poor in four years from 2015.

Salient features of the programme include:

- 3.** Salient features of the SVEP programme are detailed out below.
- i. Enterprises may be individual or collective and should cover manufacturing, services and trading. These enterprises should cover traditional skills as well as new skills. They should also cover existing consumption and production of rural areas and should also cover new consumption and production of the rural areas, including the new consumption driven by government's priorities like RURBAN mission, Swachh Bharat Abhiyan, etc. Development of appropriate technology and innovations especially for promoting enterprises in the field of sanitation, drinking water, renewable energy etc. Also, enterprises in the field of IT/infotainment and other similar newly emerging enterprise opportunities will also be encouraged under the program.
 - ii. The SVEP will work with the input and output supply chains for farm produce, artisanal products and other goods & services to help increase rural incomes.
 - iii. Develop local resources by training a pool of village level community cadre (CRP –EP) and build the capacity of the NRLM and SHG federations to monitor and direct the work of the CRP-EPs.
 - iv. It will help the rural entrepreneurs to access finance for starting their enterprises from the NRLM SHG and federations, the banking systems including the proposed MUDRA bank. In addition to this, there will also be targeted attempts for enhancing credit

limits for successful entrepreneurs from banks. The programme also has scope of converging with other government schemes in rural development ministry as well as scheme from other ministries.

- v. The programme intends to also provide a specific segment for entrepreneurial support to rural youth in non-intensive blocks in convergence with the programs of other departments. The knowledge products and ICT support of the programme should be made available to rural youth outside the SHG fold.
- vi. The program will track and report progress of the number of households under this program of NRLM, through the process of upgrading of skills and creating opportunities of employment.

Strategy, Objectives and Components of SEVP

4. The SVEP proposes to address following three major problems of rural start-ups. Through the program, the rural entrepreneurs will get technical support such that the enterprises (both existing and newly promoted) would be profitable.

- A. A missing knowledge eco-system – the potential entrepreneurs do not have the skills of choosing which enterprise to start and how to do a feasibility analysis of the proposed enterprise. Common mistakes like starting an enterprise in a “me-too” manner or on the basis of “herd mentality” – copying any enterprise that is moderately successful occur frequently. There is also lack of specific business domain skills and many a times they lack business numeracy skills as well. This gap shall be met by creating adequate trained social capital to guide and provide necessary support services to rural entrepreneurs (both new and existing entrepreneurs). MORD seeks to create a cadre of Community Resource Persons – enterprise promotion (CRP-EPs) in all the blocks where SEVP intervention is being implemented. Local youth with numeracy skills shall be selected and trained to become CRP-EP’s. These CRP-EP’s shall help trigger potential entrepreneurs to start their enterprises and shall help them in doing a business feasibility analysis before starting up.
- B. A missing incubation eco-system – Post starting the enterprise, the entrepreneurs do not have a mechanism of an advisor from whom they can seek help, specifically for business planning, risk assessment, working capital requirements, accounting, monitoring, costing and pricing, understanding seasonal demand, etc. Also, there is no mechanism for peer to peer learning from similar entrepreneurs. Most enterprises fail due to not having this support eco-system in the critical first 6 months of operations. This gap shall be met by the CRP-EPs, who’ll handhold the entrepreneurs from start-up to at least six months after start-up. The CRP-EPs shall be supported by a software which shall help the CRP-EP make a usable P&L for the enterprise based on basic business data being fed into the same, shall create regional benchmarks for business performance parameters and use the same for giving performance feedback to the entrepreneurs.
- C. A missing financial eco-system – The poor do not have access to bank finance and the existing mechanism of finance from moneylenders or MFIs or SHGs is not suited for businesses. Enterprises need working capital finance and startup finance, with some moratorium and flexible repayment schedules. The existing loans from MFIs or even

the SHG's are of a fixed tenure with monthly EMIs which do not lend itself to enterprises with seasonal demand and supply cycles. SVEP plans to address this gap by providing a loan to the entrepreneur for start-up, from a dedicated community investment fund, vested with a block level community based organization (CBO). Post start-up, the enterprise's business performance and loan repayment history to the CBO shall be captured in the software and can be provided to the banks while applying for a loan for scaling up the enterprise.

5. The SVEP is implemented in a project mode through the State Rural Livelihoods Missions (SRLMs). The state may select Project Implementation Agencies (PIAs) to support it in the implementation. The PIAs selected by the state must be organizations with a good track record of promoting diversified non farm rural livelihoods. Presently around 10 Project Implementation Agencies are working.

6. The current pattern of central assistance for SVEP projects is 60:40 (center-state) in respect of projects implemented in major states, while in the North-Eastern and Himalayan states the ratio of central to state assistance is 90:10. The ceiling on administrative cost of SVEP projects is 6% of the total approved cost.

Key Activities

7. The activities undertaken under SVEP projects are consistent with the larger objectives of promoting village entrepreneurship across the country. More particularly, the emphasis has been on the following activities:

- Developing a cadre of Community Resource Persons (CRP) – Enterprise Promotion;
- Setting up of Block Resource Centers (BRC) in all the SVEP Blocks. The BRC monitor and manage the CRP-EPs, appraised SVEP loan applications and acts as the repository of enterprise related information in the Block;
- Promoting individual and group enterprises;
- Set-up and promote enterprises spread across manufacturing, trading and services;
- Building capacities of entrepreneurs to understand market and running businesses profitably
- Use of ICT to create standard modules for minimizing the transmission loss in technical aspects like business plan and profit & loss account preparation;

Expected Outcomes

8. The following outcomes are expected from SVEP interventions:

- increased understanding of business by entrepreneurs in the rural areas;
- a trained cadre of CRP-EPs in the local area to support the rural entrepreneurs;
- Entrepreneurs are willing to get services of CRP-EPs;
- Training and certification of CRP-EPs for providing business support services;
- E-learning modules developed on all the identified areas for effective dissemination of important business concepts across the country;
- net increase (matched with aspirational income as defined in the DPR) in the incomes of entrepreneurs on a sustainable basis;

- BRCs, set-up across the country, have sustainable revenue model to operate effectively and are not dependent on outside funding after the project period.

Present status of implementation

9. Till September 2017, SVEP projects, spread over 90 Blocks across 19 States, including two North Eastern States are currently being implemented. A Community Resource Persons – Enterprise Promotion (CRP-EP) cadre is being developed in all the SVEP blocks to improve the sustainability of the promoted enterprises by creating local knowledge and resource persons. As of now 780 CRP EPs have been selected and are receiving on the job training in rural enterprise promotion. SVEP Block Project Managers (BPMs) are placed in the selected blocks by SRLMs apart from the mentors who are placed by NRO/PIA in all the blocks under SVEP. Specific training programs are designed for BPMs, mentors and CRP-EPs to enable them for the effective programme implementation. As on 30 Sep, about 6,000 enterprises have been formed in the various block where the programme is being implemented.

10. Till September 2017, MORD has approved project proposals of 19 State Rural Livelihoods Missions for implementation of SVEP component in 90 blocks across the country. It is proposed that in the 90 blocks around 1.87 lakh enterprises will be supported in 4 years. Details of State projects approved are provided at Annexure -1. The details of Project implementation agencies are provided in Annexure-2.

Purpose of the evaluation

11. The first two years of the Project implementation focused on mobilising communities, setting up and strengthening community structures, training and capacity building on business management aspects for the BRC members, creating a cadre of CRP-EPs, intensive training for the cadre of CRP-EPs, supporting existing enterprise and scale-up these enterprises as well as supporting new enterprises etc. The upcoming years will see the project scaling up in the existing blocks and new blocks being added to SVEP fold. The current mid-term evaluation will enable the project to reflect on the outcomes and to develop the learning for the improvement of upcoming activities, as well as for the identification of potential strategies for ensuring the sustainability of project outcomes, especially the sustainability of the business support services which are essential to ensure the continuity of eco-system for entrepreneurship in the village.

12. For the conduct of this mid-term evaluation, data is available on the number of parameters from the SHG database maintained by NRLM and relevant data from SECC database. Another key document that captures important data on implementing blocks is the Detailed Project Reports(DPR) of the identified blocks which provides among other things the details of enterprises in the block, financial data of enterprises on a Sample basis, details of resource base in the area, data on the prevailing interest rates being charged in the area by various sources of credit, the current incomes of the SHG women, their aspirational incomes etc. The evaluation should build upon the available data and monitoring data, providing an opportunity for more in-depth analysis and understanding on why certain intended or unintended outcomes are/are not occurring. Moreover, this mid-term evaluation will provide the opportunity for accountability towards the project stakeholders, as well as important learning for the project teams and partners.

The mid-term evaluation results will give the possibility to use the findings for:

- Assessing the contribution towards the outcomes achieved by the project so far;
- Learning on best practices for improving the strategy/approach in other blocks
- Providing recommendations on key areas such as new enterprises, CRP-EPs and support to entrepreneurs,
- Help the stakeholders take steps for improving the program – going forward.

The primary users of the mid-term evaluation are:

- National Rural Livelihood Mission(NRLM), Ministry of Rural Development
- State Rural Livelihood Missions
- National Resource Organizations(NRO) who are supporting the implementation of the project
- CBOs of the NRLM structure

Suggested Evaluation Approaches

13. *It is suggested that the evaluation agency may consider to adopt following approaches for evaluation of SEVP component:*

- The outcome evaluation in order to assess how and in what ways the project is contributing to achieving its objectives.
- The process evaluation in order to assess how and in what ways the Project is working

14. The *performance* of the programme can be assessed on various parameters and at various levels. The following table below gives some indicators and their measure at various levels:

Equity

- ✓ Number of villages in block from where CRP-EP's have been selected
- ✓ Number of villages in block from where SVEP supported enterprises have been started
- ✓ Number of villages in block where there is saturation in the number of enterprises

- ✓ No of CRP-EP's selected who've completed training and have been certified
- ✓ No of CRP-EP's selected for training - how many CRP's per cluster
- ✓ Quantum of drop outs and reasons for the same.
- ✓ Level of understanding of business processes and effectiveness in offering business support services.
- ✓ Gender mix of of CRP-EP's
- ✓ Caste mix of the entrepreneurs SC % of entrepreneurs should be higher than the SC % in the block, similarly for other vulnerable groups like ST and minorities.
- ✓ Income of each CRP-EP prior to the programme
- ✓ Aspirational income of each CRP-EP prior to the programme
- ✓ Income of each CRP-EP post the programme as compared to income and aspirational income prior to the program.

Entrepreneurs

- ✓ Gender mix of of entrepreneurs

- ✓ Caste mix of the entrepreneurs SC % of entrepreneurs should be higher than the SC % in the block, similarly for other vulnerable groups like ST and minorities.
- ✓ No. of SHG HHs taken up enterprises, under SVEP
- ✓ Income of existing enterprise pre SVEP
- ✓ Income of existing and new enterprise post SVEP support
- ✓ Income of entrepreneur pre SVEP
- ✓ Income of entrepreneur post SVEP
- ✓ Total number of new enterprises supported under SVEP who're making profits
- ✓ Total number of new enterprises supported under SVEP who's entrepreneurs are meeting their aspirational incomes
- ✓ Total number of existing enterprises supported under SVEP who's entrepreneurs have increased incomes
- ✓ Income of HH pre SVEP
- ✓ Income of HH post SVEP (is there a multiplier effect of the income earned through SVEP promoted enterprises on HH incomes)
- ✓ List of all livelihood options of the entrepreneur before SVEP
- ✓ List of all livelihood options of the entrepreneur post SVEP
- ✓ List of all livelihood options of the entrepreneurs HH before SVEP
- ✓ List of all livelihood options of the entrepreneurs HH post SVEP (have livelihood options increased for the HH due to the multiplier effect of the income increase due to SVEP)
- ✓ No. of SHG members part of Producer Organizations already in village, before SVEP
- ✓ No. of SHG members part of Producer Organizations, post to SVEP
- ✓ Total number of employees in new enterprises supported under SVEP
- ✓ Total number of employees in existing enterprises supported under SVEP, at the start of support
- ✓ Total number of employees in existing enterprises supported under SVEP, 1 year after support
- ✓ Total number of enterprises supported under SVEP, of various categories of enterprises - individual/ group/ perennial/seasonal/ service/ manufacturing/ trade/ technology / agri input/ output based/ selling to village/ selling outside village etc. – diversified types of enterprises supported.
- ✓ Total number of enterprises selling to outside village markets
- ✓ Total number of group enterprises (larger and more complex enterprises) created in the block.

Interest

- ✓ Total number of enterprises supported under SVEP, who've received funding from banks and at what rate of interest compared to pre SVEP
- ✓ Total number of enterprises supported under SVEP, who've received funding from CIF and at what rate of interest compared to pre SVEP
- ✓ Total number of enterprises supported under SVEP, who've received funding from MFI's and at what rate of interest compared to pre SVEP
- ✓ Total number of enterprises supported under SVEP, who've received funding from moneylenders and at what rate of interest compared to pre SVEP
- ✓ Total number of enterprises supported under SVEP, who've received funding from relatives and other sources and at what rate of interest compared to pre SVEP
- ✓ Total quantum of loan funds received from formal sources of credit as a result of SVEP.

Repayment and sustainability

- ✓ Total number of enterprises supported under SVEP, who've received funding from banks and are repaying timely
- ✓ Total number of enterprises supported under SVEP, who've received funding from CIF and are repaying timely
- ✓ No of enterprises supported under SVEP which were closed down as compared to pre SVEP - absolute numbers and as % of enterprises

Village economy

- ✓ Are the engagement with the enterprises based on caste/ religion lines ? Pre SVEP
- ✓ Are the engagement with the enterprises based on caste/ religion lines ? Post SVEP
- ✓ What % of their production is sold in the village , pre SVEP
- ✓ What % of their production is sold in the village , post SVEP
- ✓ What is the gap in pricing of the produce in the village and in the near town, pre SVEP
- ✓ What is the gap in pricing of the produce in the village and in the near town, post SVEP
- ✓ What % of their production was value added, pre SVEP ?
- ✓ What % of their production is value added, post SVEP ?
- ✓ What were the options of livelihoods in the village, pre SVEP?
- ✓ What were the options of livelihoods in the village, post SVEP?

Community Based Organization

- ✓ Unutilized funds with the SHG's - in the village, pre SVEP
- ✓ Unutilized funds with the SHG's - in the village, post SVEP
- ✓ Total Unutilized balance in the VO's, pre SVEP
- ✓ Total Unutilized balance in the VO's, post SVEP
- ✓ Total amount lent by the VO's, pre SVEP
- ✓ Total amount lent by the VO's, post SVEP
- ✓ Understanding of the process of business evaluation and loan financing pre and post SVEP of the CBO leaders (VO/CLF/BRC)

Process Evaluation

15. A critical part of SVEP is its implementation structure involving the CBOs. It is envisaged that implementation through these CBOs can improve the effectiveness of implementation. The Mission seeks to understand the service level efficiency by the CBOs, its cadres and the NROs in the promotion and handholding of rural enterprises under SVEP. The process evaluation subcomponent of the study aims to retrospectively assess how close the implementation of the program to the suggested methodology of implementation.

Methodology of Evaluation

16. The evaluation will be based on the findings and factual statements identified from review of relevant documents including the project document, DPR, MIS reports etc. and any other relevant documents related to the project. A list of the above reports will be shared with the consultants before the beginning of the mission. The mid-term review will also involve field visits and interview the stakeholders including the target beneficiaries (entrepreneurs and CRP-EPs), CBO functionaries at different levels including SHGs, VOs, CLF, BLF etc, CBO members of committees including committees formed in VOs like the livelihood

committee, BRC committees etc. Participation of stakeholders in the evaluation should be maintained at all the times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives. These are indicative measures for the evaluation and may be modified later.

Sample States

17. Enterprise promotion under SVEP is currently being implemented in 16 States and 46 blocks, balance 44 blocks have been provided in principle approval for preparation of Detailed Project Report (DPR). The National Resource Organizations (NROs) and Project Implementation Agencies (PIAs) support the SRLMs in the implementation of the project. For the purpose of evaluation, a purposive sampling of 16 blocks covering 6 states should be drawn. Details of various states for evaluation are provided in the table below:

<i>Agency</i>	<i>State</i>	<i>No of oldest Blocks where SVEP is being implemented</i>	<i>No of Sample Blocks</i>
EDII NRO	Uttar Pradesh	2	1
	Madhya Pradesh	2	1
Kudumbashree NRO	Bihar	6	2
	Kerala	2	1
Swayam Shikshan Prayog	Maharashtra	2	1
Development Associates	Nagaland	2	1
Total		16	7

18. The agency will be required to select sample villages where the intervention has been implemented for at least 1 year. For the purpose of evaluation, the agency is required to draw following sample:

- In each of the sample block, at least 10 % of villages should be covered.
- Cover the Block Resource Centre (BRC) working in the block and the nodal Community Based Organization which is hosting the BRC; Cover all the Cluster Level Federation in the Block;
- Cover 15 Village Organizations per block. Out of 15, 5 VOs should be drawn outside the sample village in the particular block.
- Cover Minimum 3 SHGs in each of the sample villages selected;
- Cover at least 50% of CRP-EPs working in the block.
- Cover minimum 20% or 50 individual entrepreneurs/ their family members, supported under SVEP.
- Analyze MIS data on the enterprise performance

These are indicative samples and may be modified by upto 10% later.

Qualitative fieldwork

19. The quantitative evaluation should be accompanied with process evaluation and qualitative studies including documentation of best practices and case studies and will have following components:

- Process Evaluation
- Focus group discussions
- Personal Interviews
- Best practices and Case studies

Focus group discussion

20. The agency should also conduct focus group discussion with the following stakeholders:

- Project beneficiaries,
- Community Based Organizations such as Cluster Level Federation (CBO), Village Organizations (VOs), Self , in the village (SHG, VOs, POs)
- Non-participants members in the treatment areas (e.g. left out households, SHG members, etc.)
- Elected Gram Panchyat representatives
- Other CRP's of SRLM – Min. 10 nos for each block (across types of CRPs – for social mobilization, book keeping, financial inclusion, farm livelihoods etc.).
- SRLM staff at the block level – BPM and BPM (SVEP) - 2 nos for each block
- SRLM staff at the district level, DPM and District livelihoods executive
- SRLM staff at the state level – SPM (non farm livelihoods), SPM (farm livelihoods), SPM (IB and CB), SPM (M&E) and SPM (Financial inclusion), SMD wherever possible.
- District and block administration – BDO/DC
- PIA /NRO staff at the block and state level
- NRO staff at the national level
- NRLM staff at the national level (apart from the team responsible for the SVEP implementation)
- Bank officials – Min. 2 (1 each) from different banks in the block, or 40% of the bank branches in the block.

Interviews

In addition, KIIs should be conducted for the following stakeholders:

- SHG and VO office bearers
- Implementation staff at the block and village level
- Implementation staff at the district and state level
- Project staff at all levels

Best Practices & Case Studies

21. The agency should also conduct 10-20 in-depth interviews from the sample of entrepreneurs and CRP-EPs. These interviews would try to observe the changes in the select entrepreneur over the duration of SVEP. A detailed questionnaire would be administered after the HH survey. These case studies would be to assess the relevance and usefulness of

the project activities. It should also assess some of the constraints that entrepreneurs had faced that was addressed by SVEP. Illustrate the success, failures and usefulness of the SVEP through case studies of beneficiaries from the surveyed households. A template will be provided for documentation of best practices and case studies.

Reports

22. The agency has to prepare a draft report for comments from MoRD. After incorporation of the comments of MORD, the agency will be required to submit the final report. There would be a separate report on the various process evaluations and qualitative work including best practices and case studies.

Duration of Consultancy

23. The duration of evaluation study is for 6 months from the date of contract. The final report along with the complete dataset shall be submitted within the stipulated period.

Suggested Team Composition

24. Team composition and required skillsets of the key and non-key professionals required for the study are indicated below.

Team composition with required skillsets

S. No.	Position in Core Team	Area of Expertise Required	Minimum Qualifications & Professional Experience desired
I Key Staff			
1.	Team Leader	Monitoring and evaluation of rural development projects, poverty studies	Ph.D. in Economics/Rural Management/ Social Science with over 15 years of experiencing in conducting rigorous quantitative evaluations with causal inferences is required. In particular, experience in randomized evaluations, quasi experiment evaluations or evaluations using propensity score matching with double difference, RDD or IV is also required.
2.	Sampling Specialist	Statistics, sampling theory	Ph.D. in Statistics/Mathematics/ Rural Management/ Econometrics with 10 years of experience in providing technical advice on sampling, estimation, design of surveys etc.,
3.	Evaluation Specialists (2)	Design of surveys, design of survey and qualitative tools, management and implementation of large surveys, data management and	P.G. in Rural Management/ Economics/Social Work/Sciences with at least 10 years of experience in rigorous quantitative evaluations with causal inferences. In particular, experience in randomized evaluations, quasi

S. No.	Position in Core Team	Area of Expertise Required	Minimum Qualifications & Professional Experience desired
I	Key Staff		
		analysis, preparation of reports	experiment evaluations or evaluations using propensity score matching with double difference, RDD or IV is required.
4.	Programmer (1)	Developing/customizing CAPI and other data analysis tools	Degree in Software Programming with at least 8 years of experience in development of data formats, database design and generation of reports for social research
II	Non-Key Staff		
5	Analysts (2)	Data base management, data cleaning and data analysis	Degree in B.E/ B.Tech/ MCA with at least 3 years of experience in with Data analytics skills
6	Field Survey Manager	Planning and supervision of field work, field data cleaning/editing	P.G. in Social Sciences/Management with 3 years of experience in supervising and managing field surveys

25. In addition to the core team indicated above, the consultant firm should deploy adequate number of field survey supervisors, enumerators, back-checkers required to complete the study within the stipulated period. As the key respondents of the survey will be largely women members of SHGs, it is important to deploy persons as enumerators and supervisors who are sensitized to issues of feminization of poverty and the socio-economic dynamics of rural poverty with whom the respondents can interact freely and fully. It is desirable therefore that the majority of field staff are women. It is equally important to orient the enumerators to the Mission strategy and components.

Key Deliverables

26. The consultant firm shall perform the following key activities and deliver the outputs against the timeline suggested:

Key outputs and deliverables with timelines

S. No.	Key Activity/ Deliverable	Details	Weeks from Date of Contract
1.	Inception Report/ Work Plan Approved by the Mission	<ul style="list-style-type: none"> Detailed work plan using a Gantt chart for all key activities, clearly indicating responsibility and timeline, details of the core team and field teams being deployed, training and logistic arrangements made <i>etc.</i>, 	1
2.	Approved Sampling Plan And methodology	<ul style="list-style-type: none"> Detailed document on the methodology adopted for both the process study and qualitative study, sampling, methodology 	3

S. No.	Key Activity/ Deliverable	Details	Weeks from Date of Contract
	and work plan for the process study	used to construct weights and such other details	
3.	Survey Instruments and Survey Plan	<ul style="list-style-type: none"> ▪ All questionnaires and data collection instruments including coding guides, interviewer and supervisor manuals and data entry manual, translation and back translation, skip patterns, coding open ended questions etc., ▪ Guidance note on survey implementation, implementation plan ▪ Training modules for enumerators and supervisors ▪ Detailed survey implementation plan including movement and field procedure plan for the survey teams ▪ Schedules for KIIs and FGDs with other stakeholders 	4
4.	Customization of CAPI / Survey tools for individual enterprises interviews, KIIs and FGDs And data entry plan	<ul style="list-style-type: none"> ▪ Design/ customization of app for Household Survey/ KIIs/ FGDs with individuals, SHGs, CBOs and provide user manual and details of application ▪ Details of storage/ data security facilities/ 	6
5.	Details of Core Team and Field Teams	<ul style="list-style-type: none"> ▪ Details of core team, survey/field team members, Field Supervisor team recruited and trained/to be trained as per the agreed norms, along with their CVs and details of availability 	6
6	Training of field team on CAP and KIIS and Process Study	<ul style="list-style-type: none"> ▪ Training of Field Team on CAPI/ FII, KII Guide and 	8
6.	Field Manuals /Guides	<ul style="list-style-type: none"> ▪ Report on training of field teams, training modules used, field manuals and implementation of orientation and field training and post-training evaluation of field teams 	9
7.	Report on Field Pilot Testing	<ul style="list-style-type: none"> ▪ Report on process and results of pilot testing of all instruments and tools and the revisions made to them 	10

S. No.	Key Activity/Deliverable	Details	Weeks from Date of Contract
8.	Undertaking filed study	<ul style="list-style-type: none"> Undertake process study and study of sample rural enterprises 	11-15
9.	Field Work Completion Report	<ul style="list-style-type: none"> Report on completion of field work as per the sample plan approved 	16
10.	Report on Database And Report on the process Study	<ul style="list-style-type: none"> Detailed report on progress of data cleaning and entry along with compiled database of all the completed data including listing of data, household data, village data etc., which would facilitate seamless dataset integration 	20
11.	Draft Report	<ul style="list-style-type: none"> Draft report covering finding from both qualitative and quantitative studies along with complete set of data in an electronic form Presentation on key findings 	21
12.	Revised Report	<ul style="list-style-type: none"> Revised report on Evaluation after incorporating feedback from the Mission along with final data set in electronic and physical form Final presentation on key findings 	24

Services to be provided by the Client

27. The MoRD would continuously supervise the assignment and facilitate conduct of the surveys. The Mission would facilitate sharing of information by MORD/National Mission Management Unit, SMMU, DMMU, and BMMUs and NGO PIAs with the consultants. Relevant documents related to SVEP, including MIS, which are not in the nature of classified documents, will be made available to the consultant on request. The SVEP team will also facilitate interviews with the key staff, on prior appointment. However, the consultant will be responsible for all study related travel including field travel and food and accommodation for the field staff throughout the contract. The consultant should also provide regular feedback about progress and status of survey, issues therein and inputs on the basis of field assessment, as and when available.

Review Committee to Monitor Consultant's Works

28. The Mission Director -NRLM or an Officer designated by him shall be responsible for reviewing and monitoring the progress of the consultant's work and the deliverables. The state Mission may also constitute a review/steering committee to monitor the progress of the consultants and hold consultations with the firm. The Mission Director or his nominee will act as the Chairperson of such a committee which could include external experts nominated by him. The committee may also seek comments and inputs on the consultant's work from the domain experts at MORD. The Mission Director may convene meetings of the review committee at occasional intervals and seek its opinion and comments on the deliverables of the consultant and forward all such comments to the consultants for appropriate changes in the reports.

Ownership of Data and Reports

29. The MORD shall be the owner of the outputs and other deliverables of the consultancy. The consultant will have no right of claim to the assignment or its outputs. Any report/document/material produced as part of these assignments shall be deemed to be the property of the state Mission funding the assignment and the consultant will not have any claim over such outputs and will not use or reproduce the contents of the documents without the explicit written permission of the state Mission.

Annexure -1
Status of SVEP Implementation – Till Sep 2017

Sno.	State	No of blocks approved till FY 2016-17	No. of New Blocks Approved During FY 2017-18	Total Blocks	Enterprises proposed to be supported in 4 years
1	Andhra Pradesh	4	4	8	18,301
2	Bihar	6		6	11,857
3	Gujarat	3		3	5,506
4	Haryana	2		2	2,986
5	Jammu & Kashmir	2		2	2,256
6	Jharkhand	6	6	12	21,191
7	Madhya Pradesh	3	5	8	16,563
8	Maharashtra	2		2	4,196
9	Nagaland	2		2	4,000
10	Odisha	2		2	3,172
11	Rajasthan	2		2	3,605
12	Telangana	2	6	8	18,032
13	Uttar Pradesh	2	4	6	13,682
14	West Bengal	2		2	2,372
15	Chattisgarh	4	3	7	16,800
16	Kerala	2	12	14	33,600
17	Punjab	1		1	2,400
18	Meghalaya		1	1	2400
19	Tamil Nadu		2	2	4800
Grand Total		47	43	90	187,719

Annexure-2

Details of State wise Project Implementation Agencies associated with SEVP- Sep 2017

Sl.No	Name of the PIA/States they are working	No of Blocks
I	Community Development Organisation Trust	1
1	Tamil Nadu	1
II	Entrepreneurs Association	2
1	Nagaland	2
III	EDII NRO	32
1	Chattisgarh	4
2	Gujarat	3
3	Haryana	2
4	Jammu & Kashmir	2
5	Jharkhand	2
6	Jharkhand	1
7	Madhya Pradesh	3
8	Odisha	2
9	Punjab	1
10	Telangana	2
11	Telangana *	2
12	Uttar Pradesh	4
13	Uttar Pradesh	2
14	West Bengal	2
IV	Kudumbashree NRO	43
1	Andhra Pradesh *	2
2	Bihar	6
3	Chhattisgarh	3
4	Jharkhand	4
5	Jharkhand	5
6	Kerala	14
7	Madhya Pradesh	5
8	Rajasthan	2
9	Telangana	2
V	Meghalaya Institute of entrepreneurship	1
1	Meghalaya	1
VI	OMPLIS	4
1	Andhra Pradesh	4
VII	SERP AP shall implement	2
1	Andhra Pradesh	2
VIII	Swayam Skhikshan Prayog	2
1	Maharashtra	2
IX	Vivekananda Seva Pratisthan	1
1	Tamil Nadu	1
X	SERP Telangana	2
1	Telangana	2
	Grand Total	90