

**PLANNING AND POLICY SUPPORT UNIT SOCIETY- MADHYA PRADESH**

Madhya Pradesh State Planning Commission (MPSPC)

Government of Madhya Pradesh

“REQUEST FOR PROPOSAL”

FOR

**“End-line survey to assess impact of the Tejaswini Madhya Pradesh Rural  
Women’s Empowerment Project (Tejaswini-MP)”**

**RFP Reference No. : 02/PPSUS/2018 Date: 19/06/2018**

The Planning and Policy Support Unit Society (PPSUS), a registered Society anchored with State Planning Commission, Government of MP (GoMP). PPSUS is mandated to undertake or commission specialized research on issue relating to Poverty, Employment, Inequality, Gender and social exclusion etc.

PPSUS invites Proposal for “End-line survey to assess impact of the Tejaswini Madhya Pradesh Rural Women’s Empowerment Project (Tejaswini-MP)”. Proposals are invited from Academia/ consulting of repute having:

1. Experience of minimum 5 years of experience in conducting surveys, of which a minimum of 3 projects in the past five years should have been with development projects.
2. Minimum turnover of Rs. 40 Lakh per annum in last three years.

Interested agencies meeting above mention criterion can access Request for proposal (RFP) and Application format at <http://www.mpplanningcommission.gov.in/tender.htm>. Proposals may be submitted at following Address;

(Dr. Yogesh Mahor)  
Deputy Team Leader,  
Planning and Policy Support Unit Society-MP  
M.P. State Planning Commission  
Vindhyachal Bhawan,  
C-Wing, First Floor, Arera Hills,  
Bhopal, Madhya Pradesh– 462 004

The last date for submitting the bid is latest at **3:30 PM of 10 July 2018**. Financial bids of only technically qualified application will be opened.

***The PPSUS reserves the right to accept/ reject, any or all proposals received in response to this Notice without assigning any reason and its decision in this regard will be final.***

**MADHYA PRADESH STATE PLANNING COMMISSION**

**PLANNING AND POLICY SUPPORT UNIT SOCIETY  
(PPSUS) MADHYA PRADESH**

**REQUEST FOR PROPOSAL**

**For**

**“End-line survey to assess impact of the Tejaswini Madhya Pradesh Rural Women’s Empowerment Project (Tejaswini-MP)”**

**RFP Reference NO. : 02/PPSUS/2018**

**Issue Date:15/06/2018**

**Planning and Policy Support Unit Society-MP  
State Planning Commission M.P.VindhyachalBhawan,  
C-Wing, First Floor,Bhopal – 462 004**

## Table of Contents

<b>Description</b>	<b>Page No.</b>
Proposal Form	04
Terms of Reference	05
Instructions to bidders	13
General Terms and Conditions	18
Annex A-Technical Proposal Format	24
Annex B- Financial Proposal Format	31
Annex C- Form of Performance Security	34

## **PROPOSAL FORM**

Proposal form must be completed, signed and returned to PPSUS. Proposal must be made in accordance with the instructions contained in this Request for Proposal. **The “End-line survey to assess impact of the Tejaswini Madhya Pradesh Rural Women’s Empowerment Project (Tejaswini-MP)” must be shown on your offer.** “FAILURE TO SUBMIT YOUR BID IN THE ATTACHED PROPOSAL FORM, OR FAILURE TO COMPLETE THE DETAILS AS REQUESTED, WILL RESULT IN INVALIDATION”

### **Terms and Conditions of Contract**

Any Contract resulting from this RFP shall contain PPSUS's General Terms and Conditions (as attached) together with specific terms and conditions as detailed herein.

### **Information**

Any request for information concerning this invitation must be forwarded in writing by email or by fax, to, Dy. Team Leader, PPSUS ([pmpsusmp@gmail.com](mailto:pmpsusmp@gmail.com)), with specific reference to the RFP number.

### **Declaration**

The undersigned, having read the Terms and Conditions of **RFP- “End-line survey to assess impact of the Tejaswini Madhya Pradesh Rural Women’s Empowerment Project (Tejaswini-MP)”** set out in the attached document, hereby offers to provide the services specified in the schedule at the price or prices quoted, in advance -with the specifications stated and subject to Terms and Conditions set out or specified in the document.

1. **Name of authorized representative:**
2. **Title:**
3. **Signature:**
4. **Date:**
5. **Bidder Name:**
6. **Postal Address:**
7. **Telephone No.:**
8. **Fax No.:**
9. **Email Address:**
10. **Validity of Offer (not less than 90 days):**

**Planning and Policy Support Unit Society (PPSUS)**

**State Planning Commission, Madhya Pradesh**

**Terms of Reference**

**End-line survey to assess impact of the Tejaswini Madhya Pradesh Rural  
Women's Empowerment Project (Tejaswini-MP)**

**I. Introduction**

1. MahilaVittaVikas Nigam (MVVN) is the implementing agency for project Tejaswini-MP with a total investment outlay of USD 56.77 million which is financed by an IFAD Loan of SDR 18.89 million (USD 28.00 million) and the balance USD 28.77 million contribution from the Government of Madhya Pradesh (GoMP), local financial institutions and participating communities. This project is expected to be completed on **30 September 2018** and the IFAD loan closing is scheduled for **31 March 2019**.
2. As a part of the project closing activities ,Policy Support Unit Society (PPSUS) of the Madhya Pradesh State Planning Commission (MPSPC) is helping an MVVN to hire a agency to conduct an end-line survey to gather high quality data at household and village level to assess the impact of this project. This survey will adopt a mix-methods approach, comprising a quantitative and a qualitative component. .

**II. Program Background**

3. **Program description:** Tejaswini-MP was designed as an eight-year project implemented from 2007 to 2015. Subsequently, the as requested by GoMP and approved by GoI, IFAD sanctioned additional financing with a two year extension to the project completion date. Subsequently one year of no cost extension was provided and the project completion date is 30 September 2018.
4. **Project Area :**The project area includes the three southern districts (Balaghat, Mandla, and Dindori) and the three northern districts of Bundelkhand region (Chhatarpur, Panna, and Tikamgarh).
5. **Target Group :**The project aims to benefit women members of SHGs with 80% belonging to poor and/or marginalised households and many women belonging to disadvantaged groups such as scheduled castes and scheduled tribes.
6. **Goal:** The overall goal of the project to enable poor women to make use of choices, spaces and opportunities in the economic, social and political spheres for their improved well-being.

7. **Objectives:** The project is designed to support the commitment of GoMP to the social and economic empowerment of women through improvement in incomes and in material conditions, participation in decision-making processes and control over resources. The objectives of the project are: (i) creation of strong and sustainable SHGs, and SHG apex organizations who provide their members with economic and social support; (ii) provide access to savings, credit and insurance services, and build up financial security; (iii) opportunities for new and improved livelihood opportunities, with enterprises established or expanded, and market linkages and support services; and (iv) access to functional education and social services, labour-saving infrastructure, and participation in local governance. In addition, the project aims to support and promote government policies that empower women and develop the capacity of MVVN to improve the livelihoods of poor women. A logical framework is attached as Annex 1.

8. **Project Components, targets and achievements:** The project has four components: (i) Grass roots Institution Building; (ii) Micro-Finance Services; (iii) Livelihood and Enterprise Development; and (iv) Women's Empowerment and Social Equity.

9. **Grass roots Institution Building:** The project design targets include mobilising and empowering 246,000 households to effectively make progress on social and economic growth trajectory by developing self-sustainable three tier institutions by mobilizing 20,000 SHGs, 2,400 Village Level Committees (VLCs) and 60 federations. Cumulative performance of Tejaswini-MP as at 28 February 2018 includes support to 16,498 SHGs with a total membership of 208,837 households, 2,614 VLCs and 60 federations. MIS indicates that about 78% of the SHGs are in "A" and "B" based on grading conducted in 2017. VLCs largely undertake empowerment and social equity related activities apart from SHG monitoring. Many VLCs have started various business activities to generate income.

10. Introduction of cost coverage of government promoted federations in itself is an achievement which no other programme has ventured except in case Tejaswini twin projects Madhya Pradesh and Maharashtra. As of February 2018, 4 federations are covering 61 to 80% of costs, 4 federations are covering 41 to 60% of the costs, 13 federations are covering 21 to 40% of the cost coverage and the rest 39 federations are covering less than 20% of their costs.

11. **Micro-Finance Services:** The project design targets include training of a total of 90,000 SHG members in financial service, linking all eligible SHGs (more than six months of age) to bank credit and USD 19.30 million in gross loan portfolio to undertake various income generating activities. Tejaswini-MP continues to struggle to facilitate bank linkages. Tejaswini-MP has trained 208,027 persons, linked 49% (6,977 SHGs) of savings linked SHGs (13,804 SHGs) to bank and MFI credit at least once and has achieved 35% of the target in terms of loan disbursement. Tejaswini-MP has started financial intermediation at the federation level which will partly address the bank linkage

constraints. Major concern is 87% of idle cash in SHGs which need facilitation to utilise their own funds for IGAs.

12. **Livelihood and Enterprise Development:**The project design targets include training of a total of 98,240 and 24,560 SHG members in various on farm and off-farm activities respectively with benefits accruing to 130,000 members from rain-fed agriculture activities, 75,000 members from vegetable and horticulture cultivation, and 41,000 households from livestock interventions with mobilization of INR 1,000.00 million in funding to its members through convergence. In total the project has trained 194,084 members on on-farm activities being 198% of the target and 24,065 members on off-farm activities being 98% of the target.<sup>1</sup> The achievement with regard to rain-fed agriculture activities is 119%. The performance with regard to achievement of targets related to vegetable & horticulture cultivation, and livestock development has improved to 133% and 153% respectively which is mainly on account of a huge push on livelihoods during 2017-18. Total funding from convergence of livelihood activities is estimated at INR 2,444 million against the target of INR 1,000 million.

13. **Women's Empowerment and Social Equity:**The project design targets include reinforcing empowerment processes by sensitization programmes in 2,779 villages, functional literacy for 31,800 members, health training for 14,400 women. Local governance training for 14,400 women and drudgery reduction activities in 2,400 villages. ShauryaDals continue to function in all the programme villages though with widened focus as directed by the GoMP. Drudgery reduction activities now cover 2610 VLCs. All targets with the exception of local governance training targets have been achieved.

14. **Availability of data for creating the sampling frame:** For the purpose of creating the sampling frame, the following data is available:

- List of all project-supported districts, blocks and villages.
- List of federations at the cluster/block level, VLCs at the village level and SHGs operating each village.
- List of members benefitting from livelihood activities.
- List of SHGs benefitting from microfinance related activities covering bank loans, loans from MFIs and from revolving fund.

15. **Shortcoming in data availability:** There is no baseline survey and mid-term survey conducted by the project and hence data does not exist for pre and post project comparison.

16. **Project documents:**For further details on the project, the documents that can be used as reference materials include: (i) Project appraisal report; (ii) Project mid-term report; (iii) Project Annual Outcome surveys.

---

<sup>1</sup>Some members have undergone both on and off farm trainings

### III. End-line survey methodology

17. **Impact domains:** The end-line survey will focus on the four impact assessment domains which are detailed below.

18. **Household income and net assets:** Household income provides a means of assessing the flow of economic benefits accruing to an individual or group, whereas assets relate to a stock of accumulated items of economic value. The analysis must include an assessment of trends in equality over the time.

19. **Human and social capital and empowerment:** Human and social capital and empowerment include an assessment of the changes that have occurred in the empowerment of individuals the quality of grass-roots organizations and institutions the poor's individual and collective capacity, and in particular the extent to which specific groups such as you there included or excluded from the development process.

20. **Food security and agricultural productivity** Changes in food security relate to availability, stability, affordability and access to food and stability of access, whereas changes in agricultural productivity are measured in terms of yields; nutrition relates to the nutritional value of food and child malnutrition.

21. **Institutions and policies:** The criterion relating to institutions and policies is designed to assess changes in the quality and performance of institutions, policies and the regulatory framework that influence the lives of the poor.

22. **Suggested end-line survey questions:** The end-line survey will assess the successful impact of the project, or the lack thereof, by seeking to answer a set of questions at both overall project level and at specific levels. For the latter, the evaluation will probe the different points of the value chain where interventions occurred, both upstream and downstream, and in doing so, will attempt to establish which elements of the value chain were instrumental in creating the desired impacts and which were not.<sup>2</sup>

23. **General questions:**

- Did the socio-economic condition (incomes, assets and food security) of project beneficiaries, improve significantly, after project implementation as compared to that of non-beneficiaries?
- If so, to what extent can these improvements or changes be attributed to the project as a whole or to any particular interventions?

24. **Specific questions:**

---

<sup>2</sup>The list is indicative and may be modified during the planning of the end-line survey



- Did the income of the beneficiaries improve or decline due to project interventions, and if so, to what extent: What explains the results?
- Did the expenditure of beneficiaries on education, health and livelihoods increase or decrease and if so, to what extent? What explains the results?
- Did the beneficiaries invest more or less in productive assets, and if so to what extent? What explains the results?
- Did the reliance of beneficiaries on local money lenders decrease or increase and if so to what extent? What explains the results?
- Did the women's control over resources increase or decrease and if so to what extent? What explains the results?
- Did the women' participation in household decision making increase or decrease and if so to what extent? What explains the results?
- Did the women' participation in community decision making increase or decrease and if so to what extent? What explains the results?
- Did the dietary diversity of the beneficiaries in food intake improve or decline and if so to what extent? What explains the results?
- Have gender relations become more equal and/or are women more empowered as a result of the project?
- What other impacts (positive or negative) did the intervention have on the wider community?
- Did the project interventions result in any changes to the government policy in the use of grassroots institutions for last mile service delivery?

25. **Methods:** The end-line survey will use a mix of both quantitative and qualitative methods. A table outlining the choice of method to assess the four impact domains is provided in Table 2.

**Table 2: Choice of methods for analysis of selected variables under the impact domains**

Impact Domain	Type of Method	
	Quantitative	Qualitative
Household income and net assets	Household incomes/ expenditures. Resilience (diversified sources of income). Household assets, productive and others. Use of income. Access to savings and credit	Effects of shocks and disasters Diversification of income sources
Human and social capital and empowerment	Women's control over resources, participation in household level decision making.	Gender relations - decision making: intra- and extra- household; workload distribution). Community relations; acquisition of new skills and knowledge. Violence against women. Social capital (e.g. relations with federations and service providers etc.) (Venn diagram) Access to social security schemes.
Food security and agricultural productivity	Household food security and nutrition (increased intake/dietary diversity).	Food availability (seasonal mapping) Nutritional security Access to markets and technical advice
Institutions and policies		Influence on policies/practices of the government

#### **IV. Scope of the work**

26. The applicant organization is required to undertake a household survey to identify and document the impact of Tejaswini-MP on reduction of household poverty, sustainable increase in household incomes, and increased household resilience to climate and market risks.

27. The main activities of the selected applicant organization are as follows:

- End-line survey design with main research questions (devising tailored, context-specific questions that must reflect the logic of the project and relate to the project's log frame),
- Design the sampling methodology and sample size of the survey - establishing internal validity and attributing project effects is a key requirement. The degree of covariate balance achieved between the beneficiary and comparison groups need to be established.
- Develop the survey questionnaire – A tablet based questionnaire and data collection will be preferred – the questionnaire will be made available in English and Hindi languages
- Develop the manual for the use of the survey questionnaire

- Develop tools for qualitative data collection, including finalized questions on structured and/or semi-structured interviews to use for Focus Group Discussion (FGDs) and Key Informant Interviews (KIIs)
- Develop an outline of the end-line survey report.
- Validate with MPSPC, the sampling methodology, sample size, survey questionnaire and outline of the end-line survey report.
- Establish the sample of villages and households, beneficiary and non-beneficiary and validate it with PPSUS
- Training of the enumerators identified by DES/MPSPC, arranging the pilot testing..Feedback from pilot testing will be reviewed by the PPSUS.
- Carry out a field test of the survey and adjust the survey questionnaire accordingly based on inputs from the field test and MPSPC/MVVN.
- Provide feedback to the supervisors and enumerators on work organization in terms of data collection and validation, based on field test and inputs from MPSPC.
- Organize the data collection process and supervise the quality of data collection and validation.
- Undertake FGDs and KIIs.
- Monitor data gaps and proactively ensure that these gaps are promptly addressed so that the survey generates the maximum number of valid responses
- Analyze the data collected and use statistical analysis to analyse significance of change observed using before-after analysis (within subjects) with recall data and the with-without analysis (between subjects) with propensity score matching or any other suitable method.
- Following the analysis, i.e. calculation of treatment effects, standard errors and/or test for other heterogeneous treatment effects will be calculated. Robustness tests will be applied to determine the sensitivity of results to hidden confounders (i.e., by checking the sensitivity of results to the identifying assumptions underlying the matching analysis).
- Analyze changes in income taking into consideration rate of inflation as well as poverty line in the state/ district.
- Describe the impact observed or lack of, and the reasons leading to the impact or lack of.
- Prepare the End-line survey Report.
- Compare the magnitude of change observed with the change taking place overall in rural Madhya Pradesh – the analysis should indicate whether the project led to accelerated change in women empowerment and livelihoods.
- Discuss the results of the end-line survey report in a stakeholder workshop to be organized by MPSPC/MVVN.
- Finalize the end-line survey report based on feedback received from MVVN as well as inputs from the stakeholder workshop.

28. The primary responsibility of the selected applicant organization is to work in close collaboration with members of the PPSUS in the development, execution and supervision of all phases of the end-line survey with the exception of the actual data collection through enumerators. Specifically, the selected applicant organization will be responsible for the following aspects of end-line survey. A schedule of activities is provided in Annex 2.

29. **Survey Strategy:** Finalize the strategy for data collection (for both qualitative and quantitative analysis) and prepare: (i) end-line survey design (devising tailored, context-specific questions that must reflect the logic of the project); (ii) sampling strategy (acquiring secondary data and any other information needed for sampling); and (iii) approach for data collection (context specific inputs in developing methods, tools to use, timing, work plan, etc). The selected applicant organization will also select the comparison group.

30. **Tools for quantitative data collection:** The applicant organization will lead the process of elaborating and finalizing the draft tools for quantitative data collection, providing comments and feedback, for final approval by PPSUS of MPSPC. These tools include: (i) finalized tablet-based household questionnaires in the local language; and (ii) enumerator guidelines (survey manuals) to help with the understanding and practicalities of the data collection including conversion tables and codes. Further, support in elaborating, tailoring to project and state context and finalizing the questions is expected from PPSUS of MPSPC. The questionnaire will serve the purpose of collecting data needed to measure key outcome and output indicators. These indicators will be identified based on the main research questions which derive from both the project's log frame and impact domains.

31. The household questionnaire will consist of questions regarding general household characteristics, such as household demographic characteristics, land use, on-farm and off-farm employment, income and asset ownership, among others. Since the baseline study was not conducted before or at the time of project start, the survey will recreate the baseline using recall data for the starting year of the project. On average, it is expected that one household level questionnaire should take 70-90 minutes to complete.

32. **Organise quantitative data collection.** Provide a clear strategy for ensuring staffing and recruitment, for training of enumerators and for piloting of the data collection. Data quality is essential and, therefore, the strategy should include the quality control linked to data collection using tablets and supervision of data entry activities.

33. The selected applicant organization will promptly recruit an experienced team consisting of a project manager, field managers and data manager. The full list of professionals must be approved by PPSUS of MPSPC. The staff recruited must be able to liaise and communicate effectively within the areas they are assigned and with MPSPC. The structure of the team is suggested as follows, with those recruited possessing proven experience in the role of:

- *Project Manager and Team Leader (1):* Responsible for planning, supervising and managing the entire project with the assistance of the field manager. The project manager will work in close collaboration with the field manager for the data collection and implementation of project activities; he/she will also serve as the main liaison with the PPSUS and MPSPC.
- *Field Managers (2):* Responsible for directly planning, closely supervising and managing the field work. The field managers will be present in the field together with the data collection team.

- ***Data Manager (1)***: Responsible for managing the electronic data collection, including assigning surveys to supervisors and supporting supervisors' allocation of surveys to enumerators, tracking the progress of the collection, ensuring adherence to the sampling strategy, ensuring quality of data collected, and submitting of processed data.

34. **Enumerator training and pilot:** The enumerator training and the pilot testing should be conducted simultaneously. At least two rounds of pilot testing should be carried out.

35. It is required that the training is undertaken in the same location for the entire team, that all enumerators and team leaders and managers are present. The applicant organization is required to ensure enumerator's capability to collect high quality data within the average amount of time indicated for household survey.

36. **Tools for qualitative data collection:** Elaborate and finalize the draft tools for qualitative data collection, providing comments and feedback, for final approval by PPSUS of MPSPC. These tools will include questions on structured and/or semi-structured interviews to use for Focus Group Discussion (FGDs) and Key Informant Interviews (KIIs). Support for finalizing draft questions for FGDs and KIIs will be provided by PPSUS of MPSPC but tasks related to elaborating, contextualizing, translating, and finalizing the questions is responsibility of the selected applicant organization. The qualitative data will primarily act as a means to verify the findings from the quantitative data and to provide deeper insights on project experiences. FGDs are expected to take no longer than 90 to 120 minutes to complete, while KIIs should last approximately 30 to 60 minutes. FGDs and KIIs should be recorded and submission of typed transcripts in Microsoft Word and/or PDF format, or similar provided.

37. **Conduct qualitative data collection:** About 10 FGDs will be conducted in each district of the project area composed by 8 to 10 participants, each ensuring gender representativeness, if possible. The participants will comprise SHG leaders, federation leaders, federation staff, CRPs and spouses of SHG members.

38. 5 KIIs will be conducted in each in each district of the project area. These will mainly comprise local government officials and/or service providers. In the case of all qualitative work, the selected applicant organization must take the lead role in identifying participants and arranging the interviews, PPSUS of MPSPC and MVVN will provide support in above.

39. **Quantitative household survey:** Administer the survey which will cover about 1,500-3,000 households and the actual sample size will be determined by the selected applicant organization in consultation with PPSUS of MPSPC. The above sample size should cover both treatment area households and comparison area households. Detailed geographic location information of the households and villages should be collected.

40. **Data analysis:** After collecting data, the selected applicant organization will carry out data cleaning and two types of data analysis. First, it will use *before-after analysis* (within subjects) with

recall data, and second, the *with-without analysis* (between subjects). For the before-after analysis, recall data collected during the survey will be used to reconstruct a baseline. Similarly, use will be made of appropriate tests such as t-test for significance testing and tests for balancing, and mean of differences will be presented as the estimate of effect size.

41. To carry out *with-without analysis*, use will be made of propensity score or any other suitable method. After carrying out matching of beneficiaries with comparison group observations and testing for balance in the matched sample, matched datasets will be extracted and used for data analysis. In the first step of analysis, matching will be carried out using two sets of characteristics. First, the socio-demographic data contained in the household information section of the survey and second, based on the question block on participation. Following the analysis, i.e. calculation of treatment effects, standard errors and/or test for other heterogeneous treatment effects will be calculated. Robustness tests will be applied to determine the sensitivity of results to hidden confounders (i.e., by checking the sensitivity of results to the identifying assumptions underlying the matching analysis).

42. **Cleaned data:** Submit cleaned data files in Stata and Excel format, complete with any 'do' files or other relevant material and of a clear and complete codebook and guidelines for data interpretation and understanding to PPSUS of MPSPC. Data files submitted should perfectly reflect the questionnaires, ensuring each module of the questionnaire corresponds to its specific data file; including the related roster to which observations correspond (i.e. the identification of each observation collected must be kept in each data file).

43. **Report:** Provide a final report on field activities completion and preliminary descriptive statistics once the data are cleaned and ready for analysis, incorporating comments and feedback received from MPSPC and MVVN.

**3) Key Deliverables;** under the supervision of PPSUS of MPSPC, the selected applicant organization will be responsible for the following deliverables:

44. **Deliverable 1: Survey Strategy Developed and formulated.** A data collection plan (for both qualitative and quantitative data) including a detailed description of:

- a. The end-line survey design devising tailored context-specific questions that must reflect the logic of the project.
- b. The final sampling approach, based on the agreed sample size and strategy with PPSUS of MPSPC, and its practical construction including acquisition of secondary data and of other information as needed.
- c. The finalized approach for data collection (method, tools to use, timing, work plan, focal points and logistical aspects).
- d. A plan for selection of comparison group.

45. **Deliverable 2: Data collection plan and organization developed.** Data collection system developed and shared with MPSPC. This includes:

- a. The full list of a team of experienced Data Manager, Field Manager and Project Manager, provided for approval to MPSPC, at least two weeks prior to the training of enumerators;
- b. A plan to verify and test at the end of the training and pilot phase the quality and capability of enumerators elaborated and submitted;
- c. A clear plan to ensure data collection and uploading of data using tablets in the absence of electricity and internet connection;
- d. Household listing acquired: list of households from the samples areas/villages and arrange access to the villages as per clear survey management plan.

46. **Deliverable 3: Tools for qualitative data and quantitative collection finalised.** Tools for qualitative data collection, including finalized questions on structured and/or semi-structured interviews to use for Focus Group Discussion (FGDs) and Key Informant Interviews (KIIs). Tools for quantitative data collection will include: (i) finalized tablet-based household questionnaire; (ii) enumerator guidelines to help with the understanding and practicalities of the data collection including conversion tables and codes; and (iii) a well-functioning data collection program for collecting the data using tablets.

47. **Deliverable 4: Enumerator training and pilot phase successfully conducted.** Facilitation in enumerator training including provision of enumerator guidelines.

48. **Deliverable 5: Qualitative and quantitative data collection finalised.** FGDs and KIIs conducted and submission of a recorded version and typed transcripts in Microsoft Word and/or PDF format together with a narrative report produced and delivered. Quantitative and qualitative data collection shall be the responsibility of applicant organisation.

49. **Deliverable 6: Data analysis.** Selected applicant organization need to carry out before-after analysis and a causal (with/without) analysis of the project's impact domains. This will include results of matching, calculation of treatment effects, conducting of standard errors and/or test for other heterogeneous treatment effects and robustness tests.

50. **Deliverable 7: Report delivered.** A final report on field activities completion, description of results related to data analysis (as part of Deliverable 6) and summary of key results (quantitative and qualitative), incorporating comments and feedback received from PPSUS, MVVN /IFAD. The agency conducting the study will provide:

- a. Softcopy and 10 Hardcopies of the draft report in English and Hindi in both medium.
- b. Soft copy of the data and information collected during the evaluation.
- c. 20 coloured and printed hard copies of the final report in Hindi and English language.
- d. Soft copy of the Final Report in pen drive (Ready to upload on official website)
- e. Coloured photographs of the visits etc. for the Programme evaluated.
- f. Presentation to the Department upon preparation of final report.
- g. The agency/organization/institutions would also give the undertaking that the information collected in respect of the above schemes & programme will not be disclosed/ presented anywhere without obtaining prior permission of the PPSUS, State Planning Commission, Madhya Pradesh. .

51. **Intellectual Property Rights.** All information gathered under the contract is the property of GoMP. The selected applicant organization must deliver all data, documents, background information and other relevant information gathered during the course of the activities carried out while under contract must be delivered to PPSUS of MPSPC in their entirety.

#### **V. Professional requirements of applicant organisation**

52. It is essential that the applicant organization has solid experience with managing impact assessment surveys with a minimum **five (5) years of experience** in conducting surveys, of which a minimum of **3 projects in the past five years** should have been with development projects. More evidences of the projects in the Technical Proposal is an advantage. Previous experience with both quantitative and qualitative data collection is a must. The institution should also have the capacity to implement the survey in a short period of time, as well as the required skills for advanced statistical/econometric analysis of the data. Previous experience with social/ rural development surveys is an advantage. Minimum turnover of **Rs 40.00 Lakhs per annum** from consulting assignments in the last three years. Ability to use electronic devices, such as tablets or smart phones, for data entry and management is desired. To avoid **conflict of interest**, the staff selected by the institution to work on this end-line survey should not have worked directly on this IFAD-supported project in any capacity. The team recruited should be composed as a minimum by professionals with experience in implementing similar end-line/impact assessment surveys in the past, preferably of agriculture and rural development projects.

#### **VI. Timeline**

- A. Inception Report – Within 15 days after the signing of MOU. Inception report should contain literature review, preparation and pre testing of schedules etc.
- B. Progress Report 1 – Within 45 days of inception report. Progress report 1 should contain training of field staff, field survey, data collection, data cleaning, tabulation plan, preliminary chapters etc.
- C. Progress Report 2 – Within 30 days of inception report. Progress report 2 should contain final tables, analysis, top line findings etc.
- D. Draft Report with Presentation – Within 20 days of Progress report 2.
- E. Final Report – Within 10 days of draft report.

#### **VII. Payment Schedule**

For lump-sum contracts payment will be made based on milestones indicated for each activity as below:

- A. 20% on submission of Inception Report.
- B. 20% on timely submission of Progress Report 1.
- C. 30% on the submission of draft final report and presentation.
- D. 30% on the end of final report submission and approved by the PPSUS.

(The report and all background documentation including computer database of questionnaires will be the property of PPSUS. Softcopy and hard copies of above reports, other documents must be submitted to PPSUS.)



**VIII. Event Description :**PPSUS would endeavour to adhere to the following schedule:

S. No.	Event Description Scheduled Date	Scheduled Date
1	Publication of NIT	20/06/2018
2	Last date for receiving queries/clarifications	30/06/2018
3	PPSUS response to queries	05/07/2018
4	Pre Bid Meeting	05/07/2018
5	Proposal Due Date (PDD) (i.e. last date of receiving RFP)	10/07/2018,3.30 PM
6	Opening of Technical Proposals	11/07/2018 (tentative)
7	Opening of Financial Proposals	25/07/2018 (tentative)
8	Issue of Letter of Intent (LoI)	01/08/2018 (tentative)
9	Signing of Agreement	-
10	Validity of Proposals	Not less than 90 days of Proposal Due Date



## Annex 1: Logical framework: progress against objectives, outcomes and outputs

Results Hierarchy	Name	Baseline	Midterm	2018	Means of verification			Assumptions
					Source	Frequency	Responsibility	
<b>Goal:</b> Poor Women make use of choices, spaces, and opportunities in economic, social and political spheres for their improved well being.	Improved household asset index				RIMs survey	Baseline	SPMU	Empowerment of women will benefit all members of the household particularly children. Level of income generated will be sufficient for households to cross poverty line.
	Reduction in prevalence of child malnutrition (ht/age)				Impact Assessment	Midterm	DPMU	
	Reduction in prevalence of child malnutrition (wt for ht)				Survey	Endline		
	Percentage of women representation in local governance against total representation in local governance.		-	62%	MIS			
<b>Development Objective</b>		unit						
Create strong and sustainable SHGs and SHG apex organisations who provide their members with economic and social support. Provide access to savings, credit and insurance services and build up financial security. Provide access to new and improved livelihoods options with market linkages and support services. Provide access to functional education and social services, labour saving infrastructure and participation in local governance.	% of SHGs members with individual bank accounts (Jan Dhan)	-	-	100%	RIMs survey	Baseline	SPMU	Favourable Bank/MFI policy in SHG lending will be formulated. Programme will be able to foster entrepreneurship spirit amongst women. Programme will be able to foster strong convergence with other govt departments.
	% of Federations with more than 40% cost recovery	-	-	13%	Impact Assessment	Midterm	DPMU	
	% of SHs using revolving fund	-	-	36%	Survey	Endline		
	Percentage of SHG women representation in local governance	-	-	30%	MIS			
<b>Component Outcomes</b>		unit						

Results Hierarchy	Name	Baseline	Midterm	2018	Means of verification			Assumptions
					Source	Frequency	Responsibility	
<b>Component 1 - Grass root Institution Building</b> Community institutions mobilised and strengthened as people owned /governed institutions to achieve sustainable social – economic development of community.	% of A grade SHGs	-	49%	50%	MIS	Quarterly	SPMU DPMU	SHGs will actively participate in building apex structures. SHG members will pay for the services rendered by CMRCs.
	% of Federations with less than 20% cost recovery	-	-	65%				
<b>Component 2 - Micro Finance Services</b> Women enabled to access rural financial and insurance services and develop and independently manage thrift and credit services for their members and build up financial security.	% of functional SHGs with regular savings and credit	-	62%	80%	MIS	Quarterly	SPMU DPMU	Banks and MFIs will be interested in providing financial services to the poorest households and in remote locations.
	% of credit linked SHGs	-	-	49%				
	Gross loan portfolio (USD million)	19.3		6.76				
	% of savings linked SHGs			83%				
<b>Component 3: Livelihoods and Enterprise Development</b> On-farm and off-farm production based income enhanced/ improved, New or expanded enterprises developed and new types of linkages developed between SHGs, markets and support services. Micro and macro level marketing tie ups developed and enhanced marketing opportunities created.	% of members participating in Livelihood activities		-	73%		Quarterly		Women will gain confidence to invest in diversified livelihoods.
	% of SHGs supported for livelihood through Convergence			92%				Sufficient market demand exists to absorb increased production.
	% of SHG members with more than 50% increase in income compared to baseline		21%	80%				
<b>Component 4 - Empowerment and social equity</b>	% of SHG members participating in Gram Sabhas	-	-	95%	MIS	Quarterly	SPMU DPMU	Women will garner support of men for empowerment

Results Hierarchy	Name	Baseline	Midterm	2018	Means of verification			Assumptions
					Source	Frequency	Responsibility	
Women are aware and actively working to remove gender based discrimination in family and community settings with enhanced status (equity wise) of women within family, community, and panchayat.	% of SHGs taking up gender and community issues	-	86%	85%				and community related activities.
<b>Component Outputs</b>								
<b>Component 1 - Grass root Institution Building</b>	# of functional SHGs formed	20,000	11,947	16,498	MIS	Quarterly	SPMU DPMU	SHG members will be willing to pay for the services rendered by CMRCs. Favourable support from local institutions will be forthcoming to foster convergence.
Federation staff (SanghaMitra, Accountant and Assistants) recruited and trained.	# of VLCs formed	2,400	1,161	2,630				
SHGs, VLCs and federations formed.	# of Federations established	60	03	60				
Development of sustainable SHG's & people's organisation.	# persons trained in VLC and Federation governance	-	1,161	105,000				
	# of federation staff trained in governance	-	-	300				
	# of CRPs trained	2,624	1,161	2,233				
<b>Component 2- Micro Finance Services</b>	# of SHG members trained in savings and credit	90,000	151,981	208,027	MIS	Quarterly	SPMU DPMU	SHGs will get adequate funding support from Banks and MFIs. SHGs of the project will prove to be credit worthy compared to SHGs promoted under other govt programmes.
SHGs members trained on micro credit aspects.	# of Federation staff trained in savings and credit	-	-	300				
SHGs linked to banks for loans.	% of SHG members with savings bank accounts	-	-	100%				
SHGs linked to MFIs or other corporations for loans.	% of SHG members with insurance	-	-	208,027				
<b>Component 3: Livelihoods and Enterprise Development</b>	# of persons trained in EAP and EDP	-	-	8,000	MIS	Quarterly	SPMU DPMU	Training coupled with credit will promote entrepreneurship. NGOs have capacity to facilitate growth of
SHG members identified and provided EAP and EDP.	# of persons trained under on-farm activities	-	-	194,084				
Resource NGOs appointed to provide	# of persons trained under off-farm activities	-	-	24,065				

Results Hierarchy	Name	Baseline	Midterm	2018	Means of verification			Assumptions
					Source	Frequency	Responsibility	
capacity building and expertise support. Micro-livelihood plans implemented.								entrepreneurship.
<b><u>Component 4 - Empowerment and social equity</u></b>	% of backward class members in SHGs	-	95%	95%	MIS	Quarterly	SPMU DPMU	Women will be able to handle increased workload to take up empowerment and community related issues.
Radio and other mass communication programs organised.	# of persons trained in functional literacy	31,800	151,981	208,027				
Sensitisation programs organised for men in leading /influential role.	# of mass communication programmes	-	11	11				
Para legal training organised for the SHGs.	# of local governance training conducted	14,400		0				
Village level drudgery reduction models operational and functional.	# of persons trained in health	14,400		25,500				
Functional literacy training program organised for women.	# of persons trained as Shaurya Dal members	-	-	26,100				
	# of drudgery reduction sub-projects taken up/Villages	2,400		2,624				

## **INSTRUCTION TO BIDDERS**

### **1. Introduction**

PPSUS will select a consulting agency to provide the services outlined in the Terms of Reference and in accordance with the method of selection specified in this RFP. Bidders are therefore invited to submit a Technical Proposal and a Financial Proposal. These proposals will be the basis for contract with the selected consultant.

### **2. Proposal Format and Content**

2.1 Bidders are required to submit **Technical Proposals** in **spiral bind** document as per the format attached in **Annex A**.

2.2 Bidders are required to submit softcopy of Technical Proposals and other bidding related documents in CD. (*Please note that financial proposals are not expected in soft copy*)

2.3 Bidders are required to submit **Financial Proposals** in the format attached in **Annex B**. It shall list all costs associated with the assignment, including:

#### **Choose as Appropriate**

- An all-inclusive rate per person/day (including honorarium and living expenses) for each proposed team member to be assigned to the project in the field and a rate for his/her work at the office, if any;
- An all-inclusive amount for any travel related expenses (indicating the number of Trips required by each team member);
- Other costs, if any, indicating nature and breakdown;
- A proposed schedule of payments, all of which must be expressed in Indian Rupees.

2.4 All activities and items described in the Technical Proposal must be priced separately. **Activities and items described in the Technical Proposal but not Priced shall be assumed to be included in the price of other activities.**

2.5 Submission of the wrong format for either the Technical or Financial proposal may result in the proposal being deemed non responsive.

### **3. Marking and Returning Proposals**

3.1. **SEALED PROPOSALS** must be and despatched to arrive at the MPSPC office indicated **NO LATER THAN the CLOSING TIME AND DATE**. Proposals received in any manner other than as outlined in clauses 3.3 to 3.5, will be **INVALIDATED**.

3.2. Proposals shall be submitted in duplicate, in English, and shall be sealed in Outer and 2 inner envelope and all envelopes shall indicate the title of the study, RFP Reference No., bidder's name and Address. The **outer envelope** shall be addressed as follows:

**Attention: DY. Team Leader- PPSUS  
State Planning Commission MP  
C-Wing, First Floor, Vindhyanchal Bhawan,  
Arera Hills, Bhopal 462004**

3.3 The 1<sup>st</sup> inner envelope shall be marked **Technical Proposal for “End-line survey to assess impact of the Tejaswini Madhya Pradesh Rural Women’s Empowerment Project (Tejaswini-MP)”** with soft copy and addressed in the same manner as the outer envelope, and shall be in the prescribed format.

3.4 The 2<sup>nd</sup> inner envelope shall be marked **Financial Proposal for “End-line survey to assess impact of the Tejaswini Madhya Pradesh Rural Women’s Empowerment Project (Tejaswini-MP)”** and addressed in the same manner as the outer envelope, and shall be in the prescribed format.

3.5 Information, which the bidder considers to be proprietary, should be clearly marked as such. All information provided by the bidder will be treated as confidential and used for PPSUS internal purposes only.

#### **4. Time for Receiving Proposals**

4.1 Sealed Proposals received prior to the stated closing time and date will be kept Unopened. The Team Leader or a designated officer of PPSUS will open proposals within designated time and proposal received thereafter will not be considered.

4.2 PPSUS will accept no responsibility for the premature opening of a Proposal, Which is not properly addressed or identified.

4.3 Modification by fax of sealed Proposals already submitted will not be considered.

#### **5. Public Opening of Proposals**

5.1 Bidders, or their authorized representative, may attend the public opening of the RFP at the time, date and location specified. **The only envelope that will be opened at public bid is the Financial Proposal.**

#### **6. Request for Information**

6.1 Any request for information regarding the specifications should be mailed to DY. Team Leader at [pmpsusmp@gmail.com](mailto:pmpsusmp@gmail.com).

#### **7. Corrections**

7.1 Erasures or other corrections in the Proposal must be explained and the Signature of the Bidder shown alongside.

#### **8. Modifications and Withdrawal**

8.1 All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal.

8.2 Proposals may be withdrawn on written or faxed request received from bidders prior to the opening time and date. Negligence on the part of the bidder confers no right for the withdrawal of the proposal after it has been opened.



## 09. Validity of Proposals

9.1 Proposals should be valid for a period of not less than 90 days after RFP opening, unless otherwise specified in the Specific Terms and Conditions. PPSUS may also request the validity period to be extended.

## 10 Quality Assurances

10.1 If the Bidder is already quality certified, or in the process of being quality certified (for example, ISO 9001/9002/BS certified), this should be clearly indicated in the proposal and a copy of the certificate attached to the proposal.

## 11. Rights of PPSUS

11.1 PPSUS reserves the right to INVALIDATE any Proposal for reasons mentioned above, and, unless otherwise specified by PPSUS or by the Bidder, to accept any item in the Proposal.

11.2 PPSUS reserves the right to INVALIDATE any Proposal received from a Bidder who, in the opinion of PPSUS, is not in a position to perform the contract.

## 12. Evaluation of Proposals

12.1 From the time the proposals are opened to the time the contract is awarded, bidders shall not contact PPSUS on any matter and any attempt to influence PPSUS in its evaluation of the proposals and award recommendation, may result in rejection of the proposal.

12.2 Following closure of the RFP, a PPSUS evaluation team to assess their merits will evaluate proposals. The evaluation will be restricted to the contents of the proposals, bidder profile, relevant experience, client list, financial status and price proposal.

12.3 A 2-stage procedure will be utilized in evaluating proposals, with evaluation of the **Technical Proposal** being completed prior to any evaluation of the **Financial Proposal**. Evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.

12.4 Tenders for this contract will be assessed in accordance with good commercial practice and will involve both a technical and commercial evaluation. **Technical Proposals** will be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and the point system specified in the following table:

CATEGORY	MAX POINTS	MIN. POINTS
<b>1. OVERALL RESPONSE</b> <ul style="list-style-type: none"><li>Understanding of and responsiveness to, PPSUS requirements;</li><li>Understanding of Scope, Objectives and Completeness of response;</li><li>Overall concord between PPSUS requirements and the proposal</li></ul>	(10)	(6)
<b>2. METHODOLOGY</b> <ul style="list-style-type: none"><li>Quality of the proposed approach and methodology for the</li></ul>	(15)	(9)

evaluation <ul style="list-style-type: none"> <li>Quality of proposed implementation plan (milestone wise), i.e. how the bidder will undertake each task, and time-schedules</li> </ul>		
<b>3. PROPOSED TEAM</b> <ul style="list-style-type: none"> <li>Project Manager and Team Leader with relevant experience, qualifications, &amp; position with organization</li> <li>Field Manager - Relevant experience, skills &amp; competencies</li> <li>Data Manager - Relevant experience, skills &amp; competencies</li> </ul> Team composition and specific roles & responsibilities	<b>(30)</b>	<b>(20)</b>
<b>4. ORGANISATIONAL CAPACITY</b> <ul style="list-style-type: none"> <li>Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments:</li> <li>Financial status of the organization</li> </ul>	<b>(20)</b>	<b>(10)</b>
<b>TOTAL MARKS FOR TECHNICAL COMPONENT</b>	<b>75</b>	<b>(45)</b>
<b>5. FINANCIAL PROPOSAL - PRICE</b> <ul style="list-style-type: none"> <li>25 marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.</li> </ul>	<b>25</b>	<b>N/A</b>
<b>TOTAL MARKS</b>	<b>100</b>	

12.5 **Technical Proposals** receiving the minimum points or higher, will be Considered technically responsive and the **Financial Proposal** will be opened of only these bidder(s). Proposals which are considered non-technically competent and non-responsive will not be given further consideration.

12.6 Tenders (Technical and Financial) will be made available to the partner government or organization that will benefit from the services when they are part of the evaluation panel.

12.7 After the technical evaluation is completed, PPSUS shall inform those bidders who secured the minimum qualifying technical mark, the date, time and location for opening the Financial Proposals. **Financial Proposals shall be opened publicly in the presence of bidders' representatives who choose to attend.**

12.8 The Financial Proposals shall be evaluated using Quality and Cost Based Selection, whereby the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 25 points. The financial scores of the other proposals will be in inverse proportion to the lowest price. Proposals will be ranked according to their combined technical and financial scores using the weights given to technical and financial. The bidder achieving the highest combined technical and financial scores will be awarded for the assignment.

12.9 The evaluation formula is outlined as follows:

$Sf = 100 \times Fm/F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

### 13. Error in Proposal

13.1 Bidders are expected to examine all instructions pertaining to the RFP. Failure to do so will be at Bidders own risk. In case of errors in the extension price, unit price shall govern.

#### **14. RFP Terms and Conditions**

14.1 This RFP and any responses thereto, shall be the property of PPSUS. In submitting a proposal, the bidder acknowledges that PPSUS reserves the right to:

- Visit and inspect the bidder's premises;
- Contact any/all referees provided;
- Request additional supporting or supplementary information;
- Arrange interviews with the proposed project team/consultants;
- Reject any/all of the proposals submitted;
- Accept any proposals in whole or in part;
- Award contracts to more than 1 bidder, as PPSUS considers being in its best interests.

14.2 Bidders shall bear all costs associated with the preparation and submission of proposals, and PPSUS shall not be responsible for these costs, irrespective of the outcome of the bidding process.

## **GENERAL TERMS AND CONDITIONS**

### **1. Award of Work:**

After selection, a Letter of Intent (the "LoI") shall be issued, in duplicate, by PPSUS to the Selected Bidder and the Selected Bidder shall, within 3 (three) days of the receipt of the LoI, sign and return the duplicate copy of the LoI in acknowledgement thereof. In the event the duplicate copy of the LoI duly signed by the Selected Bidder is not received by the stipulated date, PPSUS may, unless it consents to extension of time for submission thereof, forfeit the Bid Security of such Applicant, and the next eligible Bidder may be considered.

### **2. Performance Security:**

Upon receipt of Letter of Intent (LoI) from PPSUS, the successful Bidder shall furnish the Performance Security of an amount equal to 10% of the estimated cost of Services/Financial Proposal by way of Bank Guarantee for the due performance of the Contract in the format of Performance Security Form given at Annex-C. The Selected Bidder shall furnish the Performance Security within the time specified in LoI but prior to execution of Agreement. The validity period of Bank Guarantee of Performance Security shall be 180 days from the date of LoI and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of 180 days, if required, which shall be valid for the period of three months beyond the date of completion of assignment.

### **3. Acknowledgment copy**

Signing and returning the acknowledgment copy of a contract issued by PPSUS or beginning work under that contract shall constitute acceptance of a binding agreement between PPSUS and the Consulting agency.

### **4. Delivery Date**

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

### **5. Payment Terms**

- PPSUS shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Consulting agency's invoice, which is issued only upon PPSUS's acceptance of the work specified in the contract.
- Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
- The prices shown in the contract cannot be increased except by express written agreement by PPSUS.

### **6. Limitation of Expenditure**

No increase in the total liability to PPSUS or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorized or paid to the Consulting agency unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

## **7. Tax Exemption**

The consulting agency authorizes PPSUS to deduct from the consulting agency invoice any amount representing such taxes or duties charged by the Vendor to PPSUS. Payment of such corrected invoice amount shall constitute full payment by PPSUS.

## **8. Legal Status**

The Consulting agency shall be considered as having the legal status of an independent Consulting agency vis-a-vis PPSUS. The Consulting agency's personnel and Associate consultants shall not be considered in any respect as being the employees or agents of PPSUS.

## **9. Consulting agency's Responsibility for Employees**

The Consulting agency shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

## **10. Indemnification**

The Consulting agency shall indemnify, hold and save harmless and defend, at its own expense, PPSUS, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Consulting agency or its employees or Associate consultants in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Consulting agency, its employees, officers, agents, servants or Associate consultants. The obligations under this Article do not lapse upon termination of this Contract.

## **11. Insurance and Liabilities to Third Parties**

- The Consulting agency shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- The Consulting agency shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Consulting agency represents that the liability insurance includes Associate consultants.
- The Consulting agency shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this

Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Consulting agency or its agents, servants, employees or associate consultants performing work or services in connection with this Contract.

- The Consulting agency shall, upon request, provide PPSUS with satisfactory evidence of the insurance required under this Article.

## **12. Source of Instructions**

The Consulting agency shall neither seek nor accept instructions from any authority external to PPSUS in connection with the performance of its services under this Contract. The Consulting agency shall refrain from any action which may adversely affect PPSUS and shall full fill its commitments with the fullest regard to the interests of PPSUS.

## **13. Title to Equipment**

Title to any equipment and supplies which may be furnished by PPSUS shall rest with PPSUS and any such equipment shall be returned to PPSUS at the conclusion of this Contract or when no longer needed by the Consulting agency. Such equipment when returned to PPSUS, shall be in the same condition as when delivered to the Consulting agency, subject to normal wear and tear.

## **14. Copyright, Patents and Other Proprietary Rights**

PPSUS shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At PPSUS's request, the Consulting agency shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the PPSUS in compliance with the requirements of the applicable law.

## **15. Confidential Nature of Documents**

- All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Consulting agency under this Contract shall be the property of PPSUS, shall be treated as confidential and shall be delivered only to the PPSUS authorized officials on completion of work under this Contract.
- The Consulting agency may not communicate any time to any other person, Government or authority external to PPSUS, any information known to it by reason of its association with PPSUS which has not been made public except with the authorization of the PPSUS; nor shall the Consulting agency at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with PPSUS.

## **16. Force Majeure; Other Changes in Conditions**

- In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Consulting agency shall give notice and full particulars in writing to PPSUS of such occurrence "" change if the Consulting agency is thereby rendered

unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract The Consulting agency shall also notify PPSUS of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the .notice required under this Article, PPSUS shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the Consulting agency of a reasonable extension of time in which to perform its obligations under the Contract.

- If the Consulting agency is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract PPSUS shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 17, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

## **17. Termination**

If the Consulting agency fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Consulting agency be adjudged bankrupt, or be liquidated or become insolvent, or should the Consulting agency make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Consulting agency, PPSUS may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract, forthwith, in whole or in part, upon thirty (30) days' notice to the Consulting agency.

PPSUS reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Consulting agency, in which case PPSUS shall reimburse the Consulting agency for all reasonable costs incurred by the Consulting agency prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from PPSUS to the Consulting agency except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Consulting agency shall have no claim for any further payment, but shall remain liable to PPSUS for reasonable loss or damage, which may be suffered by PPSUS for reason of the default. The Consulting agency shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, PPSUS may require the Consulting agency to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim PPSUS may have arising out of this contract or termination, PPSUS will pay the value of all such finished work delivered and accepted by PPSUS. The initiation of arbitral proceedings in accordance with Article 24 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

## **18. Sub-Contracting**

In the event the Consulting agency requires the services of associate consultants, the Consulting agency shall obtain the prior written approval and clearance of PPSUS for all Associate consultants. The approval of PPSUS of an Associate consultant shall not relieve the Consulting agency of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

### **19. Assignments and Insolvency**

The Consulting agency shall not, except after obtaining the written consent of PPSUS, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Consulting agency's rights or obligations under the Contract. Should the Consulting agency become insolvent or should contract of the- Consulting agency change by virtue of insolvency, PPSUS may, without prejudice to any other rights or remedies, terminate the Contract by giving the Consulting agency written notice of termination.

### **20. Use of PPSUS Name**

The Consulting agency shall not use the name of Planning and Policy Support Unit Society or abbreviation of this name for any purpose.

### **21. Officials not to Benefit**

The Consulting agency warrants that no official of PPSUS has received or will be offered by the Consulting agency any direct or indirect benefit arising from this Contract or the award thereof. The Consulting agency agrees that breach of this provision is a breach of an essential term of the Contract.

### **22. Prohibition on Advertising**

The Consulting agency shall not advertise or otherwise make public that the Vendor is furnishing goods or services to PPSUS without specific permission-of PPSUS.

### **23. Settlement of Disputes**

#### **Amicable Settlement**

The Parties shall use. Their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Government of Madhya Pradesh Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

#### **Arbitration**

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the Government of Madhya Pradesh Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award



rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

#### **24. Privileges and Immunities**

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

#### **25. Authority to Modify**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Consulting agency shall be valid and enforceable against PPSUS unless provided by an amendment to this Contract signed by the authorized official of PPSUS.

#### **26. Replacement of Personnel**

PPSUS reserves the right to request the Consulting agency to replace the assigned personnel if they are not performing to a level that PPSUS considers satisfactory. After written notification, the Consulting agency will provide curriculum vitae of appropriate candidates within three (3) working days for PPSUS review and approval. The Consulting agency must replace the unsatisfactory personnel within seven (7) working days of PPSUS's selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Consulting agency shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

- Personnel identified in the proposal as key individuals to be assigned for participation in the performance of the contract.
- Personnel whose resumes were submitted with the proposal; and
- Individuals who are designated as key personnel by agreement of the Consulting agency.

In notifying the project authority, the Consulting agency shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement

Acceptance of a replacement person by the project authority shall not relieve the Consulting agency from responsibility for failure to meet the requirements of the contract.

All the other terms and conditions are hereby accepted. The agency will conform to the requirements as listed out by PPSUS.

## ANNEX A: TECHNICAL PROPOSAL FORMAT

**TECHNICAL DOCUMENT 1:** Technical Proposal Submission Form

**TECHNICAL DOCUMENT 2:** Bidder's Organization and Experience  
A Bidder's Organization  
B Bidder's Experience

**TECHNICAL DOCUMENT 3:** Description on below: -

A. Understanding of scope, objectives and completeness of response

B. Description of Approach:

- a. Key guiding principles for the study.
- b. Framework for the study.
- c. Information need matrix
- d. Capacity building of study team members/Data Collection

Team

e. Any other.

C. Methodology:

- a. Detail research design including sample design and estimation procedure.
- b. Field process protocol control.
- c. Specify suggestive tool for data collection

Type of respondents	Issue will be studied	Methods /tools to be used

- d. Structure of analysis and report
- e. Team meetings
- f. Any other (Pl. mention)

D. Work plan for performing the assignment:

- A. Gantt chart-work plan and schedule of Key Personnel (milestone wise)

**TECHNICAL DOCUMENT 4:** Team composition and Task Assignments

**TECHNICAL DOCUMENT 5:** Audited Balance Sheets and Profit & Loss Statements for the last three years (*in instances when the Consultants have chosen to associate with others, this information has to be provided for the lead agency only.*)

**TECHNICAL DOCUMENT 6:** A note on potential Conflict of Interest issues and how these are proposed to be avoided.

**TECHNICAL DOCUMENT 7:** Letters of Association from associate Consultants/ individuals (if applicable)

**TECHNICAL DOCUMENT 1 - TECHNICAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

To:

The DY. Team Leader,  
PPSUS, MPSPC  
Bhopal

Subject:

Reference:

We offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal No. *[Insert Number]* dated *[Insert Date]* and our Proposal. We submit our Proposal, which includes this Technical proposal, and Financial Proposal sealed under a separate envelope.

We confirm 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. Our Proposal is binding upon us.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than *[Insert Date]*.

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

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

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

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

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

**NOTE-** *Please submit softcopy of Technical Proposals and other bidding related documents in C.D.*

## **TECHNICAL DOCUMENT 2 - BIDDERS ORGANISATION AND EXPERIENCE**

### **A- Organization**

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment]

## B - Bidder's Experience

[Using the format below, provide information on **each assignment for which your firm, and each associate for the 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 this assignment.**]

Assignment name	: Approx. value of the contract (in Rs.):
Country: Location within country	Duration of assignment (months):
Name of Client	Total No of staff-months of the assignment
Address:	Approx. value of the services provided by your firm under the contract (in Rs.):
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 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:	
Relevance of the assignment:	

## TECHNICAL DOCUMENT 3 - DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO UNDERTAKE THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. In this chapter you should explain your understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You are suggested to present your proposal divided into the following four sections:

- A. Understanding of scope, objectives and completeness of response**
- B. Description of Approach**
- C. Methodology**
- D. Work Plan**

### **A. Understanding of scope, objectives and completeness of response**

#### **B. Description of Approach.** a. Key guiding principles for the study.

- b. Framework for the study.
- c. Information need matrix
- d. Capacity building of study team members
- e. Any other.

**C. Methodology.** You should explain the Qualitative & Quantitative research process and methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

- a. Detail research design including sample design and estimation procedure.
- b. Field process protocol control.
- c. Specify suggestive tool for data collection

Type of respondents	Issue will be studied	Methods /tools to be used

- d. Structure of analysis and report
- e. Team meetings
- f. Any other (Pl. mention)

**D. Work Plan.** In this chapter you should propose the main activities of the assignment, their content and lay out of the reports. You should include Gantt chart-work plan and schedule of Key Personnel (milestone wise).

**TECHNICAL DOCUMENT 4 - TEAM COMPOSITION AND TASK ASSIGNMENTS**

In Technical Document 4, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

<b>Professional Staff Accountable to the Study</b>				
<b>Position Assigned</b>	<b>Name of Staff</b>	<b>Firm</b>	<b>Area of Expertise</b>	<b>Task Assigned</b>

Pl. attached dully signed CVs of Key Team Members with self-declaration who are expected to provide the services mentioned above (not more *than two A4-sized pages per CV; minimum font size 12*)

**TECHNICAL DOCUMENT 5:** Audited Balance Sheets and Profit & Loss Statements for the last three years (in instances when the Consultants have chosen to associate with others, this information has to be provided for the lead agency only.)

**TECHNICAL DOCUMENT 6:** A note on potential Conflict of Interest issues and how these are proposed to be avoided

**TECHNICAL DOCUMENT 7:** Letters of Association from associate Consultants/ individuals (if applicable)

**The agencies are expected to furnish the following details in their proposals also:**

1. Respondent groups to be covered
2. Key research questions to be answered by each respondent category
3. Appropriate methods of contacting and interviewing the respondents
4. Key analyses to be attempted
5. Appropriate graphical illustration of some of the suggested analyses
6. Anticipated limitations of the survey methodology proposed
7. Comments on the scope of work set out for the agency
8. Project Implementation Plan including the following details:
  - a. Manpower plan (team size, team composition, reporting structure, hours/ days of involvement per team member and proposed function of each team member)
  - b. Time plan (illustrated through a Gantt chart) and daily workload estimates
  - c. Division of project responsibilities among team members under each key function (research/ advisory, operations/ supervision, and administrative support)
  - d. Quality control system put in place for the project

Technical and financial proposals received without the above details shall be considered incomplete and summarily rejected. Please do not submit any publicity material (e.g. organization brochures or capability documents).



**ANNEX B: FINANCIAL PROPOSAL FORMAT**

**FINANCIAL DOCUMENT-1**      Financial Proposal Submission Form

**FINANCIAL DOCUMENT-2**      Summary and Breakdown of Professional Fees &  
Expenses

**FINANCIAL DOCUMENT-1 FINANCIAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

To:

DY. Team Leader,  
PPSUS

Subject:

Reference:

We offer to provide services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures] this amount is exclusive of the local taxes.

Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the proposal.

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

Yours sincerely

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

Name and Title of Signatory:

\_\_\_\_\_

Name of Consulting Agency:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

**FINANCIAL DOCUMENT 2 – SUMMARY AND BREAKDOWN OF PROFESSIONAL**

**FEES & EXPENSES**

**Out of Pocket Expenses**

	<b>Cost (in Rs.)</b>
Travel Costs	
<b>Sub-Total</b>	
Accommodation and subsistence cost	
<b>Sub-Total</b>	
Communication cost	
Documentation and reporting cost	
Training cost if any	
Any other Cost (Specify)	
<b>Sub- Total</b>	
<b>Total Projected Out of Pocket Expenses Rs.</b>	

**Total Proposed Cost: Rs.**\_\_\_\_\_

**(In Words)** \_\_\_\_\_

## FORM OF PERFORMANCE SECURITY (PERFORMANCE BANK GUARANTEE)

To

Deputy Team Leader,  
**Planning and Policy Support Unit Society,**  
 State Planning Commission, Madhya Pradesh  
 1st Floor, C-Wing, Vindhyachal Bhawan,  
 Bhopal, Madhya Pradesh - 462004

WHEREAS \_\_\_\_\_ [Name and address of the Consultant] (hereinafter called “the Consultant”) has undertaken, in pursuance of Letter of Intent (LoI) No. \_\_\_\_\_ dated \_\_\_\_\_ to provide the services on terms and conditions set forth in this Contract \_\_\_\_\_ [Name of contract and brief description of works] (hereinafter called the “the Contract”). AND WHEREAS it has been stipulated by you in the said Contract that the Consultant shall furnish you with a Bank Guarantee by a Scheduled Bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract; AND WHEREAS we have agreed to give the Consultant such a Bank Guarantee; NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Consultant up to a total of \_\_\_\_\_ [amount of Guarantee]1 \_\_\_\_\_ [in words \_\_\_\_\_], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you such amount in favour of POVERTY MONITORING AND POLICY SUPPORT UNIT through our branch operable at Bhopal at \_\_\_\_\_ (provide the address of the branch at Bhopal) and if invoked, be encashable at \_\_\_\_\_, branch of \_\_\_\_\_ bank at Bhopal, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee ] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Consultant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Consultant or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_. Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease.

This guarantee shall be valid until 180 days from the date LoI and and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of 180 days, if required, which shall be valid for the period of three months beyond the date of completion of assignment.

*1 Shall be equal to the amount stipulated in the Letter of Intent*

Signature and Seal of the Guarantor \_\_\_\_\_

Name and Designation \_\_\_\_\_

Name of the Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

In presence of

1. \_\_\_\_\_

(Name, Signature, Occupation, Contact No. and Address)

2. \_\_\_\_\_

(Name, Signature, Occupation, Contact No. and Address)