REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES– FIRM SELECTION)

Selection of Consultancy Services for Process Monitoring and Impact Evaluation of MSRLM

Tender Ref No.: MSRLM/SMMU/MIS/PMIE/17/2023-24
eTender ID: 2024_MSRLM_994674_1

Date: 1st February 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
Process Monitoring and Impact Evaluation of MSRLM

1. Deen Dayal Antoyodaya 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 Process Monitoring
   Following interventions are supposed to be monitored over the period of 2 years.

a. Village Organizations-*Overall working, Financial Aspects, Financial transactions, Committees and their functioning, Internal and Statutory audits, Meetings, SHG Gradation, Income generation ,Financial management, Rotation of Office bearers etc.*

b. Model CLF- *Overall working, Financial Aspects, Financial transactions, Committees and their functioning, Internal and Statutory audits, Meetings, SHG Gradation, Income generation ,Financial management, Rotation of Office bearers etc.*

c. Producer groups- *Governance, Financial management, Repayment, Business plans, Profit management etc.*

d. Integrated Farming Clusters-*Governance, Selection of the families, LSC Management, Services, Fund management, Convergence.*

e. Custom Hiring Centers- *Procurement, Ownership, Renting, Books of records, Recovery, maintenance.*

1. To understand how project inputs result in project outputs and identify issues critical to such conversion;

2. To identify deviations in implementation against the actual plan of implementation at community and programme management levels of MSRLM;

3. To provide pertinent recommendations for refining the unfolding processes and implementation of MSRLM at community and programme management levels;

4. To provide information necessary to the management to increase the effectiveness of the project;

a. inclusiveness;
b. internal and external functioning of the Community Institutions;
c. identification, financing and implementation of livelihood activities;
d. Convergence efforts made and succeeded etc.

5. To identify and document best practices for replication;

For Impact Evaluation

1. To assess the relevance of the objectives and the approach of MSRLM
2. To evaluate the effectiveness and efficiency of MSRLM in delivering key results
3. To understand the extent to which sustainability considerations have been built in the programme interventions and understanding the causal impact of the program.
4. To find out the impact in the context of desired intermediate results/results, outcomes under each of the intervention
5. Identifying any unintended consequences, and providing evidence for informed decision-making and policy improvement.

   To assess the extent to which M&E mechanism contribute in meeting project results

   (Impact of the Livelihoods interventions, Bank Linkage, Capacity building, Financial Inclusion, HR Practices, Social inclusion and Institution building initiatives, on community special focus on ST/SC/Minority and PWD)

3. **Estimated Level of Efforts (Staff Months):** 504+36=540 Months
4. **Implementation Period:** 24+6=30 Months
5. **Expected Start date of Assignment:** 01-04-2024
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 5 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)*

3) The agency must have experience of working with NRLM/SRLM programmes with at least one State Rural Livelihood Mission Programme in the area of Monitoring Evaluation/Process Monitoring during last five years as on date submission of EOI. *(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 2 professionals in Social sector, 1 in finance sector and 1 in rural 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. 3.00 Cr. from consulting services in the last 3 financial years (i.e. FY 2020-21, FY 2021-22 and FY 2022-23).*(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	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 : 01/02/2024
3	Last date & Time for sending requests for clarifications	Date : 08/02/2024 Time: 10.30 hrs
4	Last Date & time for downloading the EOI document	Date : 15/02/2024 Time: 15.00 hrs
5	Date, Time and place of Pre- Bid meeting	Date : 08/02/2024 Time: 12.30 hrs Address: Maharashtra State Rural Livelihoods Mission (MSRLM) 5th floor, CIDCO Bhavan, Southwing, CBD Belapur, Navi Mumbai, Maharashtra – 400614, Phone:(+91) 022-27562554/52
6	Last Date (deadline) & Time for submission of bids	Date : 15/02/2024 Time: 15.00 hrs
7	Date and Time for Opening of Technical Bids	Date : 16/02/2024 Time: 15.00 hrs
9	Contact Details	1. State Mission Manager – SO 2. Deputy Director – Convergence 3. Mission Manager- Procurement Phone : 022-27562552/54 Email : mis@umed.in ; procurement@umed.in
10	Estimated Value	Rs. 2,35,00,000/-

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 Livrlihoods Mission
5th Floor, CIDCO Bhavan-Southwing, CBD Belapur, Navi Mumbai 400614.
Website: www.umed.in , Phone: 022-27562552/54

Draft Terms of Reference[1]
FOR HIRING SERVICE PROVIDER FOR
Process Monitoring

Reference No.: MSRLM/SMMU/MIS/PMIE/21/2023-24

1. Background

Deen Dayal Antoyodaya 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.

MSRLM aims at improving the livelihoods of the rural poor through mobilization of poor women into self-managed and self-sustained Community based Organizations (SHGs, VOs and CLFs, Producer Groups). MSRLM has been working with communities for achieving the key results in the areas of Social Inclusion, Financial inclusion, Economic Inclusion and Social Security. MSRLM has worked in a partnership mode with several partners to leverage the institutional expertise of organizations who have promoted institutions of the poor women to get their full potential to achieve saturation in coverage and meet the desired key results.

MSRLM seeks to commission process monitoring for a period of 2 year by an external agency. It is proposed to procure the services of agency experienced in monitoring and evaluation studies to process monitoring in 15 districts where the programme is being currently implemented in intensive manner. The services of the agency will be contracted as per the procurement guidelines of NRLM. The contracted agency will undertake the assignment under the overall supervision of the CEO of MSRLM or his/her nominee officers.

2. Purpose and Objectives of Assignment

The mandate of the Mission is to cover over 71 lakh rural poor households, across 34 districts, 351 blocks, 28000 Plus Gram Panchayats and 40,000+ villages in the State through self- managed Self-Help Groups and their federations and support them for livelihoods over a period of eight to ten years. Purpose and objective of the Assignment Started in 2011, MSRLM has already made significant progress and has created impact by working with more than 60,00,000 households and federating over 6.11 Lakh SHGs, 30854 Village Organizations, and 1788 Cluster Level Federations. Besides this process of social mobilization and institution building MSRLM has undertaken livelihood interventions through sustainable agriculture, goat rearing, floriculture, vegetable cultivation, backyard poultry, fishery, non-farm and marketing interventions linking nearly 48,00,000 households. MSRLM also has at the outset of the programme defined processes that would help different interventions and programme activities to be undertaken in order to achieve its objectives and the goal. However, MSRLM is implementing a community driven programme and hence there is a need for responsive and adaptive monitoring system as community level development processes do not necessarily conform to pre-set rules, deadlines, targets or blue print approaches. Thus, process

[1] The draft ToR is indicative and should be finalized at the stage of RFP

monitoring becomes an important corner-stone of any monitoring and evaluation framework at MSRLM that aims to sustainably alleviate poverty of at least 45 Lakh people, currently living below the poverty line in rural areas of Maharashtra and stay engaged with them till they come out of poverty. MSRLM perceives process monitoring as the regular analyses of which programme and community level actions and change elements are working or not working as well as the causality of the same. These analyses need to be done against the 'normative processes2' defined for MSRLM. However, internal process monitoring may be influenced by biases resulting in it being sub-optimal hence there is a need for 'neutral' external organization to also undertake process monitoring. Along with the process monitoring, the progress of the MSRLM since 2011 also at this stage makes it relevant to undertake various thematic studies to understand the programme direction and the intermediate results it has been creating.

The overall objective through this assignment is to seek monitoring and evaluation services that shall entail process monitoring, thematic studies and consulting towards strengthening of internal M&E system. The detailed objectives under each task are as mentioned below.

Task 1

Process Monitoring: Process monitoring should be carried over 2 years in 26 districts where MSRLM intervention is done in intensive manner. The process monitoring will be carried in 26 districts each year covering 50% of the blocks in these districts over the 2 years assignment period.

Objectives

Following interventions are supposed to be monitored over the period of 2 years.

f. Village Organizations-*Overall working, Financial Aspects, Financial transactions, Committees and their functioning, Internal and Statutory audits, Meetings, SHG Gradation, Income generation ,Financial management, Rotation of Office bearers etc.*

g. Model CLF- *Overall working, Financial Aspects, Financial transactions, Committees and their functioning, Internal and Statutory audits, Meetings, SHG Gradation, Income generation ,Financial management, Rotation of Office bearers etc.*

h. Producer groups- *Governance, Financial management, Repayment, Business plans, Profit management etc.*

i. Integrated Farming Clusters-*Governance, Selection of the families, LSC Management, Services, Fund management, Convergence.*

j. Custom Hiring Centers- *Procurement, Ownership, Renting, Books of records, Recovery, maintenance.*

6. To understand how project inputs result in project outputs and identify issues critical to such conversion;

7. To identify deviations in implementation against the actual plan of implementation at community and programme management levels of MSRLM;

8. To provide pertinent recommendations for refining the unfolding processes and implementation of MSRLM at community and programme management levels;

9. To provide information necessary to the management to increase the effectiveness of the project;

a. inclusiveness;
b. internal and external functioning of the Community Institutions;
c. identification, financing and implementation of livelihood activities;

[2] Normative processes are those processes which a programme defines at the outset as the intended nature, sequencing, frequency, and coverage of the processes the programme would undertake in order to achieve its objectives and the goal.

d. Convergence efforts made and succeeded etc.

10. To identify and document best practices for replication;

Task 2

Thematic Studies: The thematic studies will be carried out to study and analyze the processes adopted under each thematic intervention (e.g. Financial Inclusion, Convergence, Special Livelihood Interventions or pilot programmes, Community Institutions like VO, Model CLF, PG, IFC, and CHC etc.) and the status of desired outputs. It is aimed at sharing of learnings and making appropriate changes in the plan of interventions as per the findings and also to incorporate the best practices already being implemented in other state rural livelihood mission programmes in India.

Objectives

1. To undertake thematic wise studies and assess whether the activities are carried out as planned, challenges faced, outputs achieved and make recommendations for course correction
2. To draw out relevant learning for MSRLM from the various approaches and methods used for implementation of rural livelihood enhancement programmes in India
3. To track the pilot interventions and present findings/learnings towards strengthening and scaling up of the interventions
4. To test & suggest the Guidelines /Policies developed by MSRLM and make appropriate recommendations to the thematic heads for implementation.

Task 3

Strengthening of Internal M&E systems of MSRLM: The task entails working with the internal Monitoring and Evaluation department of MSRLM to design a comprehensive monitoring and evaluation plan, assist in enhancing the existing MIS tools for programme monitoring; helping it transition from external process monitoring to internal process monitoring.

Objectives

1. To develop a comprehensive overarching and detailed monitoring strategy and roadmap for the internal M&E department of MSRLM
2. To provide project management expertise for the M&E Department
3. To review existing MIS and make appropriate recommendations towards upgrading the MIS tools for effective programme monitoring and implementing the M&E framework
4. To support in transitioning from external organization led to MSRLM led internal process monitoring with proper handover and exit strategy for the process monitoring agency.

3. <u>Scope of Work:</u> The survey agency will be responsible for the following tasks:

- Designing an appropriate survey methodology, including sampling strategy and data collection tools.
- Conducting both quantitative and qualitative data collection, ensuring accuracy and reliability.
- Analyzing the collected data and presenting the findings in a comprehensive report.
- Providing actionable recommendations based on the survey results.

4. <u>Methodology, Design and Sample Selection</u>

Tasks	Sampling Design/Methodology
Task 1: Process Monitoring	The agency is expected to conduct process monitoring across 75% of the blocks in 26 districts over a period of 2 years. In each quarter the finding are to be shared with state and district offices. There will be no sampling at state and district level, but care must be taken while designing the sampling frame, that a certain percentage of villages/CBOs are covered repeatedly for measuring the changes over

Tasks	Sampling Design/Methodology
	a period of time. The sampling may be distributed each quarter such that sample representation of project blocks is covered during course of process monitoring and further comparison of old versus new blocks could also be undertaken. The indicators of process monitoring will be decided in consultation with MSRLM. Each year the agency will conduct process monitoring in selected sample villages in each quarter. Overall there will be 7 rounds of process monitoring with quarterly block/ and state level sharing of learnings. The external agency is expected to provide evidence-based observations to MSRLM, based on a systematic study. For each round, the agency will systematically observe, document and present key findings in the form of a standard report as prescribed by MSRLM. At the end of each year, the agency will also conduct an annual workshop towards sharing of cumulative findings/learnings from
Task 2: Thematic Studies	The thematic studies will have to be conducted along with the regular round of process monitoring as envisaged under each quarter in consultation with thematic heads of MSRLM. The approach to thematic studies should use a mix of quantitative and qualitative methods and present the findings in a standard report. The presentation related to thematic studies for the respective quarter should be carried out along with the regular process monitoring presentation at the state level (MSRLM).
Task 3: Strengthening of Internal M&E Systems	No sampling is envisaged under this task. However, the agency as part of process monitoring is expected to study the internal M&E systems and its status at district and block level. Further, it shall work with the state M&E team to determine the overall effectiveness and efficiency of internal M&E systems. Based on the learnings a detailed monitoring strategy and roadmap should be presented to MSRLM. This shall include MSRLM - M&E Framework document, Protocol Document for Process Monitoring, Revised MIS tools with suggested enhancements to MIS and data collection methods, envisaged outputs for monitoring from MIS. The agency shall conduct a state level workshop after the approval of M&E framework and roadmap with the state and district level M&E team members.

5. Deliverables and Timeline

The agency is expected to deliver key outputs presented in the below table under each task.

Sr.No.	Duration	Deliverables	Payment
1	1-4 Week	Inception work with a detailed work plan of 2 years	10%
2	3-6 Weeks	Scoping Note with shortlisted key processes of Process Monitoring	
3	4-8 Weeks	Note on review of process monitoring approach & methods	
4	3-8 Weeks	Process monitoring framework	
5	1st Eight weeks of each Qtr.	Rounds of Process Monitoring (1 round/Qtr) to be decided with mutual agreement with MSRLM(may change with field situation)	15%
6	Last 2 weeks of each Qtr for the duration of the contract	Presentation of the finding, Learning, and recommendations after each round of Process monitoring (@ BMMU/DMMU/SMMU)	
7	2nd week after	Report of each round of process monitoring with the	

	completion of each Qtr	list of identified process monitors.	
8	2nd week after completion of each Qtr	2 case studies per block per round and a list of case studies of process monitoring for written, AV documentation.	
9	7th week	1st round of Process Monitoring as per point 5/6/7/8	
10	20th week	2nd round of Process Monitoring as per point 5/6/7/8	15%
11	By the completion of 2nd round	Protocol document for Process Monitoring	10%
12	33rd week	3rd round of Process Monitoring as per point 5/6/7/8	15%
13	46th week	4th round of Process Monitoring as per point 5/6/7/8	15%
14	By the completion of 4th round	Resource Guide for Process monitoring in Marathi & English language.	10%
15	48th week	Submission of the draft of the YEAR 1 Annual report.	
16	50th week	Workshop @ state level for sharing of learning from process monitoring, identification and farming of community monitors, etc.	10%

<u>Indicative Timeline for the assignment</u>

Indicative timeline towards deliverables for the tasks under this assignment is as given below.

Sr. No.	Tasks	Year 1											
		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
		M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M1 0	M1 1	M1 2
Task 1	Process Monitoring												
Task 2	Thematic Studies												
Task 3	Strengthening of Internal M&E Systems												

Sr. No.	Tasks	Year 2											
		Quarter 5			Quarter 6			Quarter 7			Quarter 8		
		M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1	Process Monitoring												
Task 2	Thematic Studies												
Task	Strengthening of Internal												

3	M&E Systems												

11. Team Composition

The Agency is expected to comprise of a multi-disciplinary team with extensive expertise in conducting M&E in large-scale government and development partner funded programs. MSRLM expects shortlisted agencies having sound understanding of the state and regional-local contexts, expertise in socio-eco-political as well as legal and programme management processes. In line with this the shortlisted agencies need to propose a team that is able to effectively fulfill the expectations of this assignment. While there might be some overlap in the teams responsible for the different tasks, in the proposal the Agency should clearly distinguish which persons will be assigned to which tasks. This team will be available for the entire duration of the contract period and is expected to consist of the following individuals:

S. No.	Key Positions	Profile Required	Expected Competencies
Core Staff			
1.	Part time - Technical Advisor (1 person)	S/he should have PG in management/ finance/ business/ engineering/social sciences at least 8-10 years of experience in Monitoring and Capacity Building /Management of which at least 5 years of field work experience. Specific experience in monitoring and evaluation of social development projects and process monitoring for at least for 2-3 years is must.	• Sound contextual understanding of Maharashtra • Designing MEL framework • Designing process monitoring framework • Anchoring process monitoring for large scale rural livelihood enhancement and micro-finance programmes. • Strong analytical experience of social change processes
2.	Full time - Team leader (1 person)	S/he should have PG in social sciences/ Rural Development/ community development/ Social work/ Economics, Statistics with at least 7 years of relevant experience in **Process Monitoring/Monitoring and Evaluation/**capacity building /social mobilization. Fieldwork experience for at least 3-5 years in social/community development projects is a must. S/he should be well conversant with the methodology of community development and participatory research/resource analysis and livelihood issues with good analytical skills.	• Sound contextual understanding of Maharashtra • Verbal and written fluency in English language is necessary. Candidates with Marathi language will be preferred. • Designing MEL framework • Designing process monitoring framework • Anchoring process monitoring for large scale rural livelihood enhancement and micro-finance programmes • Strong analytical experience of social change processes • Sound understanding of community development processes

S. No.	Key Positions	Profile Required	Expected Competencies
			• Leading of multi-location and multi-skill teams for MEL • Data analysis and presentation • Development of briefing notes, precise reports and case studies
3.	Full time – Analyst/Research manager (1 person)	S/he should have PG in social sciences/population sciences or allied fields in development studies/rural with 5 years of experience. Good knowledge in latest computer applications, web applications and knowledge of Research tools such as but not limited to SPSS/STATA and Atlas-ti will be preferred. Should be able to analyze and interpret qualitative and quantitative data in conjunction with MIS data.	• Sound understanding of data management software and programmes • Well-versed with Marathi and English languages • Data collection-entry-collation-analysis and presentation • Development of precise data-analysis based reports
Key Field Staff			
4.	Research Officer /Fieldwork Supervisors (2 person)	The preferred education requirement for Field team coordinator is PG in social sciences/ Rural Development/ community development/ Social work/ sociology, Natural Resource Management, Rural Development etc with 4 years of relevant experience in field level research and managing teams of data collection.	• Sound contextual understanding of Maharashtra • Well-versed with Marathi and English languages • Sound understanding of monitoring especially process monitoring for rural livelihood enhancement and micro-finance programmes • Sound understanding of community development processes • Leading of teams for MEL • Data analysis and presentation • Developing case studies.
5.	Field Team members (16 persons) For Process Monitoring and Thematic	Graduate in social sciences/Social work or any relevant Subjects like sociology, Natural Resource Management, Rural Development etc. With at least 3-4 years of experience in social sector and 2-3 years of conducting field studies. Are well conversant with the local dialect.	• Sound contextual understanding of Maharashtra • Well-versed with Marathi language • Sound understanding of monitoring especially process monitoring for rural livelihood enhancement and micro-finance

S. No.	Key Positions	Profile Required	Expected Competencies
	Studies		programmes • Sound understanding of community development processes • Data collection-entry-collation-analysis and presentation • Developing case studies

12. <u>Ownership of Data</u>

MSRLM will remain the owner of all the data collected under this assignment output. The agency/agency team members or consultants will have no right of claim to the assignment or its output once completed. Any data, analysis, reports, research reports, process documents produced as a part of this assignment shall be deemed to be the property of MSRLM and the agency/consultant will not have any claims and will not use or reproduce the contents of the above documents without the permission of MSRLM.

<u>Support to be provided by MSRLM</u>

MSRLM would supervise the assignment and facilitate the interaction and exchange of information between the Consultant Agency and MSRLM. All relevant mission documentation will also be made available to the Consultancy firm.

<u>Composition of Review Committee to monitor performance of the agency</u>

MSRLM will keep track on the deliverables of the assignments, take actions for the speedy settlement of the issues raised by selected agency and timely follow up. A committee would be setup under Chief Executive Officer, MSRLM towards achieving this.

Annexure: List of Districts and Blocks covered under Intensive Approach by MSRLM

Sr. No.	District	Block
1	Beed	Ashti
2	Beed	Beed
3	Beed	Dharur
4	Beed	Georai
5	Beed	Kaij
6	Beed	Majalgaon
7	Beed	Patoda
8	Beed	Ambajogai
9	Beed	Parli
10	Beed	Shirur Kasar
11	Beed	Wadwani
12	Chandrapur	Ballarpur
13	Chandrapur	Bhadravati
14	Chandrapur	Brahmapuri
15	Chandrapur	Chandrapur
16	Chandrapur	Chimur
17	Chandrapur	Korpana
18	Chandrapur	Nagbhid
19	Chandrapur	Rajura
20	Chandrapur	Saoli
21	Chandrapur	Sindewahi
22	Chandrapur	Warora
23	Chandrapur	Gondpipri
24	Chandrapur	Jivti
25	Chandrapur	Mul
26	Chandrapur	Pombhurna
27	Gadchiroli	Armori
28	Gadchiroli	Bhamaragad
29	Gadchiroli	Chamorshi
30	Gadchiroli	Desaiganj
31	Gadchiroli	Gadchiroli
32	Gadchiroli	Korchi
33	Gadchiroli	Mulchera
34	Gadchiroli	Sironcha
35	Gadchiroli	Aheri
36	Gadchiroli	Dhanora
37	Gadchiroli	Etapalli
38	Gadchiroli	Kurkheda
39	Gondiya	Amgaon
40	Gondiya	Deori
41	Gondiya	Gondia
42	Gondiya	Goregaon
43	Gondiya	Sadak Arjuni
44	Gondiya	Arjuni Morgaon
45	Gondiya	Salekasa
46	Gondiya	Tiroda
47	Jalna	Ambad
48	Jalna	Badnapur
49	Jalna	Jafrabad
50	Jalna	Mantha
51	Jalna	Partur
52	Jalna	Bhokardan

Sr. No.	District	Block
53	Jalna	Ghansavangi
54	Jalna	Jalna 1
55	Nandurbar	Nandurbar
56	Nandurbar	Navapur
57	Nandurbar	Taloda
58	Nandurbar	Akkalkuwa
59	Nandurbar	Akrani
60	Nandurbar	Shahada
61	Nashik	Malegaon
62	Osmanabad	Bhoom
63	Osmanabad	Kalamb
64	Osmanabad	Omerga
65	Osmanabad	Paranda
66	Osmanabad	Washi
67	Osmanabad	Lohara
68	Osmanabad	Osmanabad
69	Osmanabad	Tuljapur
70	Palghar	Dahanu
71	Palghar	Mokhada
72	Palghar	Vasai
73	Palghar	Vikramgad
74	Palghar	Wada
75	Palghar	Jawhar
76	Palghar	Palghar
77	Palghar	Talasari
78	Ratnagiri	Chiplun
79	Ratnagiri	Dapoli
80	Ratnagiri	Guhagar
81	Ratnagiri	Khed
82	Ratnagiri	Mandangad
83	Ratnagiri	Rajapur
84	Ratnagiri	Lanja
85	Ratnagiri	Ratnagiri
86	Ratnagiri	Sangameshwar
87	Sindhudurg	Dodamarg
88	Sindhudurg	Kankavali
89	Sindhudurg	Malwan
90	Sindhudurg	Vaibhavvadi
91	Sindhudurg	Devgad
92	Sindhudurg	Kudal
93	Sindhudurg	Sawantwadi
94	Sindhudurg	Vengurla
95	Solapur	Akkalkot
96	Solapur	Karmala
97	Solapur	Madha
98	Solapur	Mangalvedhe
99	Solapur	Pandharpur
100	Solapur	Solapur North
101	Solapur	Solapur South
102	Solapur	Barshi
103	Solapur	Malshiras
104	Solapur	Mohol
105	Solapur	Sangola

Sr. No.	District	Block
106	Thane	Ambernath
107	Thane	Kalyan
108	Thane	Murbad
109	Thane	Bhiwandi
110	Thane	Shahapur
111	Wardha	Arvi
112	Wardha	Ashti
113	Wardha	Hinganghat
114	Wardha	Karanja
115	Wardha	Deoli
116	Wardha	Samudrapur
117	Wardha	Seloo
118	Wardha	Wardha
119	Yawatmal	Arni
120	Yawatmal	Babhulgaon
121	Yawatmal	Darva
122	Yawatmal	Digras
123	Yawatmal	Mahagaon
124	Yawatmal	Maregaon
125	Yawatmal	Ner
126	Yawatmal	Pusad
127	Yawatmal	Umarkhed
128	Yawatmal	Wani
129	Yawatmal	Yavatmal
130	Yawatmal	Ghatanji
131	Yawatmal	Kalamb
132	Yawatmal	Kelapur
133	Yawatmal	Ralegaon
134	Yawatmal	Zari Jamni

Draft Terms of Reference[3]

Consultancy Services for Impact Evaluation of MSRLM and Livelihoods intervention

1. Introduction

Deen Dayal Antoyodaya 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.

The approach of MSRLM entails mobilization of rural poor households into self-managed and self-sustained community based organisations (SHGs, VOs and CLFs, Producer Groups). It further emphasizes upon enhancing access to financial, technical and livelihood services and inclusive delivery of social and economic support services to the poor in convergence with other government programmes by building capacities and skills of the community and SHG federations. Thus, MSRLM has been working with communities for achieving the key results in the areas of Social Inclusion, Financial inclusion, Economic Inclusion and Social Security. MSRLM has worked in a partnership mode with several partners to leverage the institutional expertise of organisations who have promoted institutions of the poor women to get their full potential to achieve saturation in coverage and meet the desired key results.

The mandate of the Mission is to cover over 8 crore rural poor households, across more than 650 districts, 6,000 blocks, 250,000 Gram Panchayats and 600,000 villages in the country through self-managed Self Help Groups and their federations and support them for livelihoods over a period of eight to ten years.

2. Purpose and objective of the Assignment

Started in 2011, MSRLM has already made significant progress and has created impact by working with more than 32,00,000 households and federating over 2,81,000 SHGs, 5,801 Village Organisations, and 269 Cluster Level Federations. Besides this process of social mobilization and institution building MSRLM has undertaken livelihood interventions through sustainable agriculture, goat rearing, floriculture, vegetable cultivation, backyard poultry, fishery, non-farm and marketing interventions linking nearly 3,50,000 households.

MSRLM, seeks to commission an independent impact evaluation study to evaluate the impact of MSRLM (implementation period January 2012-March 2020). Below are the overall objectives of the impact evaluation assignments.

Objectives

6. To assess the relevance of the objectives and the approach of MSRLM
7. To evaluate the effectiveness and efficiency of MSRLM in delivering key results
8. To understand the extent to which sustainability considerations have been built in the programme interventions and understanding the causal impact of the program.
9. To find out the impact in the context of desired intermediate results/results, outcomes under each of the intervention
10. Identifying any unintended consequences, and providing evidence for informed decision-making and policy improvement.
11. To assess the extent to which M&E mechanism contribute in meeting project results

[3] The draft ToR is indicative and should be finalized at the stage of RFP

The objective of the assignment is to perform impact evaluation of the project by assessing how the intervention being evaluated affects outcomes, whether these effects are intended or unintended. The study should also track changes in the socio-economic indicators of rural households in the villages targeted under the Mission. The impact evaluation should provide the assessment of Project achievements, in terms particularly in the livelihoods of beneficiaries that relate to the implemented Project activities, and the sharing of lessons learned and development experience.

The impact evaluation study of MSRLM should have a special emphasis on:

- Relevance – the extent to which the objectives of the development intervention are consistent with beneficiary requirements, state needs, institutional priorities, partners and funding stakeholders, as well as mission coherence in achieving its objectives;

- Effectiveness – the extent to which the development intervention's objectives were achieved or are expected to be achieved taking into account their specificities (not just physical outputs but also high-level results; explaining factors determining achievements, including change of context; looking at other possible achievements);

- Efficiency – a measure of how economically resources/inputs are converted into results, with reference to project benchmarks (include project delays, overruns; technical issues; operational cost ratio, economic rates of return;

- Sustainability - the likely continuation of net benefits from a development intervention beyond the phase of funding support. It also includes an assessment of the likelihood that actual and anticipated results will be resilient to risks beyond the mission activities;

- Rural poverty impact - the changes that have occurred or are expected to occur in the lives of the rural poor and their community (whether positive or negative, direct or indirect, intended or unintended) as a result of development interventions, (Some of the indicators that need to be assessed in the survey include changes in asset base, income, consumption, savings, access to loans, terms and conditions of loans, access to work/ employment (self or wage-based) opportunities, food security, health status and nutrition, access to entitlements and public services, quality of life and empowerment.); In addition, information needs to be collected on SHGs and their federations including producer groups/Micro Enterprises and other livelihoods interventions as well as on the village level parameters.

- Gender Equality and Women Empowerment – design features, implementation features (Annual Work Plan and Budget and allocated resources), effectiveness (results achieved), sustainability of gender-related results

Livelihood Specific Impact Evaluation

As part of the impact evaluation study the agency is also expected to conduct a detailed review of the livelihoods interventions (List of interventions is provided in the Annexure) undertaken by MSRLM in the last 6 years. The study shall also focus on the following key areas while assessing the rural poverty impact in the light of the livelihood interventions undertaken by MSRLM.

- Assess key products covering Agriculture and allied activities, livestock, Non- farm and NTFP segments that have potential for development of value chain and market linkages in the State.
- Qualitative review of the capacity building and technical assistance provided under livelihoods as well as under Institution Building and Social development intervention.
- Assess the impact livelihoods intervention has generated in the rural households as per the decided socio-economic indicators.

- Based on the experiences of the project during the last 6 year, flag the major areas of interventions, which need to be strengthened.
- Help identify areas for potential collaboration between Collectives for Integrated Livelihood Initiatives
- Impact of the convergence activities undertaken by MSRLM.
- Impact of the MSRLM as a whole on various communities (SC/ST/Minority/Other) in terms of Social and Economic Development and comparison.
- Impact of the other thematic interventions like, Bank Linkage, Capacity building, Financial Inclusion, HR Practices, Social inclusion and Institution building initiatives, on community special focus on ST/SC/Minority and PWD

3. Sampling Design

The impact evaluation study is expected to cover households, community institutions SHGs/VOs/CLFs/Producer/Livelihood groups and villages from 52 blocks of 26 districts which have been under intensive phase of implementation of Mission. The agency shall propose appropriate sampling plan and sample sizes stratification (e.g. power calculation, sample size determination under each programme area, treated/control samples) to study impact and to measure the desired changes. The agency should also suggest appropriate methodology considering the baseline data that is available with MSRLM. In case of lack of reliable data in the current context, the agency shall also propose appropriate methodology to ascertain the attribution to the project.

Proposed Sampling Units	Number	Description
Districts	26	Intensive implementation districts.
Blocks	52	At least two blocks per district (may change to make sample representative for larger districts)
Villages	208	4 Villages per block

Once the sample design and baseline related methodology has been approved by MSRLM, the agency shall undertake development of investigation tools, designing of training manuals, conduct training, pre-testing, refinement of investigation tools and further conduct of the field work. The output of the impact evaluation study should be presented to MSRLM in the form of a standard report as prescribed by MSRLM. The impact evaluation report will be presented by the agency and based upon the overall feedback a final report will have to be submitted within the define timeframe.

4. Scope of Work

The scope of work under this assignment entails below mentioned activities. The geographical spread of the assignment has been described in the above section i.e. sampling design.

I. **Inception Report & Work Plan:** The agency shall conduct an inception meeting with the MSRLM and prepare an inception report detailing out its work plan on all the deliverables with timelines which are expected under this assignment.

II. **Desk Review:** The agency is expected to review all the available primary and secondary data available with MSRLM towards preparing the sampling plan and the methodology. A short report of the desk review of the available data should be presented supporting the overall study design.

III. **Sampling Plan:** Based on the desk review, the agency shall propose appropriate sampling plan and sample sizes stratification (e.g. power calculation, sample size determination under each programme area, treated/control samples) to study impact and to measure the desired changes. The Agency will prepare the sampling plan encompassing (a) a methodology for listing and selecting the households, individuals, and enterprises to be interviewed prior to fieldwork; (b) a coding strategy to ensure each household, individual, and enterprise has a unique code for data entry that merges seamlessly across all data sets. If needed, the coding strategy will also include SHG codes for households and individuals.

IV. **Survey/modules and tools development:** The agency will prepare and share standard set of questionnaires as part of survey modules. The agency is expected to submit separate survey modules for

Village, Household (Socio-Economic indicators based), SHG, VO, CLF and Livelihood beneficiary households (as per specific livelihoods), producer groups & enterprises. Other modules may be added after the consultation between agency and MSRLM. Pre-testing of the survey modules must be carried out before the actual launch of field work.

V. **Development of training module and field manuals:** The Agency is responsible for developing all training curriculum and materials in consultation with MSRLM. Field procedure manual will be prepared by the agency outlining in detail all aspects of the field work to be conducted by the Agency including team, protocols, supervisor, information quality assurance, logistics and progress reporting. The training of the team is responsibility of the agency. Because the training should also serve as a screening process for skilled interviewers and data entry agents, the Agency should also recruit more interviewers and data entry agents for the training than will be ultimately hired for the project. The supervisors should receive supplemental training, as should the team of enumerators that carry out the pretest.

VI. **Conduct of Field Work, monitoring and supervision:** The agency will conduct field work as per the timelines proposed in the inception report and work plan. Further it will set up monitoring systems that shall keep updated MSRLM on the field work activities every two weeks during field work. The agency will maintain log books and documentation of field work which would be submitted at the completion of the survey.

VII. **Data Management and Quality Control:** The agency will propose entire data management and quality control plan for the study. It should include all procedures and protocols for addressing data management issues, validation of data during collection and entry, inconsistencies in the captured data when identified, protocols for data entry. The quality checks must be undertaken to minimize any errors during the field work for data collection.

VIII. **Impact Evaluation Report:** The agency will submit the Impact Evaluation Report to MSRLM within the stipulated time after the completion of the field work. The agency will also provide the raw as well as final clean copies of the datasets along with a complete codebook to the MSRLM team. The agency will make a presentation to MSRLM on the findings of the Impact Evaluation Study after the submission of the draft report. The presentation will be scheduled by MSRLM after the receipt of draft report. The agency shall submit the final Impact Evaluation Report within one week after the completion of the presentation.

5. Timeline, Schedule of deliverables and Payment:

Sr.No.	Duration	Deliverables	Revised timeline	Modifications	Payment
1	2nd week	Inception work with a detailed work plan of 2 years	4th week	Inception work with a detailed work plan of 1 year.	10%
2	4th week	Scoping Note with shortlisted key processes of Process Monitoring		Scoping Note with shortlisted key processes of Impact evaluation	
3	5th week	Note on review of process monitoring approach & methods		Note on review of Impact evaluation approach & methods	
4	6th week	Process monitoring framework		Impact evaluation framework	
5	1st Eight weeks of each Qtr.	Rounds of Process Monitoring (1 round/Qtr) to be decided with mutual agreement with	8th Week	Development of Tools,	15%
				Pre-testing and Finalization of	

		MSRLM(may change with field situation)		Tools; Protocol document for Impact Evaluation	
6	Last 2 weeks of each Qtr for the duration of the contract	Presentation of the finding, Learning, and recommendations after each round of Process monitoring (@ BMMU/DMMU/SMMU)	12th Week	Recruitment of field staff for the survey and conducting training	10%
7	2nd week after completion of each Qtr	Report of each round of process monitoring with the list of identified process monitors.	20th Week	Completion of field data collection and presentation of topline findings	20%
8	2nd week after completion of each Qtr	2 case studies per block per round and a list of case studies of process monitoring for written, AV documentation.	24th Week	Presentation of draft findings, learning and recommendations including 2 case studies per block with written and AV documentation	20%
9	7th week	1st round of Process Monitoring as per point 5/6/7/8	30th Week	Submission of Resource Guide for Impact evaluation in Marathi & English language Submission of the final report (assignment completion report)	15%
10	20th week	2nd round of Process Monitoring as per point 5/6/7/8	32nd Week	Workshop @ state level for sharing of learning from impact evaluation	10%

6. Duration of the Assignment:

The assignment shall be for a period of 6 months from the date of signing of the agreement which may be further extended further based on need of the mission and performance of the consultancy firm.

7. Key Professional Staff:

The consultancy firm is required to deploy following key professionals for undertaking the assignment. The team should have following key skills and competencies

- Good Communication (written & spoken), Problem solver, Analytical skills
- Result Orientation, Task Orientation, self-starter, thought clarity
- Experience with participatory extension approaches and farming system.
- Thorough understanding of value chain of production, processing, storage and distribution with emphasis on market-oriented production systems.
- Should be able to travel extensively within the state of Maharashtra.

Education qualification and experience required for each position is outlined below.

Sr. No.	Key Expert	Number of resources	Minimum qualification and Experience
1	Evaluation Specialist	01	• S/he should have an advance degree in social sciences/ public policy/economics/statistics or allied subjects. • At least 10 years of experience in Monitoring and Evaluation • Specific Experience of evaluation for at least 7 years. Proven track record in conducting rigorous M&E and rigorous programme evaluation • Experience of conducting at least 3-4 large scale programme evaluations • Experience with minimum one programme in impact/mid-term evaluation of existing SRLMs is desirable.
1	Team Leader	01	• S/he should have an advance degree in social sciences/ public policy/economics/statistics or allied subjects. • At least 10 years of experience in rural development programmes • Specific Experience of evaluation for at least 5 years. Proven track record in conducting rigorous M&E and rigorous programme evaluation • Experience with programme in impact/mid-term evaluation of existing SRLMs is desirable.
2	Livelihood Expert	01	• S/he should have an experience of minimum 10 years in a livelihood development project at middle level management responsible for promotion of agriculture-based livelihoods. • Candidate should also have minimum 3 years of experience working in value chains of rural produce. • S/he should be a Post-Graduate preferably in Agri-business management / Rural Management / Rural Marketing or MBA in Marketing from a recognized university/institute. Candidate with UG/PG in agriculture
4	Analyst/Research manager (1 person)	1	• S/he should have PG in social sciences/population sciences or allied fields in development studies/rural with 5 years of experience. • Good knowledge in latest computer applications, web applications and knowledge of Research tools such as but not limited to SPSS/STATA and Atlas-ti will be preferred. • Should be able to analyse and interpret qualitative and quantitative data in conjunction with available primary and secondary data with MSRLM.
5	Research Officer /Fieldwork Supervisors (2 person)	2	• The preferred education requirement for Research officer/Field work Supervisor is PG in social sciences/ Rural Development/ community development/ Social work/ sociology, Natural Resource Management, Rural Development etc with 4 years of relevant experience in field level research and managing teams of data collection. • Sound contextual understanding of Maharashtra • Well-versed with Marathi and English languages

Sr. No.	Key Expert	Number of resources	Minimum qualification and Experience
			• Sound understanding of monitoring especially process monitoring for rural livelihood enhancement and micro-finance programmes • Sound understanding of community development processes • Leading of teams for MEL • Data analysis and presentation
6	Field Surveyors	To be proposed by the agency	• Graduate in social sciences/Social work or any relevant Subjects like sociology, Natural Resource Management, Rural Development etc. With at least 3 years of experience in social sector and 1-2 years of conducting field studies. • The candidates are expected to be well conversant with the local dialect and Marathi • Well-versed in Data collection-entry and management

8. **Support to be provided by MSRLM:**
MSRLM would supervise the assignment and facilitate the interaction and exchange of information between the Consultant and MSRLM. All relevant mission documentation will also be made available to the Consultancy firm.

9. **Composition of Review Committee to monitor performance of the agency:**
MSRLM will keep track on the deliverables of the assignments, take actions for the speedy settlement of the issues raised by selected agency and timely follow up. A committee would be setup under Chief Executive Officer, MSRLM towards achieving this.

10. **Future use of data:** MSRLM will remain the owner of all the data collected under this assignment output. The agency/agency team members or consultants will have no right of claim to the assignment or its output once completed. Any data, analysis, reports, research reports, process documents produced as a part of this assignment shall be deemed to be the property of MSRLM and the agency/consultant will not have any claims and will not use or reproduce the contents of the above documents without the permission of MSRLM.

Annexure 1 – Livelihood Interventions

Major interventions	Districts
Sustainable agriculture	Yawatmal, Wardha, Gondiya , Gadchiroli, Osmanabad, solapur, Ratnagiri.Jalana, beed, Chandrapur
Productivity enhancements programme- SRI, Vegetable Cultivation, floriculture etc	Thane , Palghar, Gondiya, Gadchiroli, Wardha, Yawatmal
Goatery	Yawatmal, Wardha, Gondiya , Gadchiroli, osmanabad, solapur
Fisheries	Palghar, Gondiya, Gadchiroli, Yawatmal
Poultry	Thane , Palghar, Gondiya, Gadchiroli, wardha, Yawatmal,osmanabad, solapur
Enterprises development	Ratnagiri, Solapur, Osmanabad
Non-farm activities	All 14 districts

Annexure 2 – List of District and Blocks

Sr. No.	District	Block
1	Beed	Ambajogai
2	Beed	Parli
3	Beed	Shirur Kasar
4	Beed	Wadwani
5	Chandrapur	Gondpipri
6	Chandrapur	Jivti
7	Chandrapur	Mul
8	Chandrapur	Pombhurna
9	Gadchiroli	Aheri
10	Gadchiroli	Dhanora
11	Gadchiroli	Etapalli
12	Gadchiroli	Kurkheda
13	Gondiya	Arjuni Morgaon
14	Gondiya	Salekasa
15	Gondiya	Tiroda
16	Jalna	Bhokardan
17	Jalna	Ghansavangi
18	Jalna	Jalna 1
19	Nandurbar	Akkalkuwa
20	Nandurbar	Akrani
21	Nandurbar	Shahada
22	Osmanabad	Lohara
23	Osmanabad	Osmanabad
24	Osmanabad	Tuljapur
25	Palghar	Jawhar
26	Palghar	Palghar
27	Palghar	Talasari
28	Ratnagiri	Lanja
29	Ratnagiri	Ratnagiri
30	Ratnagiri	Sangameshwar
31	Sindhudurg	Devgad
32	Sindhudurg	Kudal
33	Sindhudurg	Sawantwadi
34	Sindhudurg	Vengurla
35	Solapur	Barshi
36	Solapur	Malshiras
37	Solapur	Mohol
38	Solapur	Sangola
39	Thane	Bhiwandi
40	Thane	Shahapur
41	Wardha	Deoli
42	Wardha	Samudrapur
43	Wardha	Seloo
44	Wardha	Wardha
45	Yawatmal	Babhulgaon
46	Yawatmal	Ghatanji
47	Yawatmal	Kalamb

48	Yawatmal	Kelapur
49	Yawatmal	Ralegaon
50	Yawatmal	Zari Jamni

Form-1

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 Process Monitoring and Impact Evaluation of MSRLM.

Reference No: MSRLM/SMMU/MIS/PMIE/17/2023-24 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.]

Form-2

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 2020-21	
Turnover 2021-22	
Turnover 2022-23	
Average Annual Turnover	

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

Form-3

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.

Sr. No.	Financial Year	Turnover in Rs. Crore
1	FY 2020-21	
2	FY 2021-22	
3	FY 2022-23	
	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

Form -4

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

Form-5

Details of professionals on firm's roll

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

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*

Form-6

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