

# *Meghalaya Basin Management Agency*

## **Request for Expression of Interest**

For

### *Engagement of a Consultancy Firm for Impact Assessment Survey under MLAMP, MBMA*

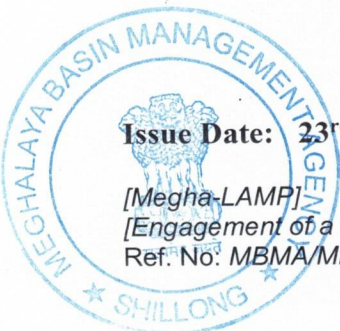
Ref No: MBMA/MLAMP/M&E/2025-26/137/332

Issue Date: 23<sup>rd</sup> January, 2026

[Megha-LAMP]

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## Instructions to Consultants<sup>1</sup>

Reference Number: MBMA/MLAMP/M&E/2025-26/137/332

23<sup>rd</sup> January 2026

### *Engagement of a Consultancy Firm for Impact Assessment Survey under MLAMP, MBMA*

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 (not individual consultants) (“consultants”) to provide *Consultancy Services for Impact Assessment Survey under MLAMP, MBMA*. More details on these consulting services are provided in the Terms of Reference (TOR) attached as **Annex 1**.
3. Before preparing its EOIs, the consultant is advised to review the Terms of Reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the shortlisting criteria.
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 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 Operations<sup>2</sup>.

<sup>1</sup>This document refers to legally constituted consulting firms as “consultant”.

<sup>2</sup>The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

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 Abuse<sup>3</sup> 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. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. 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.

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

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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 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.<sup>4</sup>
7. **Procedure:** the selection process will be conducted using *Quality and Cost-Based Selection Method* (QCBS) as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://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. Any request for clarification on this EOI including the TOR should be sent via e-mail to the address below [mlamp.procurement@gmail.com](mailto:mlamp.procurement@gmail.com) no later than **[15:00 hrs, 28<sup>th</sup> January 2026 (IST)]**. The client will provide responses to all clarification requests by **17:00 hrs, 30<sup>th</sup> January 2026(IST)**.
9. **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 **16:00 hrs, 10<sup>th</sup> February 2026 (IST)**.

Attn: Procurement Unit,  
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  
E-mail: [mlamp.procurement@gmail.com](mailto:mlamp.procurement@gmail.com)

Yours sincerely,



Deputy Project Director, Megha-LAMP  
Meghalaya Basin Management Agency

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

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**Form EOI-1**  
**EOI Submission Form**

[Location, date]

To  
Deputy Project Director, Megha-LAMP  
Meghalaya Basin Management Agency  
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

**Re: Consulting Services for engagement of a consultancy firm for impact assessment survey under MLAMP, MBMA.**

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We, 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")<sup>5</sup>, beyond those declared in paragraph 8 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](mailto:anticorruption@ifad.org) any allegation

<sup>5</sup> The 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/>.

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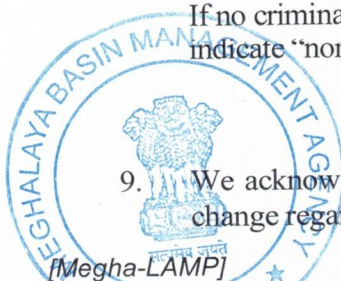
of prohibited practice that comes to our attention during the selection process or the contract execution.

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](mailto: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.
7. 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.
8. 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".

9. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.



10. 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.
11. We understand that you are not bound to accept any EOI that you may receive.
12. We further certify to have read, understood and agreed to be bound by the Privacy Policy of IFAD (accessible at <https://www.ifad.org/en/privacy>).

*[Authorized signatory]*

*[Name and title of  
signatory]*

*[Name and address of firm]*



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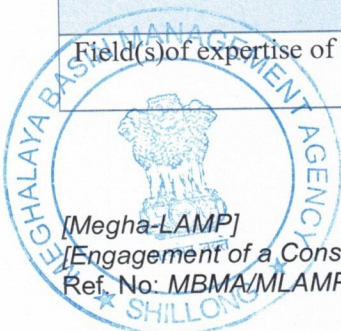
**Form EOI-2**  
**Organization of the Consultant**

**Re: Consulting Services for engagement of a consultancy firm for impact assessment survey under MLAMP, MBMA.**

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*[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	



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Number of professional staff with experience related directly to the assignment		
Subsidiary and associated companies ( <i>wherever applicable</i> ): (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**



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## Form EOI-3

### Experience of the Consultant

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*[Using the format below, provide information on each relevant assignment for which your firm, 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 INR):
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 INR ):

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Start date (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: \_\_\_\_\_



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# ANNEX 1

## TERMS OF REFERENCE

### **Consulting Services for engagement of a consultancy firm for impact assessment survey under MLAMP, MBMA.**

**Data collection services in the project area as part of the impact assessment of the Meghalaya Livelihoods and Access to Markets Project (LAMP)**

#### **Project context**

The Meghalaya Livelihoods and Access to Markets Project (LAMP) aims to enhance the livelihoods of rural households across Meghalaya, a hilly and predominantly tribal state in north-eastern India. The project, implemented between 2014 to 2025, seeks to improve incomes and resilience of rural communities by promoting sustainable, climate-adapted livelihoods. LAMP builds on the earlier Meghalaya Livelihood Improvement Project in the Himalayas (MLIPH) but adopts a new approach under the state's Integrated Basin Development and Livelihoods Programme (IBDLP), shifting focus from self-help groups to enterprise development, market access, and natural resource management.

LAMP's development objective is to expand sustainable livelihood opportunities tailored to the hill environment. The project covers all 18 blocks in the state and targets approximately 1350 villages, with a strong focus on reaching poor, tribal, women, and youth beneficiaries through a saturation approach.

The project has three operational components:

**Component 1: Integrated Natural Resource Management** aims to strengthen the sustainable management of soil, water, and biodiversity resources across villages in Meghalaya through participatory planning and targeted interventions in land, water, and forestry.

**Component 2: Rural Finance** focuses on expanding rural households' access to financial services, including savings, credit, and payments, by establishing village-level cooperative societies, facilitating credit linkages for local investments, and providing technical assistance to rural entrepreneurs.

**Component 3: Integrated Supply Chain and Enterprise Development** seeks to increase real net incomes by developing inclusive and competitive value chains and supporting micro and small enterprises. This component is built on three pillars: institution building, value chain promotion, and market access. Following the mid-term review, the project adopted a holistic value chain approach, concentrating on key leverage points such as producer groups, financial cooperatives, market infrastructure, and support services to promote sustainable rural enterprise development.



The main objective of this tender is to identify a suitable company to gather high quality data at household and community level for use in carrying out an impact assessment of the LAMP project as better specified below.

The impact assessment will be based on quantitative data collected at the household and community levels. The key outcome indicators of interest in this impact assessment are:

- Economic mobility indicators (income, assets)
  - Food security (household dietary diversity, household food consumption, minimum diet diversity for women, subjective food insecurity experience)
  - Livestock and agricultural production and economic activities
  - Access to market and local food economy
  - Women's empowerment
  - Resilience
  - Social capital
  - Employment type including from agricultural and non-agricultural sources as well as from self and wage earnings disaggregated by age group (youth versus non-youth)
- Key staff members from the Project Management Unit (PMU) and IFAD will provide supervisory support in the implementation of the impact assessment including setting up the implementation design and data collection. The IFAD Team - housed in the Impact Assessment cluster of the Impact Assessment, Knowledge, and Innovation (IKI) Unit - is composed of technical experts with a distinguished background in economics and statistics and extensive experience in the field of impact assessment and applied research. The IFAD Team, in consultation with PMU and country team - will take the lead in activities related to sampling, survey design, questionnaire design and analysis of collected data to inform certain log-frame indicators.

#### **Duties and responsibilities**

The primary responsibility of the agency is to work in close collaboration with all counterparts, including members of the PMU and IFAD IA Team for data collection through household and community surveys. Specifically, the Contractor will be responsible for the following aspects of Impact Assessment:

- 1) **COMMENTS AND INPUTS TO THE SURVEY STRATEGY**
- 2) **DATA QUALITY SYSTEM**
- 3) **COMMENTS AND INPUTS TO THE SURVEY TOOLS FOR QUANTITATIVE DATA COLLECTION**
- 4) **CONDUCT QUANTITATIVE DATA COLLECTION**
- 5) **PRE-TESTING, ENUMERATOR TRAINING AND PILOT**
- 6) **QUANTITATIVE HOUSEHOLD AND COMMUNITY LEVEL SURVEYS:**
- 7) **SUBMISSION OF CLEANED DATA**
- 8) **SUBMISSION OF FINAL REPORT**



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**ANNEX 2**

**Qualification and Evaluation Criteria**

<b>Criteria No</b>	<b>Criteria</b>	<b>Maximum Marks</b>	<b>Documents required</b>
1	<p>The Applicant must be a company incorporated under the Companies Act or a limited liability Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership Act registered under relevant law and should have been in existence for no less than 7 years.</p> <ul style="list-style-type: none"> <li>• =7 years :10 Marks</li> <li>• &gt;7 years to &lt;=10 Years:15 marks</li> <li>• &gt;10 years:20 Marks</li> </ul>	20	(Certificate of Incorporation / Partnership Deed/ Firm registration Certificate along with PAN, GST registration certificate)
2	<p>The bidder must have experience in carrying out at least one similar assignment in any Govt Sector/Semi Govt Sector/PSUs in India in last 7 years as on the date of issuance of EoI.</p> <p>Assignment in one organization will be treated as one assignment for evaluation.</p> <ul style="list-style-type: none"> <li>• For one assignment:10 Marks</li> <li>• For Two assignment:20 marks</li> <li>• For Three assignment:30 Marks</li> <li>• For Four assignment or More:40 Marks</li> </ul>	40	Copy of work order, contract, agreement (in case of ongoing assignments) and Completion certificate (completed assignment).
3	<p>Bidders having experience in executing similar assignments in any Govt Sector/Semi Govt Sector/PSUs in any of the North Eastern States of India within the last seven (7) years as on the date of issuance of EoI shall be awarded additional marks.</p> <p>For 1 assignment:5 Marks For more than 2 assignments: 10 Marks</p> <p><i>Note: If a bidder has executed four (4) similar assignments during the last seven (7) years and all four assignments were carried out in the North Eastern States of India, the bidder shall be awarded full marks (50 marks) under Criteria 2 and 3.</i></p> <p><i>Further, if a bidder has executed four (4) similar assignments in India during the last seven (7) years,</i></p>	10	copy of work order, contract agreement (in case of ongoing assignments) and Completion certificate (completed assignment).



	<i>of which one (1) assignment was carried out in a North Eastern State and the remaining three (3) assignments were executed in other States of India, the bidder shall be awarded forty-five (45) marks under Criteria 2 and 3.</i>		
4	<b>Staff Strength (Regular Employees on Payroll):</b> Marks shall be awarded based on the number of regular employees on the bidder's payroll as on the EoI due date, supported by documentary evidence. <ul style="list-style-type: none"> <li>• Bidders having 15 to 20 regular employees on their payroll shall be awarded 10 marks.</li> <li>• Bidders having more than 20 regular employees on their payroll shall be awarded 15 marks.</li> </ul>	15	The bidder shall submit details of its regular employees on the bidder's official letterhead, duly signed and stamped by an authorized signatory, indicating the name of each employee, their designation, and the date of joining the organization, along with a self-certification that the information provided is true and correct.
5	Average Annual Turnover: Must have average annual turnover of Rupees three Crore or more in the last three financial years from similar activity i.e 2022-23, 2023-24 & 2024-25.  > 30 Lakhs to <=50 Lakhs: 5 Marks >50 Lakhs to <=80 Lakhs :10 Marks >80 Lakhs :15 Marks	15	(The bidder is required to furnish a turnover certificate duly attested by a Chartered Accountant to this effect with year wise break-up. In addition, they have to furnish the audited balance sheet P&L Account statement (of the last three financial years) duly signed by a Chartered accountant in support of the turnover statement furnished.
	<b>Total</b>	<b>100</b>	
<b>Note:</b>			
I. Bidders who secure minimum 70 marks from the total (100 marks) in the EoI evaluation will be considered for shortlisting.			
II. Joint Venture is not allowed.			

