



**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES- FIRM SELECTION)**

**Selection of Consultancy Services for Impact Evaluation of MSRLM**

**Tender Ref No.:** MSRLM/SMMU/MIS/IE/10/2024-25

**eTender ID:** 2024\_MSRLM\_1084662\_1

**Date:** **12<sup>th</sup> September, 2024**

**Issued by:**  
**Chief Executive Officer**  
**UMED - Maharashtra State Rural Livelihood Mission (MSRLM)**  
**Rural Development & Water Conservation Department**  
**Government of Maharashtra**  
5th Floor, CIDCO Bhawan, CBD Belapur (South Wing)  
Navi Mumbai – 400 614  
Tel: 022 27562552

**Request for Expression of Interest (REOI)**  
**Consulting Services-Firm Selection for Impact Evaluation**

1. Deen Dayal Antyodaya Yojana, National Rural Livelihoods Mission (DAY NRLM) is an ambitious mission mode programme launched by Ministry of Rural Development, Government of India for eradication of rural poverty. The Maharashtra State Rural Livelihoods Mission (MSRLM) was launched in 2011 under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika. The objective of the Mission is to reduce rural poverty in Maharashtra by creating and strengthening community-based institutions which would function as pathways to sustainable livelihoods of the poor. The Mission is being implemented in a phased but intensive manner in the state. In the first phase, the Mission was being implemented in 36 blocks spread over ten districts and then slowly expanded in 13 districts of 50 blocks in 2016. In the year 2017, It has been further expanded to all the 15 districts of Maharashtra state in an intensive manner covering additional 84 blocks and in 2017-18 reached to 254 Blocks (covering another 120 blocks)

**2. Objective of Consultancy Assignment**

**For Impact Evaluation**

1. To Assess the effectiveness and impact of key intervention like Producer Groups, Producer Enterprises, Farmer's Producer Organizations, One Stop facility Centers, Value Chains in livelihoods.
2. To Assess the effectiveness of Non-Farm Enterprises activities (viz-manufacturing, trading and services) as compared to Farm activities in terms of monetary gains.
3. To Assess effectiveness of Agriculture and allied activities, livestock, Non- farm and NTFP segments that have potential for development of value chain and market linkages in the State.
4. Qualitative review of the capacity building and technical assistance provided under livelihoods interventions.
5. Assess the impact of the livelihood's intervention has generated in the rural households as per the decided socio-economic indicators
6. Impact of bank linkage on income generation activities generated under Umed.
7. Assess the impact of the HH level food & nutrition security
8. Producer Collectives for market linkages, value addition
9. Individual & community asset creation through convergence with MGNREGA, Agriculture, Animal Husbandry.

3. **Estimated Level of Efforts (Staff Months):** 18+30=48 Months

4. **Implementation Period:** 6 Months

5. **Expected Start date of Assignment:** 01-11-2024

6. The Chief Executive Officer, Maharashtra State Rural Livelihoods Mission (MSRLM), now invites eligible consulting firms ("Consultants") to express their interest in providing their Services for aforesaid consulting service. Interested Consultants may download the REOI document free of cost from <https://mahatenders.gov.in>. The Consulting firms would be responsible for ensuring that any addenda available on the website is also downloaded and incorporated.

7. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The short listing shall be based on information furnished by the firm regarding following:

8. **Short listing Criteria for the Consultant:** The minimum shortlisting criteria for consultant will involve review of information on the following points.
- a) **Details of the Consultancy Organization:** The Agency may be Firm/ Company/ Institute/ Society and must be registered with the appropriate authority. *(In case of JV/Consortium, both the firms should fulfill this criteria independently)*
- b) **Qualifications and Experience of firm:** The consultant should have
- 1) The Agency should have at least five years' experience in providing consultancy services to the Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous /Statutory Bodies/ Public Sector Banks/ Public Sector Insurance Companies as on date of submission of EOI. *(In case of JV/Consortium, lead firm should fulfill this criteria independently)*
  - 2) The Agency should have successfully conducted at least 3 impact assessment contract/Monitoring & Evaluation/Process Monitoring contracts during last five years for Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous /Statutory Bodies/ Public Sector Banks/ Public Sector Insurance Companies.. *(In case of JV/Consortium, any firm or jointly firms should fulfill this criteria)*
- c) **Availability of Key Professionals:** The consulting firm should have minimum 6 professionals on his roll. Out of that at least 1 professionals in Finance Sector or Rural Management sector and 1 in Social sector and each should have at least 5 years of experience in the concern sector as on date of submission of this EOI. *(In case of JV/Consortium, any one firm or jointly both the firms should fulfill this criteria)*
- d) **Financial Capability:** The consulting firm should have a minimum average annual turnover of Rs. 2.00 Cr. from consulting services in the last 3 financial years (i.e. FY 2021-22, FY 2022-23 and FY 2023-24).*(In case of JV/Consortium, lead firm should fulfill this criteria independently )*
- e) Consulting firm should not have been black listed, debarred or suspended by the any Central Govt. /State Govt. /CPSU/ State PSU/ Autonomous/Statutory Bodies/ Public Sector Banks/ Public Sector Insurance Companies during last five years from the date of submission of EOI. *(In case of JV/Consortium, both the firms should fulfill this criteria independently)*
9. A Joint Venture / Consortium of maximum two (2) firms are is allowed. In such case firm should submit notarized Joint Venture / Consortium agreement on Rs. 500 non-judicial stamp paper **clearly mentioning the name of the lead firm**. None of the firm of Joint venture/Consortium firm/member shall submit EOI individually or in Joint Venture /Consortium partner with the any other firm for this assignment. All the partner firms in the joint venture/consortium shall be jointly and severally liable for the entire contract, if selected.
10. The Consultancy Firms are required to submit all required documents in support of the minimum shortlisting criteria as mentioned above & in the formats specified in this document.
11. For detail Terms of Reference and other information required for submission of EOI, please visit website <https://mahatenders.gov.in>
12. The Maharashtra State Rural Livelihoods Mission (MSRLM) now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

13. 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 2022, issued by Ministry of Finance, Government of India.
14. Expressions of interest for providing consultancy services should be submitted through e-Tender portal <https://mahatenders.gov.in>

**15. Important information & Dates**

Sr. No.	Particulars	Dates
1	Tender Fee	Non Refundable - Rs. 2500/- (Rupees two thousand five hundred only) to be paid online on the e-tendering portal at the time of submission of the tender
2	Date & Time for commencement of downloading EOI document	Date : 13/09/2024
3	Last Date & time for downloading the EOI document	Date : 01/10/2024 Time: 15.00 hrs
4	Last Date (deadline) & Time for submission of bids	Date : 01/10/2024 Time: 15.00 hrs
5	Date and Time for Opening of Technical Bids	Date : 03/10/2024 Time: 15.00 hrs
6	Contact Details	1. State Mission Manager – SO 2. Deputy Director – Convergence 3. Mission Manager- Procurement Phone : 022-27562552/54 Email : <a href="mailto:mis@umed.in">mis@umed.in</a> ; <a href="mailto:procurement@umed.in">procurement@umed.in</a>
7	Estimated Value	Rs. 56,16,000/-

Note: Consultancy Firms are requested to frequently visit <https://mahatenders.gov.in> to see any change in scheduled dates, and for any other changes made in the bidding document through corrigendum etc. If there is any difference between date mentioned in tender document and date mentioned on <https://mahatenders.gov.in>, in such case date mentioned on <https://mahatenders.gov.in> is final.

-Sd-

**Ruchesh Jaivanshi** IAS

**Chief Executive Officer**

**Maharashtra State Rural Livelihoods Mission**

**5<sup>th</sup> Floor, CIDCO Bhavan-Southwing, CBD Belapur, Navi Mumbai 400614.**

**Website: [www.umed.in](http://www.umed.in) , Phone: 022-27562552/54**

**Draft Terms of Reference<sup>1</sup>**  
**FOR HIRING SERVICE PROVIDER FOR**  
**Impact Evaluation**

**Conducting a State Level Impact Evaluation Survey of Maharashtra state Rural livelihoods**  
**Mission Interventions (DAY-NRLM)**

**Background**

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.
2. Under DAY-NRLM, Government of India entered into an agreement for additional financing under the National Rural Livelihoods Project from the International Bank for Development and Reconstruction (IBRD) for implementing the National Rural Economic Transformation Project (NRETP) to broadly support the following components: (i) Institution and human capacity development at the National, State, District and Sub-District level (ii) State Livelihood Support towards establishment of institutional platforms of the rural poor for improved access to financial, livelihood and public services, with a focus on Value Chain Development for High-value Farm and non-farm commodities, enterprise development, skill training interventions, and access to credit to former producer organizations and rural enterprises (iii) Innovation and Partnership to identify innovative ideas which address the livelihood needs of the rural poor and help pilot or scale them, (iv) Project management and monitoring and learning systems.
3. NRETP is now being implemented in 145 districts and 577 blocks in 13 states through project implementation agencies which include both leading non-governmental organizations and State Rural Livelihoods Missions and the community institutions promoted by them. Under NRETP, federated structures of Self-Help Groups (SHGs) and Producer Enterprises (PE) / Producer Groups (PG) at various levels (village, block, district, state) undertake value chain linked activities in dairy, agri-business, NTFP, Livestock and non-farm enterprises for better production, storage, marketing, etc. of the produce of the members of the SHGs/PEs/PGs.

**Purpose and Objective of Evaluation**

4. **SRLM Maharashtra**, seeks to commission an independent impact evaluation study of livelihoods interventions in Maharashtra. The objective of the study is to assess the effects of the livelihoods interventions on standard household outcomes such as consumption, consumption diversity, income, labor force participation rates (LFPRs), and more. Particular attention will be given to income diversification since this is an objective of the program. Additionally, the study will intend to collect the information regarding impact of such interventions on various social categories eg SC/ST/Minority/and general.
5. The SRLM/UMED 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, cross-sectional data at the household (including women), village, SHG, VO, CLF and PG levels. The objective is to conduct a survey (quantitative and qualitative) in Maharashtra as indicated above, following the sampling plan and methodology suggested.
6. As part of the impact evaluation study the agency is also expected to conduct a detailed review of the livelihood's interventions undertaken by MSRLM in the last 10 years. The study shall also

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<sup>1</sup> The draft ToR is indicative and should be finalized at the stage of RFP

focus on the following key areas while assessing the rural poverty impact in the light of the livelihood interventions undertaken by MSRLM.

- To Assess the effectiveness and impact of key intervention like Producer Groups ,Producer Enterprises, Farmer's Producer Organizations, One Stop facility Centres, Value Chains in livelihoods.
- To Assess the effectiveness of Non-Farm Enterprises activities (viz-manufacturing, trading and services) as compared to Farm activities in terms of monetary gains.
- To Assess effectiveness of Agriculture and allied activities, livestock, Non- farm and NTFP segments that have potential for development of value chain and market linkages in the State.
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- Individual & community asset creation through convergence with MGNREGA, Agriculture, Animal Husbandry.

### **Scope of Work and Activities**

7. The central responsibility of the agency is to carry out a comprehensive one-time survey taking data for multiple years as per the sample indicated. The agency selected and finally contracted will work under the direct supervision of the SRLM and the evaluation team conducting the impact evaluation.
8. The agency is expected to conduct the survey by utilizing specified technology platforms, including handheld electronic devices for data collection and real-time data transfer facilitated by digital servers (commonly referred to as Computer-Assisted Personal Interviewing or CAPI). The agency bidding for the contract must demonstrate prior experience with digital data collection using tablets and/or hand-held devices.
9. More particularly, the agency will be responsible for the following key activities:

### ***Translating, Adapting, Pre-Testing and Using CAPI Survey Instruments***

10. The agency will undertake translation of paper-based questionnaires developed in English by the Core Evaluation Team of NRLM into **Marathi** and develop software application which is compatible with mobile devices and digital servers. The agency is expected to conduct one round of paper-based pilot of at least 50 households in the state covering the language mentioned and two rounds of pilot testing of CAPI based surveys in non-sampled areas and fine-tune the software for data digitization and capture in at least 25 households from 5 villages – at least 2 villages from where paper-based pilot was conducted. After each pilot, the agency will work closely with the evaluation team to adapt, revise, and finalize the CAPI survey instruments and tools. The agency must provide scanned/hard copies of the filled-in questionnaires from the first paper-based pilot. It is expected that the agency will draw on its own field experience and expertise in providing input to the evaluation team on the implementation of survey instruments. The completed surveys will have to be uploaded onto a back-end server. The agency must also possess capacity and experience with the development and use of the required server. The evaluation team must be provided with real-time access to data being uploaded on the servers at all times.
11. It is suggested that the agency adopt CAPI-based data collection software such as CSPro or Survey CTO or ODK. The agency will ensure that all data is checked for accuracy and discrepancies before entry.
12. The data entry application must be robust and satisfy the following conditions:

- to the greatest extent possible, the data entry program should conduct range and consistency checks, as the questionnaire is key punched.
  - violations of these checks should lead to an immediate and transparent message sent to the key puncher, along with a practical method for correcting keypunch errors, and/or over-riding and documenting any answers that violate the range and consistency check rules.
  - the program should allow valid open-ended and “other” textual responses outside of the response options provided in the questionnaire.
  - variable names generated by the program should correspond clearly and logically to the question labels used in the questionnaire.
  - coding strategy should be developed to maintain consistent, unique identifiers for households, household members, women, village, SHG, VO, CLF, and PGs.
  - the program and the devices should be able to record the parts of the interview audio.
13. The agency must have relevant experience in handling the data collection through technology-based modes. The agency will be expected to propose a Software Development Team (either in-house or through a partnership with another agency) to manage the software as well as server development for the survey.

### ***Training of Enumerators***

14. The agency will ensure that the state lead, and supervisors and enumerators participate in the state training programme that the evaluation team proposes to lead in Maharashtra. The agency will be responsible for organizing the training, including taking care of logistics, administration etc. This training will include classroom training followed by field training of a minimum of 2 days for a total of 10 days. The evaluation team will lead the classroom training with the agency. However, the agency is expected to support in all aspects of the training. State leads, and Supervisors from the agency are expected to lead the field training for enumerators with the support of the evaluation team. The agency will lead the training of enumerators. The UMED/state SRLM evaluation team may participate in the same. The agency will translate training manuals from English to Marathi. Specific training duties which are required of the agency include but not limited to:
- translation of training materials and detailed interviewer, supervisor and data entry manuals in close collaboration with the evaluation team;
  - in-depth training of all field staff, including practice interviews, role plays and other similar exercises; and
  - field training to conduct interviews as per agreed procedures (initially by team supervisors).

### ***Data Collection Activities***

The agency will ensure that the following surveys are conducted as per the sample plan prescribed and using the tools approved:

### ***Household Survey Schedule***

15. The household survey schedule comprising multiple modules is expected to take about 180- 210 minutes per household in one to two sittings per household. However, the modules to be administered to men and women from the households can be done in different time slots to avoid respondent fatigue. It is recommended that the agency provisions for multiple sittings for completion of the household survey to avoid respondent fatigue. Information will have to be collected through interviews as well as direct observation. The list of sample households along with contact details, (address and phone number) will be supplied to the agency. Locating these households will be the responsibility of the enumerators and supervisors. The agency will be required to prepare materials for field staff including maps, names of heads of household and any

other identifying characteristics with the support of the evaluation team. Any personal identification information should be securely kept with the field team, which must inform the evaluation team in case of any loss of sensitive data.. . The respondents to be interviewed for different modules will be determined by the evaluation team. . The protocols for selecting replacement households and/or replacement respondents within the households will be provided to the agency by the evaluation team. The household survey will include but not be restricted to:

- household roster and socio-economic modules, including individual level demographic, education, labor/employment and other information;
- household economy module, including a detailed assets, occupation and employment and other productive activities, income (total and from different sources) and expenditure modules;
- household savings and debt module that includes savings, investment, access to formal and informal sources of borrowing, indebtedness and cost of debt servicing and other conditions of loans;
- household participation in SHG-module that collects information on participation in SHGs, membership history, resources, benefits and services received through SHGs, empowerment of women through participation in SHGs *etc*;
- access of household to basic services that includes information on access to water, sanitation, housing, power, ICDS, schools, mid-day meals, preventive and curative health services, pensions and other social assistance, PDS/NFS *etc*;
- household participation in PRIs and other community level collectives and organizations;
- household physical characteristics module that documents the location, type and size of housing and related facilities including road access;
- GPS/GIS information relating to each household; and
- a module administered to the women of the household measuring her empowerment through questions on agency, attitudes, decision making *etc*.

### ***Village Survey Schedule***

16. A village survey will be conducted in each sample village. The survey will be collected through key informant interviews with a group of (3-5) key informants. The informants should be people who are knowledgeable about the village. Data collected in this survey will include information on locality characteristics, services, infrastructure and access to markets, village-level public spending and program implementation. The purpose of this survey is to assess how initial conditions (general access to services and infrastructure, literacy *etc*), and links to markets and the presence of other government and non-government programs/spending influence the impact of the Mission.

### ***Cluster Level Federations Survey Schedule***

17. The CLF survey will be administered to a group of (2-3) key respondents who are members of Cluster level federation. The list of the CLFs will be provided by the evaluation team. Each CLF survey will be about 120 minutes long and must be conducted by two enumerators with appropriate skill sets to read books of records, financial transactions *etc*. The CLF survey schedule will include:

- a module on the operational details of the CLF, in which data collected will include basic background information of the CLF, details of the member VOs;
- governance structures and processes – OBs, EC and GB, registration details, transparency and accountability systems instituted; social and educational background of OBs and EC members, CLF internal group dynamics, leader selection/rotation, regularity of meetings *etc*;
- financial transactions of the CLF – own funds, funds received (CIF and VRF) and rotated among member VOs, bookkeeper and bookkeeping, audit compliance *etc*;

- details of the funds and loans given to new NRLM institutions like including new NRLM institutions likes PG, IFC
- economic activities undertaken –collective economic activities undertaken such as collective procurement, marketing and sale and production;
- external relations – CLF’s relations with PRIs, NGOs, line agencies;
- collective social activities undertaken (e.g., alcoholism, gender-based violence, child marriages etc.); and
- self-reliance and sustainability issues.
- a module on allocation to each VO by the CLF (pre and post IFC data);

### ***Village Organization Survey Schedule***

18. The Village organization survey will be administered to a group of (2-3) key respondents who are members of Village organizations. The list of the VOs will be provided by the evaluation team. Each VO survey will be about 120 minutes long and must be conducted by two enumerators with appropriate skill sets to read books of records, financial transactions etc. The list of sample VOs along with contact details, (address and phone number) will be supplied to the agency. Locating these VOs will be the responsibility of the enumerators and supervisors. The agency must be prepared to conduct repeated visits to complete the surveys in case of non-availability. The VOs can be replaced only as needed with prior approval of the evaluation team. The replacement VOs will be provided by the evaluation team. The VO survey schedule will include:

- a module on the operational details of the VO, in which data collected will include basic background information of the VO, number of SHG members in the VO, age of the VO;
- governance structures and processes – OBs, EC and GB, registration details, transparency and accountability systems instituted; social and educational background of OBs and EC members, VO internal group dynamics, leader selection/rotation, regularity of meetings etc;
- financial transactions of the VO – own funds, funds received (CIF and VRF) and rotated among member VOs, bookkeeper and bookkeeping, audit compliance etc;
- economic activities undertaken – collective economic activities undertaken such as collective procurement, marketing and sale and production;
- external relations – VOs relations with cluster federations, PRIs, NGOs, line agencies;
- collective social activities undertaken (e.g., alcoholism, gender-based violence, child marriages etc.); and
- self-reliance and sustainability issues.

### ***SHG Survey Schedule***

19. The SHG survey schedule will be administered to a group of (2-3) Office Bearers and other informed persons who are members of SHG covered in the baseline survey. The list of the SHGs will be provided by the evaluation team. Each SHG survey will be 120 minutes long and must be conducted by two enumerators with appropriate skill sets to read books of records, financial transactions etc. The list of sample SHGs along with contact details, (address and phone number) will be supplied to the agency. Locating these SHGs will be the responsibility of the enumerators and supervisors. The agency must be prepared to conduct repeated visits to complete the surveys in case of non-availability. The SHGs can be replaced only as needed with prior approval of the evaluation team. The replacement SHGs will be provided by the evaluation team. The SHG survey schedule will *inter alia* include:

- a module on basic information of SHG covering such as details of members in the SHG, their basic socio-demographic information of SHG members (age, occupation, which social group they belong to), age of the SHG, membership attrition (in the last 2 years etc.);
- a module on micro-finance activities of SHG including savings generated, inter-lending undertaken by purpose, assets and liabilities of the SHG, economic activities of the members (individual and collective) and books, bookkeeper and bookkeeping practices;

- a module on access of the SHG to RF, CIF, VRF, other livelihood funds and access to bank credit as well as use of the funds received among different members and the recovery of such funds and repayment to the banks;
- SHG loan information data for years prior to the introduction of IFC and for years after;
- a module on governance processes instituted in the SHG (internal group dynamics, leader selection, participation, regularity of meetings), and SHG links with Village Organizations as well as external organizations (GP/block office, NGOs, village leaders *etc*);
- a module on inclusion of the poor and vulnerable in SHGs, in which detailed data on social background of members, disbursement of loan funds among households belonging to different social groups and Office Bearers, percentage of funds received by poor and ultra-poor households, other information on members and leaders;
- a module on SHG level interactions assessed through participatory tools; and
- a module on collective economic activities and enterprises operated by SHG.

### ***Livelihoods Interventions Survey Schedule***

20. The survey will be administered to a group of (2-3) key respondents who are beneficiaries of livelihoods interventions in the village. Each survey will be 60-75 minutes long and must be conducted by two enumerators with appropriate skill sets. The Livelihoods survey schedule will include:

- a module on basic information of the intervention covering such as details of members, basic socio-demographic information of members (age, occupation, which social group they belong to), membership attrition (in the last 2 years *etc.*); member selling through PG/PE by year, total amount sold of different grades; total price paid to member for acquisition (by grade)
- a module on governance processes instituted in the CBOs like PG/PE/FPO (internal group dynamics, leader selection, participation, regularity of meetings), and PG links with VO/CLF as well as external organizations (GP/block office, NGOs, village leaders, other government line departments *etc*);
- Trade details of the PG/PE/FPO in terms of crops, livestock, enterprise and any other activity in which they are involved for a few years.
- Finances and funds provided through grants or loan
- Business plan prepared for a few years. Info on CBO level of selling price and total revenue in each year (income minus costs).
- Information on pricing and selling structure: does price paid to farmers vary with amount sold? Does the price they sell at to markets vary with the amount sold? Same on inputs?
- Information on the cadres who come under the activities.

### **CRP/ Community Cadres Schedule**

21. The community cadre schedule will be administered to two or three individual community cadre operating in the village such as Bank Sakhi, Pashu Sakhi, Krishi Sakhi *etc*. Each CC survey will be 45-60 minutes long. The CC survey schedule will include:

- a module on basic information of basic socio-demographic information of the community cadres (age, occupation, which social group they belong to), household and spouse's information, their decision making and other women empowerment modules
- a module on capacity of community cadres including questions on knowledge, awareness and information
- a module on their operations as well as financial performance

### ***Proposed Sample***

22. The sample proposed for the study is as follows:

<b>State</b>	<b>Maharashtra</b>
No. of Districts	26
No. of Block (@3 per district in four districts and 6 per district in the last	104
No. of villages (@12 per block )	1248
No. of Households (@6 per Village )	7488
No. of CLF (@2 per block)	208
No. of VO (@1 per village)	1248
No. of SHG (@5 per village)	6240
CRP questionnaires (@ 2 per village)	208
No. of Members Under livelihoods interventions(@5 per village of the total blocks )	6240

### ***Monitoring Data Collection in Field***

23. The agency will be responsible for monitoring to ensure that the field survey is of high quality, yielding accurate and verifiable data and conducted in accordance of the field plan approved by the SRLM for the study. The monitoring activities of the agency include:

- confirming that the locations of field work are in accordance with field plan approved by the SRLM;
- conduct of timely random quality field checks to ensure proper administration of survey and data collection;
- conduct of spot checks (visual observation) of at least one interview of each enumerator on any given day;
- revisit of supervisors to a randomly selected sample of at least 15% of the households visited by each enumerator, to double-check the data recorded in respect of key variables;
- implementation of the field protocols provided to the agency by the SRLM;
- back-end data scrutiny of all uploaded questionnaires to ensure that all information recorded is clear and consistent and, where deemed necessary, to clarify with respondents any inconsistencies in their answers with that of the enumerator; and
- deployment of a separate team of back-checkers would be required in the field to confirm the veracity and quality of data collected.

24. The agency will also be required to report field errors observed and (i) provide feedback on the instruments to the central team; and (ii) trouble shoot any data system errors that may occur during data collection.

### ***Data Entry, Management and Quality Assurance***

25. The agency will be responsible for developing a data entry program for the listing information and carrying out consistency checks and providing final dataset to the client if listing is needed. The agency will provide access to internet or other platforms through which data can be transferred

from hand-held devices to the server. The final dataset will be provided in SPSS, STATA and ASCII formats. The agency is required to provide copies of the datasets and data entry error reports/logs that show the frequency of discrepancies noted and actions taken to rectify to the NRLM team and the evaluation team. The agency will scrutinize all errors and inconsistencies detected during data entry and consistency programs by revisiting households if major errors are detected. With CAPI-based data collection, real time data will be provided to the NRLM team. Before submitting the data to the NRLM team, supervisors will have to ensure quality of all questionnaires using methods described in point 23. Should the NRLM team notice more than 5% errors in data entry, the agency must be prepared to make corrections. For this, the agency will be required to hire the services of data entry operators.

26. The evaluation team will verify a 5% random sample of households against the data entered through spot checks and back checks. In cases of errors found, there will be penalties deducted from the final tranche payment in accordance with the severity of errors. SRLM has the right to cancel the contract and make no further payments or request the work to be done again (including the field work) without any additional costs.
27. The agency will provide the raw as well as final clean copies of the datasets along with a complete codebook to the NRLM team within two week of completion of field work. The agency will maintain log books and documentation of field work which would be submitted at the completion of the survey. The agency is expected to develop electronic templates for regular sharing of the progress, household visit logs and other field documentation. The SRLM retains the right to the full quantitative and qualitative data, with complete access to all names, addresses, and listing and survey data for individuals, households, SHGs and VOs surveyed through this exercise. The agency must be available to respond to queries after the submission of the datasets.

### **Key Deliverables and Timeline**

28. The agency is expected to deliver the following outputs for the study mentioned:
  - An Inception Report, containing the overall approach and methodology for carrying out the survey, a detailed plan of work, field work plan, outputs and staff assignments with levels of effort by task and sub-task;
  - Translated draft questionnaires in Marathi;
  - CAPI-based questionnaires, reports from piloting testing of questionnaires with comments and recommendations for changes, finalized CAPI-questionnaires in English for Marathi;
  - Electronic versions of the survey data as it is being collected on a continuous basis;
  - All soft and any hard copies of final questionnaires in English and Marathi for PG and IFC study;
  - Training manuals for field staff and supervisors in in English and Marathi for PG and IFC study;
  - All back-check questionnaires, household tracking reports, fieldwork logs and documentation;
  - Complete datasets (with proper labels for all variables) in STATA or ASCII format with a clear report on how data were cleaned<sup>2</sup> and a codebook; and
  - A draft final completion report of the survey to be submitted to the NRLM team. This report should include the dates for field visits for each village, supervision checks, problems encountered and methods of resolution.
29. The duration of the contract will be about six months with a spillover of one month to account for unforeseen events. Preliminary work for the survey—including the development of electronic tools for data collection, training manuals—is expected to begin immediately upon contract award, expected in the first week of First week of July 2024.

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<sup>2</sup> The data must be checked and processed for inconsistencies within and across sections, outliers, data entry errors etc.

S. No.	Key Activity/ Deliverable	Details	Weeks from Date of Contr
1.	Inception Report/ Work Plan by the Mission	Submission of Inception report with the detailed work plan using a Gantt chart for all key activities indicating responsibility and timeline, details of the core team and field teams being deployed, travel and logistic arrangements made etc.	1
2.	Report on Field team mobilisation, Preparation and testing of CAPI Modules	<ul style="list-style-type: none"> <li>Confirmation of recruitment of full contingent of field team. State wise field team details and women enumerators to be provided;</li> <li>Preparation and testing of CAPI modules</li> <li>Translation of CAPI questionnaires into in English and Marathi for PG and IFC study</li> <li>CAPI User Manual</li> <li>Guidance note on survey implementation, implementation plan.</li> <li>Detailed survey implementation plan including movement and field procedure plan for field teams.</li> </ul>	2
3.	Report on Training of Field staff	<ul style="list-style-type: none"> <li>Report on training of field teams, training modules used, field manuals and implementation orientation and field training and post-training evaluation of field teams.</li> <li>Training manuals in English and Marathi for PG and IFC study for field staff and supervisors provided</li> <li>Scanned and hard copies of paper pilots conducted of the questionnaires</li> </ul>	3
4.	Report on Field Pilot Testing and data storage facilities	<ul style="list-style-type: none"> <li>Report on process and results of pilot testing of all instruments and tools and the revisions made to them.</li> <li>Submission of data tables generated based on the field pilot testing</li> <li>Final survey tools/ customised Software application</li> <li>Arrangements for data storage, data transmission, data backup policy, data security, real time data sharing with client etc.,</li> </ul>	4
5.	Field Survey Stage – Monthly Progress Reports	<ul style="list-style-type: none"> <li>Commencement of field survey</li> <li>Brief monthly progress reports on progress of field work indicating coverage of district level households and community institutions with sample state wise details and sharing of data with the client.</li> <li>Conduct of survey in the approved locations as per the guidelines</li> <li>Conduct of random checks as per the guidelines</li> <li>Sending of reports on field survey at agreed intervals</li> </ul>	6,13
6.	Submission of cleaned data set	<ul style="list-style-type: none"> <li>Report on completion of field work as per the sample plan approved.</li> <li>Submission of clean data set in an electronic form in the format agreed with the client</li> </ul>	15
8.	Submission of Final Survey Report	<ul style="list-style-type: none"> <li>Submission of final survey completion report</li> </ul>	25

### **Institutional Arrangements**

30. The agency will work under the overall supervision of the central NRLM team and the evaluation team.

#### ***Team Composition***

31. The agency will be required to deploy the following professional staff:

#### ***Key Staff***

32. The agency must provide a minimum of:

- **One Full-time Project Manager:** Post graduate degree in economics/ rural management/ business management/ finance/engineering with minimum of 10 years of experience in handling large scale socio-economic household surveys such as the National Sample Survey (NSS), Rural Economic Development Survey (REDS), National Family Health Survey (NFHS) and other similar large scale surveys for the GoI, state governments or multilateral agencies and work experience.

- **Two Full-time Field Managers:** Post-Graduate degree in Economics/ Statistics/ Econometrics/Rural Management or other social sciences with a minimum experience of 8 years in working with large household level surveys such as the National Sample Survey (NSS), Rural Economic Development Survey (REDS), National Family Health Survey (NFHS) and such other large scale surveys for the GoI, state governments or multilateral agencies. Experience of working with other surveys where data is entered concurrently with the interview/data collection process preferred.
- **One Full-time Data Manager:** Post-Graduate Degree in Computer Applications or Computer Science or B.Tech in Computer Science or related fields with experience in developing applications using existing sophisticated data entry software (such as CPro, Blaise, ODK) and managing large database construction and quality control with a minimum of 5 years experience.

### *Field Team*

33. Each field survey team should comprise a minimum of four enumerators and should be headed by one supervisor. Each household questionnaire comprising several modules is expected to take 180-210 minutes for completion (with some time gap between modules). Each household interview will be conducted by two enumerators, one male and one female. It is expected that one team (of 4) completes 8 household interviews per day. The entire sample needs to be covered in 50 days. The agency is required to hire personnel accordingly with a buffer of 25%. The survey will be conducted in all states simultaneously.

### *Supervisors*

34. Each team will need to have one supervisor to oversee the survey work of four enumerators. The field supervisors will travel with their teams and be responsible for day-to-day supervision and logistics, including contacting community leaders in selected enumeration areas and arranging appointments with respondent households. The field supervisor will also perform quality controls on the information collected by his/her team by randomly attending some interviews, re-interviewing 15% of households on specific modules or overall questionnaires and reviewing questionnaires. The field supervisor will be responsible for organizing, tracking of the daily supply of completed questionnaires and submission of the data. Each field supervisor will be responsible for completing the village questionnaire, SHG questionnaires and village organization questionnaire. Field supervisors should have experience in conducting or managing household surveys. The preferred educational requirement for field supervisors is a university degree. Basic ability to communicate in English would be preferred. Knowledge of Marathi is essential. In addition to supervision activities, field supervisors will participate in the pilot test. Field supervisors will also need to participate in all of the training. The agency should also recruit and train at least **twenty-five** percent more supervisors than needed. The agency must ensure that attrition of supervisors is less than **five** percent during the entire course of field survey.

### *Enumerators/ Interviewers*

35. The minimum educational requirement for a household interviewer is a university degree (i.e., 5 years of study after high school). As some knowledge of separate dialects may be required in remote areas, it is advised that the agency recruits interviewers living in such areas. This is not a mandatory requirement and is left to the discretion of the agency. The agency shall also recruit and train at least **thirty** percent more interviewers than required to ensure that suitable replacements are available for the team members leaving during field work or those who do not demonstrate sufficient proficiency following training. The agency is required to provide **at least 40% female**

enumerators for the training. The agency must ensure that attrition of enumerators is less than **ten** percent during the entire survey.

### ***Back-Checkers***

36. Once data collection from a village is complete and CAPI questionnaires provided, the village would need to be revisited by one back-checker. The back-checker will be responsible for verifying the data submitted by ensuring that interviews were conducted according to protocol, the correct households were interviewed, field some modules of the questionnaires and match responses to check for fraudulent or erroneous data. This will be done for 5% of the sample. Back-checkers should have experience in conducting or managing household surveys. The preferred education requirement for field supervisors is a university degree. Basic ability to communicate in English would be preferred. Knowledge of Marathi is essential. In addition to back-checking activities, they will participate in the pilot test. Back-checkers will also need to participate in the training. The agency shall also recruit and train at least **twenty** percent more back-checkers than required to provide for replacement due to attrition. The agency must ensure that attrition of supervisors is less than **five** percent during the entire survey.

### ***Equipment and Logistics***

37. The agency will provide the requisite number of hand-held devices and other tools to facilitate digital data collection in the selected states by survey teams. The SRLM will bear no responsibility for the payment, storage and field level deployment and use of hand-held devices. Following is a suggested list of equipment to be provided and logistic arrangements to be made during the contract duration:

- **Field Supplies:** The agency will provide all supplies required for field staff.
- **Office Equipment:** The agency will secure the necessary office and computer equipment for survey management and an adequate number of CAPI devices. Sample copies of printed questionnaire in English and Marathi and training manual will be provided to each supervisor and enumerators.
- **Maintenance:** The agency will take steps to ensuring that all equipment and vehicles are properly maintained and can be quickly serviced so as to remain operable.
- **Authorizations:** The agency will secure all required authorizations and clearances necessary to perform the data collection in a timely fashion from different SRLMs with the support of SRLM.
- **Transportation, lodging and boarding:** The agency will make appropriate transportation, lodging and boarding arrangements to conduct fieldwork. Sufficient transportation to ensure that the fieldwork is carried out smoothly will be needed. Evidence that supervisors will be able to travel to observe interviews, provide support to their team members, as well as evidence that interviewers have the transportation needed to reach their households will be required.

### **Future Use of Data**

38. All information collected both print and electronic as well as the software application designed specifically for this project, in whatever format, will be the property of the SRLM. The agency is not permitted to use the data for any other purpose, nor is it permitted to license the data to be used by others.

<b>Tasks</b>	<b>Impact Evaluation</b>	<b>Duration From date of signing contract</b>	<b>Payments</b>
1	Inception Report and Detailed workplan elaborating the timeline of activities for the evaluation & evaluation framework	2 weeks	<b>20%</b>
2	<ul style="list-style-type: none"> <li>• Desk Review Report and study design</li> <li>• Sampling plan approved by MSRLM</li> </ul>	4 weeks	
3	<ul style="list-style-type: none"> <li>• Survey modules/tools</li> <li>• Pre-Testing of Survey Modules</li> </ul>	8 weeks	<b>10%</b>
4	<ul style="list-style-type: none"> <li>• Training material and field manuals</li> <li>• Training of team (Field Procedure manual, rosters related to field team)</li> </ul>	10 weeks	
5	<p>Conduct of Field Work and Timely Progress Reports on the Field testing and validation, and data transfer to the Evaluation team</p> <ul style="list-style-type: none"> <li>• Two Progress Reports on Field Work and Data Collection (16<sup>th</sup> Week and 21<sup>st</sup> Week)</li> <li>• Final Impact Evaluation Datasets</li> </ul>	21 weeks	<b>30%</b>
6	Completed draft impact evaluation report	24 weeks	<b>20%</b>
7	Submission and Presentation of final Impact Evaluation Report	26 weeks	<b>20%</b>

**Covering Letter  
(On Consulting firm's letter head)**

Date -----

To  
Chief Executive Officer,  
Maharashtra State Rural Livelihoods Mission (MSRLM)  
5th floor, CIDCO Bhavan, South wing,  
CBD Belapur, Navi Mumbai,  
Maharashtra- 400614

**Subject:** Submission of Expression of interest for selection of consulting firm for Impact Evaluation of MSRLM.

**Reference No:** MSRLM/SMMU/MIS/IE/ /2024-25 dated .....

Dear Sir/Madam,

We, the undersigned, {enter name of firm} (hereinafter referred to as “the consultant”) reviewed and fully understood all the information provided in Request for Expression of Interest (REOI) dated (insert date) for {insert title of assignment}. The undersigned hereby submit expression of interest for the {insert title of assignment} in accordance with the above referred REOI.

***(If the Firm is a joint venture / consortium / sub-contracting, insert the following)***

We, the undersigned {enter name of joint venture / consortium / sub-contracting firms} (hereinafter referred to as “the consultant”) declare {enter name of lead firm} as the lead partner/ firm of {Insert a full name and the legal address of all members of joint venture / consortium}. We have attached a copy of the agreement duly signed by all the members of the joint venture / consortium firms and are jointly and severally liable members of the said joint venture / consortium. We reviewed and fully understood all the information provided in Request for Expression of Interest (REOI) dated (insert date) for {insert title of assignment}. The undersigned hereby submit expresses of interest for the {insert title of assignment} in accordance with the above referred REOI.

The following documents as per the requirements of EOI are enclosed for your consideration.

Sr. No.	Document	Page No.
1	Firm registration certificate	
2	Joint Venture / consortium agreement (if EOI submitted in Joint Venture / consortium )	
3	Consultant's Company/Firm Profile (if EOI submitted in Joint Venture / consortium then submit for both the firm)	
4	Turnover certificate issued by Chartered Accountant firm / Audited Balance sheet	
5	Details of experience of the firms along with the relevant documents	

6	Self-declaration about Key Professionals available with the firms	
7	other MISC documents	

Yours sincerely,

Authorized Signature: \_\_\_\_\_

**Name and Title of Signatory:**

**Stamp:**

**Name of Firm:**

**Address:**

**Contact Information:**

*[For a joint venture / consortium either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]*

**Consultant's Company/Firm Profile:**

- 1. Organizational:** Provide a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.

Brief Data Sheet of Consulting firm		
Sl. No.	Particulars	To be filled up by consulting firm
1	Name of Firm	
2	Postal Address	
3	Telephone: Mobile / Fax/ E-mail Website	
4	Year of Incorporation	
5	Legal Status (for profit company; not for profit company; registered trust; registered trust; others (specify))	
6	Name of the Contact person	
	Designation	
	Email id	
	Mobile	
	Land line	
7	GST Registration No.	
8	PAN No. /TAN No.	

- 2. Financial:** Provide previous three financial years turnover of the firm on the basis of the audited accounts of the previous three financial years as follows.

Particulars	Amount in Lakh (INR)
Turnover 2021-22	
Turnover 2022-23	
Turnover 2023-24	
<b>Average Annual Turnover</b>	

*Note: In case of joint venture/consortium, this form should be submitted for both the firms*

**TURNOVER CERTIFICATE ISSUED BY CHARTERED ACCOUNTANT FIRM****(on CA's letter head)****TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. (name of firm) is having registered office at (detailed office address). The turnover of the (name of firm) for the three financial year based on the audited financial Statement is as under.

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>
1	FY 2021-22	
2	FY 2022-23	
3	FY 2023-24	
	Average Turnover	

The above information/figures are true and authentic to the best of my knowledge and belief. I/we am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of EOI/ RFP or at any stage, besides liabilities towards prosecution under appropriate law.

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

Email id:

UDIN:

Note:

Copies of audited balance sheet and profit & loss account for the above financial years need not be submitted at this stage. Project may ask to submit it any time for confirmation. If firm fails to submit required documents within the specified time, in such case said bid shall be rejected.

*Note: In case of joint venture/consortium, this form should be submitted for lead firm*

**EXPERIENCE OF THE FIRM**  
*(Please provide details related to the clause 8b of REOI)*

Sr. No	Year	Name and Address of Client	Type of client Govt. / PSU /Autonomous Bodies	Assignment completed individually or in Joint Venture?	Brief about the scope of assignment	Total Cost of Assignment in Cr.	Assignment Start Date	Assignment End Date	Supporting Document page No.
1									
2									
3									
4									
5									
n									

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Seal of the Firm

*Note: It is mandatory to submit LOI/LOA/ contract document etc. **along with** the Completion certificate issued by client*

*Note: In case of joint venture/consortium, this form should be submitted separately for both the firms*

**Details of professionals on firm's roll**

<b>Sr. No.</b>	<b>*Name of Firm</b>	<b>Name of professionals / Experts</b>	<b>Education Qualification</b>	<b>Area of Experience (Domain / Sector)</b>	<b>No of Years' Experience in the domain/sector</b>

*Please do not submit CVs*

Name and Signature of agency's Authorized representative

Date & place:

Seal of agency

*\* Specify name of joint venture/consortium firm if submitted jointly*

**FORMAT OF SELF DECLARATION WITH REGARD TO BLACKLISTING/ NON- DEBARMENT,**  
**BY ORGANISATION**  
**(To be submitted on the Firm's Letter Head)**

Date: *[insert date]*

Tender Ref No.: *[insert number]*

To: *[insert complete name of Purchaser]*

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by the World Bank Group, any Government department /Public Sector Undertaking / Autonomous Bodies for which we have Executed/ Undertaken the consultancy assignment during the last 3 years from the date of submission of EOI.

Name and Signature of agency's Authorized Representative

Date & place:

Seal of agency

*Note: In case of joint venture/consortium, this form should be submitted for both the firms*