
Request for Proposal for Assessment of Targeting Hardcore Poor Project **Jharkhand Tribal Empowerment and Livelihoods Project**

The purpose of this Terms of Reference is to solicit proposals from organisations interested and experienced in conducting mid-term/end-term assessment of developmental project.

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. Targeting Hardcore Poor (THP) Project is a special intervention under JTELP for PVTG community residing in Dumka, Pakur, Sahibganj and Godda Districts. This special intervention started in the month of April 2019 and schedule to close on June 2021.

For policymakers, effectively reaching the ultra-poor, presents a serious challenge, as it requires enabling the poorest families, often the most marginalized within their communities, to shift from very insecure sources of income to more sustainable livelihoods. Combining complementary approaches into one comprehensive programme may help spur this sustainable transition to self-employment. The ‘Graduation programme’ or the Targeting the Ultra Poor (TUP) programme, has helped the ultra-poor women in rural areas attain sustainable livelihoods by providing a combination of carefully sequenced services including transferring a productive asset, training, consumption support, and coaching with the ultimate goal of empowering and helping them “graduate” out of extreme poverty over a 24-month period.

About THP

The primary objective of the THP programme is to help build sustainable sources of income generation and enable the beneficiaries to graduate out of extreme poverty in 24 months. The THP programme uses a combination of carefully sequenced set of services to help the poorest of the poor women-headed households to graduate out of extreme poverty and deprivation. It enables the selected beneficiary household to become self-reliant by successfully attaining a set of pre-defined outcomes or the graduation criterion.

As per the plan THP has to cover 5000 PVTG households in two phases over a period of 27 months. The THP will cover 2,600 households across 96 villages in Phase-I and 2,400 households across 83 villages in Phase-II. The implementation partner for THP is Bandhan-Konnagar (CSR wing of Bandhan Bank) and J-PAL South Asia is providing monitoring support to Bandhan-Konnagar.

District wise distribution of beneficiaries is as follows:

Sl No	District	No. of Beneficiary
1	Dumka	222
2	Pakur	2378
3	Godda	1600
4	Sahibganj	800

Assignment Objective

As the THP is in operations, assessment of ongoing project 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.

JTELP seeks proposals of India Based Survey Agencies/Firms/Organisations that have the experience in conducting assessment studies after developing the design for evaluation of the project on household and community indicators, especially on agriculture, livestock rearing, 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 assessment/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 Agency will implement the following activities:

- Read the entire THP document to understand the project
- 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 **500 households** (10% of the targeted beneficiaries)

-
- The agency will be expected to calculate the district wise sample size; construct the sampling frame; train local enumerators; supervise data collection, data entry, data analyze; and the reproduction of the final report.
 - 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. 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;

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.
- 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.

Financial Budget: The agency needs to quote a lump sum amount for carrying out the activities. Upper limit of the financial quote is Rs. 4 lakhs (Rs.400000/-) only including GST.

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 (30 points)
- Quasi-experimental design use of propensity scoring methodology then – 10
- Draft design of questionnaire that address the of the assessment - 10
- Clear timeline for activities and tasks completion -10

- Experience of Agency/Individual (40 points)
- Demonstrates through provision of sample contracts of outcome studies/impact assessment with a minimum of 3 contracts completed with multilateral and bilateral organisations --15
- Completed at least one impact/assessment studies with IFAD funded project ---15.

-
- Submission of at least one publication in the last two years -10
 - Team Composition whether balanced (30 points)
 - Team Leader with at least 8 years of experience of conducting impact/assessment studies -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

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 11/02/2021 (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 Assessment Survey for THP Project 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 within the given time line.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form TECH-2: Consultant's Organization and Experience

Experience of Conducting Surveys/Studies

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

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

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{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.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[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): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks the Expert will be involved}	

Expert’s contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert	Signature	Date
----------------	-----------	------

{day/month/year}

Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date
--	-----------	------

Form Fin-1:

The agency should quote Lump sum amount in INR (Rupees) in separate envelope mentioning “Financial quotation” at the top of the envelope.