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## **Jharkhand Tribal Development Society**

### ***Request for Proposal for Annual Outcome Survey*** **Jharkhand Tribal Empowerment and Livelihoods Project**

The purpose of this Terms of Reference is to solicit proposals from organisations interested and experienced in conducting the outcome Survey.

#### **BACKGROUND**

Government of Jharkhand has been undertaken the implementation of the Jharkhand Tribal Empowerment & Livelihoods Project. Removing rural poverty, estimated at 41.8% is the key challenge before India. Poverty is highest among the Scheduled Tribes (STs) in the Central and East Indian plateau encompassing Jharkhand. The Jharkhand Tribal Empowerment and Livelihoods Project (JTELP) has been built on the experience of the IFAD-supported Jharkhand Tribal Development Programme (JTDP). Besides strengthening community-based institutions and improving natural resource management as in JTDP, the Project has emphasized productivity enhancement and up-scaling of proven, market-oriented production activities. JTELP has foster convergence with the on-going Tribal and rural development programmes of the Government of India.

A State Project Management Unit (SPMU) and 14 District Project Management Units (DPMU) under the supervision of the Dept. of Welfare, Govt. of Jharkhand has been set up to manage the JTELP Components.

#### **JTELP Component**

Component 1 - Community Empowerment: This component have three sub-components: (i) Promotion of SHGs and Youth Groups and engaging the services of FNGOs; (ii) Building the capacity of community resource persons (CRPs), Project Execution Committees (PECs) at each Gram Sabha and partner FNGO staff; and (iii) Special support to PTG households to have access to their entitlements such as Public Distribution System (PDS), Integrated Child Development Scheme (ICDS) food rations and midday meals to all eligible children, Birsa Munda Awas Yojana (Birsa Munda Housing Scheme), etc.; training Village Health Workers, Village Livestock Workers and Traditional Birth Attendants; providing seed capital to their SHGs to reduce dependence on exploitative relationships to tide over household budget deficits; and providing solar lantern and two large mosquito nets to each PTG household coupled with related learning events on their use and maintenance

Component 2 - Integrated Natural Resource Management: This component have three sub-components, namely (i) Community Mobilization; (ii) Land and Water Resource Development; and (iii) Productivity Enhancement and Crop Diversification.

**13. *Community Mobilization:*** SHG members are the focal point to organize meetings of Tola and Gram Sabhas. The initial planning phase aimed at readying the community as a whole, through a series of meetings and exposure visits, to fully participate in preparing and implementing a Gram Sabha Resource Management and Livelihoods Plan (GSRMLP). Each

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Gram Sabha established a PEC to guide the preparation of the GSRMLP, seek necessary government approvals, manage funds and supervise GSRMLP implementation.

**14. Land and Water Resource Development:** PECs with support from FNGOs and in consultation with Gram Sabhas and Panchayats prepared annual plans based on the approved GSRMLP. These plans has been taken up for implementation after having secured the convergence with MGNREGA. Some of the interventions include: in-situ rainwater harvesting systems, large diameter irrigation wells and seepage tanks in lowlands; land husbandry activities such as land levelling, terracing, gully-plugging, small check dams, lowland drainage systems; village access roads and pathways and forestry related activities such as afforestation, grazing land management, etc.

**15. Productivity Enhancement and Crop Diversification:** As part of the GSRMLP, a Productivity Enhancement and Crop Diversification sub-plan has been prepared, linked to activities proposed under the land and water resource development sub-plan for each village. The key activities include: (i) introduction of improved techniques of paddy cultivation and best practices for other cereal crops cultivation; (ii) cultivation of winter crops such as wheat, mustard and lentils and cultivation of maize, millets, oilseeds and pulses in uplands and mid-lands areas; (iii) cultivation of tuber crops, (iv) soil fertility enhancement through green manuring and use of vermi-compost and liquid organic fertilizers; (v) construction of small-scale lift and diversion irrigation schemes, installing irrigation systems from wells, tanks and farm ponds; and establishing micro-irrigation systems with water tanks and drip irrigation pipes in homesteads for vegetable cultivation.

Component 3 – Livelihood Support: Under the Livelihood Support component, the project have four sub-components, namely: (i) Support for Income Generating Activities to PVTGs and the poorest households; (ii) Introducing market-oriented production activities by providing integrated production and marketing support for vegetable production, mango orchards, Papaya plantation, poultry rearing cluster, Pig rearing cluster and goat rearing cluster along with Pig & Goat breeding centres; (iii) Innovative interventions such as (a) Bio gas digester; (b) habitat planning for PVTGs and (c) Introduction of Gender Action Learning Systems in one of the Panchayats.

Component 4-Project Management: JTELP has been implemented by JTDS, an independent Society established by the State Government. Headed by a full time State Project Director and aided by a State Project Management Unit (SPMU), the State level organisation structure will be responsible for consolidating annual work plan and budget, funds flow, M&E and KM. There is a DPMU in 14 TSP project district.

### **Assignment Objective**

As the JTELP is in operations, annual outcome survey is scheduled to assess the current status of project beneficiaries. Particular objectives of the activities are as follows:

- Assess and validate the targets that the project intends to accomplish;
- Provide a more precise definition and understanding of the socio-economic status and vulnerability of tribal and PVTGs and issues related to tribal women;
- Identify problems and constraints that occur during programme implementation ;
- Provide actionable recommendations and improvement to project implementation.

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JTELP seeks proposals of India Based Survey Agencies/Firms/Organisations that have the experience in conducting outcome studies after developing the design for outcome evaluation of the project on household and community indicators, especially on agriculture, natural resource management, and economic growth activities. Additionally, the Agency should have significant expertise working in tribal areas and with tribal population and also working for bilateral and multilateral donor agencies.

### **Working relationship in JTELP**

The Survey Agency will be working in coordination with the JTELP team to carry out the assignment.

### **Scope of Work**

The survey agency shall collaborate with the JTELP core team to develop appropriate survey tools and methodology for conducting the outcome evaluation, The Agency will then be expected to take the primary lead in providing local expertise in the design phase, actual enumeration, and data collection during implementation in the field, data analysis and interpretation, reporting, and support in drawing conclusions regarding the efficacy of selected process and the results of the assessment.

The selected Survey Agency will implement the following activities:

- Read the entire project appraisal document to understand the project and the logframe indicators.
- Design appropriate survey tool(s) such as questionnaires and other data collection tools;
- Pre-testing, editing, translation, finalization, and reproduction of survey instruments.
- Integrate qualitative data collection methodology and survey tools;
- Apply statistical techniques for designing the evaluation, analysing and reporting the quantitative data.
- The Agency is expected to use statistical techniques to estimate the sample size and
- also follow the survey guide for sampling 640 households (320 from Project villages and 320 from control villages) for the outcome survey
- The agency will be expected to calculate the sample size; construct the sampling frame; train local enumerators; supervise data collection, data entry, data analyse; and the reproduction of the final report.
- Determine comparability of groups, establishing control and treatment groups as part of the survey in order to test the comparability of communities on certain indicators and to detect causality ;
- Train and orient field interviews and enumerators;
- Undertake field data gathering using tested survey tools to address objectives of this
- study and apply quality control for field data collection;
- Process and analyse collected survey data;
- Perform quality procedures during design, testing, field work, data analysis, and reporting;
- Organise all data collected in a database in MS Excel and SPSS and in case of RIMS in the IFAD RIMS software. This data base will ensure anonymity of survey participants by using identification numbers and separating names from survey participants data;
- Presentation of findings, conclusions and recommendations;

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## **Deliverables**

The following will be the deliverables included in this assignment:

- Timeline (activities, responsible parties, outputs , and timing) preferably also using a Gant Chart for monitoring the work;
- Survey instruments, both quantitative and qualitative data collection instruments and completed questionnaires;
- Cleaned quantitative and qualitative datasets in MS Excel
- Draft report;
- An electronic version of the final Power Point presentation based on the baseline report. A presentation to the JTELP Office;
- Two (2) bound copies of the final comprehensive evaluation report with an electronic copy on a DVD or thumb drive that includes , but not limited to, the following:
  - Executive Summary (1-3 pages)
  - An introduction containing the objectives of the SOW and a brief description of the programme
  - Methodology
  - Results and Findings
  - Supported by hard data suggest improvements
  - One electronic folder of a any applications, and scripts developed to organise, process and analyse the data.
  - Complete set of the electronic files (s) in MS Excel of clean quantitative data set collected without significant gaps or errors.
  - Electronic folders of any applications, surveys, scripts, codebooks and data collection instruments developed to organize the process and analyse the data
  - Some specific impact quotes from the various stakeholders from interviews and focus group discussions.

## **Time Frame**

For the purpose of the proposal, the firm/agency should present a proposed timeline for completion of the aforementioned activities with an overall duration of no more than 45 days starting with the signing of the agreement. The assignment, including report revisions and all presentations, is expected to take 45 days.

## **Submission Requirements**

Registered local firms/agencies interested in implementing this assignment is requested to submit the following (typed no smaller than 11 point Times Roman font) in the specific order below in order to be considered for this consultancy:

**Technical proposal:** (not exceeding 20 pages). The technical proposal should reflect how the Agency/Firm will undertake all the tasks in the Scope of work. The firms will provide a detailed plan of specific activities and timetable for carrying out the assignment and data collection and analysis activities. Also, it will include a proposal for the statistical approach/method used to identify control/treatment groups within identified regions for comparison. A concept note (not more than 3 pages) on how the survey will be undertaken by the applying institution.

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**Financial Budget:** This is a fixed cost assignment of Rs.550000/-(Lump sum), so no need of submitting financial budget.

**Organisation:** The firms/agencies shall list and briefly describe the history, vision/objectives, its legal status, type of ownership and management, current projects/services, current clients/grantors, current Geographical Outreach and description of experience. Contact information with full names and addresses, telephone and fax numbers, email addresses, website and the name of not more than 2 persons who have principal responsibility for the application are to be provided.

**Personnel-** The Firms/ Agencies shall list and briefly describe the name and qualifications of the staff proposed to work on the assignment. (CVs of proposed personnel should be included in an Annex). The proposed team composition must be multi-disciplinary preferably including at minimum (i) Evaluation Team Leader -Agricultural Economist, Rural Development Specialist, or related qualifications with expertise in economic development and data collection activities. Specific experience in target areas is desirable; (ii) Statistician and or analyst familiar with quantitative and qualitative data analysis; (iii) Data Entry team; and (iv) Enumerators.

**Experience:** List of all contracts, grants, or cooperative agreements involving similar or related assignment in the last two years year before this application submission.

### **Suggested Criteria for Evaluation**

Following criteria will be used to judge the proposals:

- Overall design, methodology, conceptual framework (40 points)
  - Quasi-experimental design with control group defined and use of propensity scoring methodology then – 15
  - Draft design of questionnaire that address the objective and goal level indicators as per the log frame -15
  - Clear timeline for activities and tasks completion -10
- Experience of Agency (30 points)
  - Demonstrates through provision of sample contracts of outcome studies/impact evaluation with a minimum of 3 contracts completed with multilateral and bilateral organisations --10
  - Completed at least one impact evaluation studies with at least one IFAD funded project --10.
  - Submission of at least one publication in the last two years -10
- Team Composition whether balanced (30 points)
  - One senior Agricultural Economist/Micro Economist/MBA/Rural Development Specialist with 5-8 years of work experience in impact evaluation---10
  - One Statistician and or analyst familiar with quantitative and qualitative data analysis in Experimental and Quasi-Experimental Evaluation design with not less than 5 years of experience—10
  - Profile of two data entry personnel with 2 to 3 years experience-10

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### **Consultant Evaluation / Selection Process**

The Consultant will be evaluated according to the criteria mentioned above.

- a. JTELP will review submitted proposals after closing date;
- b. Based on reviews, a national firm/consultant will be selected to receive contract;
- c. JTELP will work with the selected Firm to develop a final scope of work budget and timeline;  
and
- d. The Agency will be required to submit deliverables at the end of the consultancy period.

### **Submission Due Date**

Submissions must be in English and typed in single space. All pages must be numbered and include the RFP reference number and name of organisation on each and every page.

Proposal can be submitted in a closed envelope as per the format attached in Annexure - 1 to:

Jharkhand Tribal Development Society, Dr. Ramdayal Munda Tribal Welfare Research Institute  
Campus Tagore Hill Road, Morabadi, Ranch, Jharkhand, Pin: 834008 by hand/post/courier by  
Close of Business of 27/11/2020 (18.00 hrs local time). Name of the person who is submitting  
the proposal should be indicated together with contact details. Any clarification regarding the  
assignment can be obtained at the JTDS Office Ranchi. JTDS reserves the right to fund any, or  
none of the applications.

**Technical Proposal - Standard Forms**

**Form TECH-1: Technical Proposal Submission Form**

[Location, Date]

To State Project Director,  
Jharkhand Tribal Development Society  
JTWRI Campus, Morabadi  
Ranchi - 834008

Dear Sir:

We, the undersigned, offer to provide the consulting services for conducting Annual Outcome Survey in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal only.

We confirm that if selected for the assignment, we will deliver the services as per the Fixed Budget indicated. Hence we are not submitting any financial proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.14 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

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Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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## **Form TECH-2: Consultant's Organization and Experience**

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### **Experience of Conducting Surveys**

Name of State/districts/block s/ currently working and worked in the past 3 years	Name of the Client	Title of the Assignment	Duration of the assignment	Major focus of the assignment	Names of communities/Tribes/PVTGs covered under the assignment





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## Form TECH-4: Curriculum Vitae (CV) for Proposed Professional Staff

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### CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained} \_\_\_\_\_

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

\_\_\_\_\_

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

