



Meghalaya Basin Management Agency

Request for Expression of Interest

***Engagement of Consultant Agency for
Conducting Annual Outcome Survey (AOS)
under MLAMP***

Ref No: MBMA/MLAMP/M&E/66/2023-24/C-45/517

Issue Date: January 20, 2024

Instructions to Consultants¹

Reference Number: MBMA/MLAMP/M&E/66/2023-24/C-45/517

January 20, 2024

Engagement of under for Conducting Annual Outcome Survey (AOS) under MLAMP, Meghalaya

1. The Government of India has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Meghalaya: Livelihoods and Access to Markets Project (Megha- LAMP) (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Megha-LAMP

2. The client now invites Expressions of Interest (EOIs) from legally constituted consulting firms (“consultants”) to provide services under “Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP”. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as ANNEX 1.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as ANNEX 1, which describe the assignment and ANNEX 2 that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly

¹This document refers to legally constituted consulting firms as “consultant”.

disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the

²The policy is accessible at www.ifad.org/anticorruption_policy.

³The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti Money Laundering and Countering the Financing of Terrorism Policy.⁴

7. **Procedure:** the selection process will be conducted using *Fixed Budget method* as laid out in the IFAD procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in ANNEX 2. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below mlamp.procurement@gmail.com no later than *local time 5:00 PM, January 23, 2024*. The client will provide responses to all clarification requests by [*local time 5:00 PM, January 25, 2024*].
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than *local time 5:00 PM, January 30, 2024*.

Attn: Shri. Augustus S Suting,
Deputy Project Director,
Meghalaya – Livelihoods and Access to Market Project (Megha – LAMP)
Meghalaya Basin Management Agency
C/o Meghalaya State Housing Financing Co-operative Society Ltd.
Nongrim Hills, Shillong-793003
Tel. no. 0364-/2522043/2522921/2522992, **Email ID:** mlamp.procurement@gmail.com

Yours sincerely,



Shri. Augustus S Suting
Deputy Project Director, Megha-LAMP
Meghalaya Basin Management Agency

⁴The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

Form EOI-1
EOI Submission Form

To

Shillong, January 20, 2024

Deputy Project Director, Megha-LAMP
Meghalaya Basin Management Agency

**Re: Engagement of Consultant Agency for Conducting Annual
Outcome Survey (AOS) under MLAMP**

Ref: MBMA/MLAMP/M&E/66/2023-24/C-45/517

We/I, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

⁵The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:



Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2
Organization of the Consultant

Re: *Engagement of Consultant Agency for Conducting Annual Outcome Survey (AOS) under MLAMP*

Ref: MBMA/MLAMP/M&E/66/2023-24/C-45/517

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm		
Date of establishment		
Country of registration		
Full address of the firm		
Focal point: name, position, contact information (telephone, email):	Name:	
	Tel:	
	Email:	
Number of branches in the country		
Country(ies) of operations with number of branches in each country		
Number of full-time employees		
Number of part-time employees		
Field(s) of expertise of the firm		
Number of professional staffs with experience related directly to the		

assignment		
Subsidiary and associated companies (wherever applicable): (details in the following format to be provided for all associates) – i) Name of the company ii) Nature of business iii) Address of the company iv) Website of the company v) Brief description of company (maximum of 120 words)		
Any other information that the consultant would like to add:		

Maximum

10

pages

Form EOI-3

Experience of the Consultant

Re: *Engagement of Consultant Agency for Conducting Annual Outcome Survey (AOS) under MLAMP*

Ref: MBMA/MLAMP/M&E/66/2023-24/C-45/517

[Using the format below, provide information on each relevant assignment for which your firm/consultant, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages

Assignment name:	Approx. value of the contract (in Indian Rupees):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in Indian Rupees INR):
Startdate (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

MLAMP

*Engagement of Consultant Agency for Conducting Annual Outcome Survey (AOS) under MLAMP Ref. No:
MBMA/MLAMP/M&E/66/2023-24/C-45/517*

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Consulting Services for Engagement of Consultant Agency for Conducting Annual Outcome Survey (AOS) under MLAMP

A. Background:

1. The Government of Meghalaya is in receipt of a loan from the International Fund for Agricultural Development (IFAD) for a project titled 'Meghalaya Livelihoods and Access to Markets Project' (M-LAMP). The project cost is USD 169.90 million inclusive of the loan of USD 50 million, Government of Meghalaya Share of USD 49.70 million, Bank credit USD 29.30 million, convergence USD 28.20 million and Beneficiary contribution USD 12.70 million. The Meghalaya Basin Management Agency of the Government of Meghalaya has been notified as the Implementing Agency and the project period is from 2014 – 2024.
2. **The project goal** is to improve family incomes and the quality of life in rural Meghalaya.
3. **Project objective** is to adapt expanded and sustainable livelihood opportunities to the hill environment and to the effect of climate change.
4. **Project coverage** – The project covers 18 Blocks, with about 75 villages in each Block, spreading across the 11 Districts of the State.
5. **Project Components:** The Project components includes –
 - a. Component 1: Integrated Natural Resource Management (INRM) which includes capacity development and natural resource planning for contributing towards enhanced productivity of natural resources through implementation of the following INRM activities:
 - i. Construction of structures and facilities for ensuring water security for domestic and irrigation purposes in convergence with MGNREGS and other line departments.
 - ii. Land and water resource development activities which improves protection of agricultural land, agri area expansion, reduces drudgery, upgrades barren degraded land to suitable cultivable land and other soil and water conservation measures.
 - iii. Productivity enhancement such as crop (land use development) productivity, livestock productivity, etc to enhance fuelwood security and incomes through INRM Based livelihoods etc.
 - iv. Improved agricultural production and food security through capacity building, use of new or improved agricultural inputs and INRM technologies improved agricultural practices etc.
 - v. Enhancing income of the farmers through improved access to custom hiring of agri tools and Farm machineries under Custom Hiring Center (CHC) in partnership with the Integrated Village Cooperative Societies Ltd (IVCS) by enhancing efficiency of agricultural operations and reduction of agricultural production costs and drudgery reduction.

- b. **Component 2:** Rural Finance has established 330 Integrated Village Cooperative Societies (IVCS) mostly in Project village clusters for providing saving and credit services, capacity building along with other activities. They have implemented the following activities
 - i. IVCS have provided basic financial services like thrift and lending to their members.
 - ii. IVCS have undertaken economic/ business activities like setting up of retail outlets for groceries, inputs for agricultural activities, aggregation and marketing of agricultural produce and promoting/expanding animal husbandry and other enterprises.
 - c. **Component 3:** Inclusive Supply Chain and Enterprise Development aims to support and build the capacity of the community to implement commodity-specific livelihood activities and address issues related to access to markets and finance. The following initiatives have been carried out by the project for the benefit of its beneficiaries.
 - i. Farmers have access to the Collective Marketing Centers (CMC) present in the IVCS for sorting and grading of their products to be sold to the traders.
 - ii. The formation of producer groups (PGs) from farmers in different households in the same village who work on value chains that are similar in type and have great potential for generating income.
 - iii. Service providers provide value chain services to farmers and the PGs. They focus on specialized areas, providing extension services such as vaccination, crop advisory, the supply of inputs, feeds, aggregation of output in a particular cluster.
1. **Project Implementation** – The Meghalaya Basin Management Agency has put in place the State Project Management Unit at the State level and the District Project Management Units at the districts level for implementation of the project.
 2. **Project Implementation Guidelines** – The project is being implemented in accordance with IFAD guidelines, which includes Financing Agreement, Project Design Report, Letter to Borrower (LTB), General Conditions of Agriculture Project, Handbook for Financial Reporting & Auditing, and also the Project Agreement, Financial Manual and Procurement Manual. In addition, the Meghalaya Basin Management Agency has to abide by the Subsidiary Agreement it entered upon with the State Government.

B. Annual Outcome Survey:

Annual Outcome Survey (AOS) is a simple household survey that is undertaken by the project annually. The survey aims to assess the outputs and outcomes achieved by the project. It would gather information and feedback on project components and services. The present assessment would help to measure the interventions required to make the project more efficient.

C. Objective of the survey:

1. This activity's primary goal is to gather data on household-level project outcomes in accordance with the log frame indicators and to show an annual progress towards these indicators.
2. The survey will focus on quantitative and qualitative approaches. Interviews with respondents at household level will be conducted to collect quantitative data through structured questionnaires.
3. Measure Outcomes through collection of evidence on changes in income & livelihood, changes in the soil and water conservation, adoption to any production technology, increased sales and

productivity.

4. To collect information about results that can be used to take corrective action during project implementation.
5. To identify positive and negative impacts taking place at the household level and provide early evidence of project success or failure.
6. Gather information on the project services received by respondents.

D. Scope of the Annual Outcome survey

The MBMA is looking to engage an agency to conduct a study on Project Annual Outcome Survey for the eighteen (18) project blocks at the eleven (11) district. There will also be a control group of respondents who would be from villages not covered under the project. A total of 8 villages in each MLAMP block will be covered, out of which 6 will be treatment/intervention and 2 control villages (i.e 75% treatment and 25% control). The survey will cover 10 HH per village with a total sample size of 1440 HH (1080 treatment + 360 control HH). The survey will be carried out following the IFAD guidelines.

- a. To develop the survey sample design.
- b. To identify and locate households based on the sample design.
- c. Developing a sample questionnaire.
- d. Collection of primary data through a pre-defined questionnaire from selected 1440 sample households of surveyed villages in eleven (11) project districts. Random sampling method will be used by the survey team while selecting sample households from sample villages.
- e. The sample population will consist of households who have benefitted from capacity building, INRM plan intervention, IVCS and its financial services, custom hiring centers, members of the Producer Group, Service Providers, farmers and their value chains, marketing channels, processing units, non-farm enterprise.

f. Selection of villages:

11 project districts covering a total 144 villages will be selected, such that 8 villages will be selected from each block.

g. Selection of number of households:

A total of 10 households should be selected which comprise of 2 members who have access to INRM plan intervention or CHC machinery, 2 IVCS members, 3 Producer Group (From different value chain), 1 Service Provider and 2 farmers who get access to Custom Marketing Center. The sample should ensure at least 50 percent women respondents and youth and women headed households are included.

- h. Selection of the sample beneficiary household will be done during the data collection process in the villages. Simple random sampling process will be followed for the selection of the sample household.

Table 1. Sample of villages per block and district for the study:

SLNO	District	Block	No. of respondent per village	No of villages/Block		Total respondents	
				Treatment	Control	Treatment	Control
1	East Jaintia Hills	Khliehriat	10	6	2	60	20
2	West Jaintia Hills	Amlarem	10	6	2	60	20
		Thadlaskein	10	6	2	60	20
3	East Khasi Hills	Khatarshnong - Laitkroh	10	6	2	60	20
		Mawphlang	10	6	2	60	20
		Shella	10	6	2	60	20
4	Ri Bhoi	Umling	10	6	2	60	20
5	South West Khasi Hills	Ranikor	10	6	2	60	20
6	West Khasi Hills	Mawshynrut	10	6	2	60	20
7	East Garo Hills	Dambo ronjeng	10	6	2	60	20
		Songsak	10	6	2	60	20
8	North Garo Hills	Kharkutta	10	6	2	60	20
9	South Garo Hills	Baghmara	10	6	2	60	20
		Chokpot	10	6	2	60	20

10	South West Garo Hills	Zikzak	10	6	2	60	20
11	West Garo Hills	Selsella	10	6	2	60	20
		Dadenggree	10	6	2	60	20
		Tikrikilla	10	6	2	60	20
Total				108	36	1080	360
Grand Total				144		1440	

1. Data from randomly selected 10 respondents from each sample village will be collected.
2. 6 villages per block shall be surveyed to cover 108 villages for Treatment Villages.
3. 2 villages per block shall be surveyed to cover 36 villages for Control Villages.
4. 11 teams will be formed consisting of enumerators in each team for field survey, facilitated by field coordinators under the guidance of a Team Leader.

E. Overall Evaluation Methodology and Award Criteria

The Agencies shall be awarded based on the highest scoring technical proposal within the fixed budget. The proposal with the highest evaluated score will be termed as the Successful bidder and shall be called for negotiation, if required.

Minimum eligibility conditions/criteria:

The MBMA has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet the following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents as indicated against each criterion below, along with the proposal.

F. Time Frame of the Assignment:

The assignment is to be completed within a period of maximum 3 (six) months from the date of signing the contract.

G. Deliverables:

The agency will submit the following deliverables after the completion of the assignment.

- a. Submission of reports (soft & hard), excel sheet, word file and photographs.
- b. Sharing reports with the programme team.
- c. Publication of documents/reports to be shared with the programme.
- d. Submission of completed set of questionnaires

H. Sources of Data

1. Secondary Data

The secondary data will be collected from the project management PMU/DPMU level on previous AOS questionnaires & reports, village wise activities conducted and progress, and other relevant information.

2. Primary Data

Primary data will be collected from the selected beneficiaries through Interview, and structured questionnaires.

K. Responsibilities:

The responsibilities of the consultant and the MBMA would be broadly as under:

1. Consultant would be responsible for collection and analysis (and report writing) of the captured data and information based on the questionnaires. The District Project Management Unit would assist the survey team with information on project working areas and activities. They would also provide lists of project groups and members, and would help in locating sample households. However, all logistic arrangements would be the responsibility of the survey agency.
2. Consultant would place their requirements in this regard to the MBMA at Shillong before commencing the study.
3. The project will make available documents and reports as requested by the consultant.
4. The consulting team would be required to submit the draft questionnaires, electronic recording of all the FGDs along with their respective transcripts in English, photographs and details of the survey should be made available to the project. Survey data and reports will remain the property of MBMA.

This study is time bound and holds high priority for the project. Therefore the consultant entrusted to conduct the task needs to be methodical, and well conversant with survey and participatory methodologies.

The primary responsibility of the firm will be to work in close collaboration with MBMA and the development and supervision of all phases of data collection for the household surveys and ex-post analysis of the datasets. The expected tasks for the firm should be performed in accordance with a mutually agreed schedule.

L. Questionnaire Development:

- Developing, finalizing and translating (into local language(s)) the household questionnaire.
- Printing of questionnaires

The instrument will be based on the previous Annual Outcome Survey questionnaires and reports, including IFAD RIMS indicators. The firm will be responsible for working closely with relevant technical staff at MBMA to design and finalize the instruments.

The firm will also be responsible for translating the questionnaire. The agency will produce the final questionnaires in English and local language(s) - Khasi and Garo subject to approval of MBMA.

M. Staffing and Enumerator Training:

- Recruitment, contracting and payment of survey enumerators, data entry operators and supervisors. The pool of enumerators may be provided by MBMA, the agency would need enumerators from this pool. All payments to enumerators will be made by the agency.
- Preparation of training materials and detailed interviewer manual (and supervisor manual if necessary)
- Facilitation of supervisor and interviewer training.

The experts for this assignment will be chosen based on the firm's best practices. Knowledge of local languages (Khasi, Pnar and Garo) will be required of survey enumerators and supervisors. Preference should be given to experts who have experience with quantitative data collection in rural Meghalaya, namely on the themes of the questionnaires.

The field supervisor will travel with survey teams and be responsible for day to day supervision and logistics, including contacting community leaders in enumeration areas, and arranging appointments with respondent households. The field supervisor will also perform quality controls on the information collected by his/her team, including randomly attending some interviews,

randomly re-interviewing questionnaires. The field supervisor will further be responsible for organizing and tracking the daily supply of completed questionnaires to the data entry operators.

The agency will be responsible for the preparation, organization and implementation of enumerator training activities. The agency will conduct 1-2 weeks of training for the household interviews. The agency will prepare detailed training manuals for the survey field teams in english.

Data entry operator will enter the data at a facility provided by the consultant in a timely fashion to allow for field checking of unclear or incomplete responses. Data entry supervisor will also be responsible for developing the data entry software, and for monitoring and overseeing the daily data logging of field activities. Data entry operator will enter the household questionnaires.

N. Equipment and Logistics:

- Securing office and computer equipment for survey management and data entry.
- Arranging transportation and equipment related to household survey interviews.
- Ensuring proper maintenance and functionality of all vehicles and equipment.

The agency will prepare all field supplies for field staff. The agency will also make appropriate transportation arrangements to conduct field work. The agency can use its own vehicle or hire a car service - this is left to the agency's direction.

O. Administrative Approvals:

MBMA will secure administrative approval for the survey from the necessary authorities and will also ensure close support to the survey work by the district.

P. Sample:

- Sample design in collaboration with MBMA (as provided in Table 1 in the scope section).
- Approvals, precise location and identifying details obtained in order to locate and survey the specific households drawn from the sample frame in the targeted enumeration areas.
- Calculation of sampling weights following data collections.
- Brief note on the survey sampling methodology and roll out.

Sampling Frame of the Survey

Particulars	Figures
Districts	11
Blocks	18
Total project villages	1350
No of treatment villages to be surveyed	108
No of control villages to be surveyed	36
No of households in each project village to be surveyed	10
Total no of households to be surveyed	1440

Q. Data Collection:

- **Conduct household interviews:**

This sample size will include beneficiaries, as well as comparable non-beneficiaries (in the control villages). Data collection of households will be done by interviewer terms according to a specified schedule. Identification of the locations of survey households will be the responsibility of the agency (Project Management Unit may provide assistance for this information along with necessary approvals). In addition, the agency is responsible for correct identification of households to allow for the construction of panel data.

The agency will ensure that the data collection is performed without significant delay. To the extent possible, the data collection schedule will take into consideration the regional agricultural calendars of Meghalaya to avoid household re-visits.

R. Data Entry:

- Development and implementation of a double-entry data entry system.
- Supervision and verification of data entry process.

The agency will be responsible for the computer program to be used for data entry. Specific responsibilities include providing field teams and data entry operators with necessary computer equipment and ensuring that equipment remains in working order throughout the duration of the survey and data entry process, developing the system for data entry, and constructing data labels.

All questionnaires will be double entered and verified for accuracy. The data entry will be done by the data entry operator in a location provided by the consultant and then checked for inconsistent or illogical answers by the supervisor. All issues should be rectified in the field before the teams move on to the next district. Following the first data entry (i.e. by a given data entry operator) the data should be re-entered by a different person and checked against the original entry for accuracy. Discrepancies should be rectified by the MIS supervisors.

The final data sets must be compiled and consistency checks performed to the approval of MBMA. Data must be submitted in MS Excel or database formats.

S. Data Analysis and reporting:

The data collected from the sources will be analyzed using both qualitative and quantitative methods depending on the nature of the field data and will be interpreted through statistical tools. Quantitative analysis will involve descriptive and analytical statistics. The analyzed data shall be presented in the form of tables, diagrams, Pie chart, histogram, flow charts and texts with suitable interpretations, generalization and implications. Microsoft Excel or database formats or other data collection tools will be used to process the data.

- Development of structure for the final report of the studies.
- Presentation of main conclusion in final draft reports as per structure agreed.
- Include changes/extra analysis following comments on the draft report.

The firm will be responsible for submitting the report structure based on the objectives of the project, the key impact indicators and the data collected through the survey. This structure will be agreed by MBMA and then used for the final report writing.

Following data entry, the agency will analyze the collected data and will submit a draft report, which should also include the summary of the survey methodology and a survey instrument as annex. The draft report will be reviewed by MBMA and the agency should then incorporate changes and conduct extra analysis if required before submitting a final draft.

ANNEX 2
Qualification and Evaluation Criteria

Sl. No.	Criteria	Supporting documents
1.	Any legal entity registered in India under relevant Act (Society/ Company /Trust/ Cooperative)	Certificate of Incorporation
2.	The applicant firm must have an average annual turnover of at least INR 50 lakhs. in the previous <u>three financial years viz, 2020-21, 2021-22 & 2022-23.</u>	Copies of audited balance sheet CA certificate highlighting the turnover of the applicant.
3.	The applicant firm must have positive net worth as on 31 st March 2023.	Copies of audited balance sheet for the last three financial years
4.	The applicant should be registered with Income Tax and have a GST Number.	Attested copy of PAN Card and GST Certificate
5.	The applicant should not be blacklisted by any of the State/ Central government.	Self-Declaration in the format in Annexure
6.	The applicant should have an experience of at least 3 years in the agriculture economics, Agriculture <u>and related fields statistics, rural community</u> management, data Science etc. The applicant should have an experience of conducting at least 2-3 outcome surveys/ impact studies on related fields in the last 3 years. The firm is requested to furnish a sample report of the previous works in scanned or soft copies. <u>A familiarity of the different socio-cultural</u> environment of the project areas. Minimum 3 years in the field of documentation/ research work.	Work orders/Contracts

NOTE: in case of consultant getting similar passing marks, preference will be given to local consultant.