Rajasthan Gramin Ajeevika Vikas Parishad
(III floor, B Block, Udyog Bhawan, Jaipur, Phone – 2227011, 2227416, Fax – 2227723)

F9(30)RD/RGAVP/M&E/SECC/2016/ 29311

Jaipur, dated: 19/10/2016

Rajeevika is hiring Consultants for facilitating evaluation/assessment studies including designing survey, conducting surveys & data entry through enumerators, data cleaning, analysis and dissemination of results.

Eligibility criteria & others details for the consultant is available on our website www.rgavp.org & SPPP Portal (http://sppp.rajasthan.gov.in). Expression of Interest may be submitted in a sealed envelope clearly superscripted as “Expression of Interest for M&E Consultant “at office or by email rajeevika@rajasthan.gov.in ,till 7th November 2016 by 6.00 PM.

Project Director (M&E)
Rajasthan Gramin Ajeevika Vikas Parishad

(III floor, B Block, Udyog Bhawan, Jaipur, Phone - 2227011, 2227416, Fax - 2227723)

Invitation for Expression of Interest for hiring of M & E Consultants

Context

The Government of Rajasthan is implementing the Rural Livelihood Projects (RRLP, NRLM and NRP) through Rajasthan Grameen Ajeevika Vikas Parishad (RGAVP) under Deptt of Rural Development & Panchayati Raj, Govt of Rajasthan.

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer to our website www.rgavp.org.

RGAVP proposes to hire Consultants for facilitating evaluation/assessment studies (including designing survey, conducting survey & data entry through enumerators, data cleaning, analysis and dissemination of results) for two years.

Eligibility criteria for the Consultants

RGAVP invites eligible Consultants to indicate their interest in providing the services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short listing criteria as follows:

Essential

- Master's level degree(s) or equivalent in relevant field, such as Rural Development/ economics/ Statistics or similar.
- Minimum 2 years experience in conducting impact evaluation/assessment studies in Rural Development Sector
- Incumbent not be above 50 years of age on 01.01.2016.

Preference

- PhD with experience in Rural Development Projects
- Experience in planning and managing surveys, monitoring & evaluation, data analysis and reporting, developing and refining data collection tools, data quality assessments and oversight
- Exceptional organizational skills, ability to facilitate communication between various levels of management and work independently in order to meet deadlines
- Previous experience with project impact evaluation in externally aided projects and experience of working with State/Central government.
- Efficiency in meeting commitments, observing deadlines and achieving results
• Excellence in written English & Hindi communication skills, with focus on research protocols, research papers and descriptive reports for diverse audience
• Good writing skills with some papers/reports published in journals
• Fluency in local language preferable

The consultants would be empanelled based on an interview /other methods conducted by RGAVP as per its procurement guidelines

1. Further information can be obtained at the address below during office hours.
2. Terms of Reference given at the Website (www.rgavp.org). Expression of interest (i.e. latest CV with required qualifications and relevant experience to perform the services ) should be submitted by the interested candidates in a sealed envelope clearly superscripted as “Expression of Interest for M&E Consultant” as the case may be or by email rajeevika@rajasthan.gov.in till 17th Nov., 2016, 6.00 pm
3. The submission can be made on office hours on all working days to the undersigned.

(Hardeep Singh Chopra)
Project Director(ME&I)

Mailing address:
SMD,
Rajasthan Grameen Ajeevika Vikas Parishad,
1st floor, RFC Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur
Phone : 2227011, 2227416, Fax: 2227723, email: rajeevika@rgavp.org.
Terms of Reference
For
Panel of M&E consultants

PURPOSE OF THIS CONSULTANCY

The purpose of this consultancy is to provide support to the RGAVP M&E team on designing survey, conducting survey through enumerators, data entry, data cleaning, analysis and dissemination of results from a prospective, rigorous impact evaluation/assessment studies under RGAVP in Rajasthan.

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) BACKGROUND

RGAVP is an autonomous society established in October 2010 by the Government of Rajasthan under the administrative control of Department of Rural development. The society is registered under Society Registration Act, 1956 and mandated to implement all rural livelihoods programs associated with SHG based institutional architecture.

The Society aims at creating financially sustainable and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and selected public services and to build their capacities to deal with the rapidly changing external socio-economic and political world.

At present, following livelihood projects are being implemented by RAJEEVIKA:-

- World Bank funded, Rajasthan Rural Livelihood Project (RRLP)- 51 blocks; implementation from June 2011.
- World Bank funded National Rural Livelihood Project (NRLP)- 7 blocks; implementation from April 2013.
- GOI funded National Rural Livelihood Mission (NRLM)- in rest of the blocks in phased manner; implementation from April 2013.
- IFAD funded Mitigating Poverty in Western Rajasthan (MPoWeR) -6 blocks of western Rajasthan from December 2008

The RGAVP is seeking a panel of M&E Consultant to work in collaboration with the RAJEEVIKA M&E team on conducting evaluation/assessment surveys, data cleaning, merging, analysis and dissemination of results of the studies.
THE NEED OF CONSULTANCY

Under RGAVP there is a need of responsive and adaptive monitoring systems as community level development processes do not necessarily conform to pre-set rules, deadlines, targets or blue print approaches. As part of the Periodical Monitoring effort, the monitoring would ensure that project facilitation activities are properly undertaken and outcomes to be accessed at periodic intervals and to take remedial measures to overcome shortfalls if any. In this regard, the thematic studies would provide to the project management team and other stakeholders to understand how and through what inputs get converted into outputs, what issues are critical in that conversion process and what action is necessary to increase the effectiveness of the project interventions. It seeks to assess whether the process observed is close to the ideal or intended process and it explains the factors responsible for the deviation, if any, and tells what needs to be done to achieve the ideal/intended process.

On the directions towards strengthening Community to take lead, RGAVP has identified and nurtured specialized cadres as Community Monitors (SHG women for doing survey) and their services being utilized to carry out various studies to measure Intermediate outcomes.

To design various studies and to provide regular handholding support to Community Monitors we intend to hire the services of consultant to look after end to end task related to studies.

OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to hire a panel of Monitoring and Evaluation Consultants, who will serve as the focal person for various monitoring and evaluation studies to be carried out under RGAVP. S/he will be responsible for designing the survey, preparing questionnaire, testing the questionnaire, training surveyors (SHG women or staff) to conduct the survey and data entry, processing the data and writing the final report. S/he will sign a year’s contract initially with possibility of extension based on satisfactory performance. S/he will work on task basis for each survey/study.

SCOPE OF WORK

There are a number of studies to be undertaken by RGAVP in future which are as follows:

- Conducting a random sample survey every quarter to check the MIS entry in all 100 blocks. Thus this study will be regular feature every quarter and survey would be done by the community.
monitors (refer community monitor policy for details given at our website). Annexure A gives
details of the survey done previously.
- Baseline study (random sample) for various livelihood intervention (goatery, Dairy, Crop
  and Vegetable cluster) being undertaken during this year.
- Baseline Study (random sample) for convergence
- RGAVP has created a pool of community monitors and intends to take evaluation/assessment
  studies of other departments/organizations/states (A draft note is given at Annex B). Thus
  RGAVP would like to undertake evaluation/assessment studies as per demand & intends to
  become a resource organization for evaluation/assessment studies.
- Other assignment/studies as per need/demand.

The Consultant will be required to conduct these studies and come out with authentic & quality reports.
He would be required to do the following tasks for successful completion of the studies:

- **Step 1:** Consult with the officers (RGAVP officers or outside organization as required) requiring
to conduct a study. He will understand the demand and then prepare design of the study
/survey with cost for approval from competent authority. An agreement needs to be done if the
study is being done for an outside agency.
- **Step 2:** Designing questionnaire with instructions based on the demand, designing the sample
survey, pretesting the questionnaire, training the enumerators & data entry operators.
Preparing an application, if required, for the survey or the data format required for entry.
- **Step 3:** Monitoring the survey work of enumerators to ensure quality survey. He will be
required to go in the field for supervision/handholding/guiding the enumerators.
- **Step 4:** Data Processing & Analysis, Report writing. In this step, he/she will review data files
and basic data cleaning to ensure all observations are uniquely identified and reported data is
internally consistent. Conduct merging across data files to ensure clean merges. Construct
variables in accordance with international and local definitions. Construct baseline difference in
means tests and export to excel. Produce summary statistics of key outcome and covariate
variables. A presentation should be presented to the stakeholders giving the outcome of the
study. (If required consultant may seek external professionals to support Data
processing & analysis work with the prior approval from RGAVP)

**REQUIRED SKILLS/ EXPERIENCE**

- Master’s level degree(s) or equivalent in relevant field, such as Rural Development/ economics/
  Statistics or similar.
- Minimum 2 years experience in conducting impact evaluation/assessment studies in Rural
  Development Sector
- Incumbent not be above 50 years of age on 01.01.2016.

**Preference**

- PhD with experience in Rural Development Projects
- Experience in planning and managing surveys, monitoring & evaluation, data analysis and
  reporting, developing and refining data collection tools, data quality assessments and oversight
- Exceptional organizational skills, ability to facilitate communication between various levels of
  management and work independently in order to meet deadlines
- Previous experience with project impact evaluation in externally aided projects and experience
  of working with State/Central government.
• Efficiency in meeting commitments, observing deadlines and achieving results
• Excellence in written English & Hindi communication skills, with focus on research protocols, research papers and descriptive reports for diverse audience
• Good writing skills with some papers/reports published in journals
• Fluency in local language preferable

The consultants would be empanelled based on an interview /other methods conducted by RGAVP as per its procurement guidelines

Empanelment term

The selected panel of consultants will be empanelled and will be graded A++, A+ and A based on their eligibility, experience, expertise & previous work. The panel of consultants will be empanelled for two years which could be extended/curtailed based on performance. RGAVP may initially empanel 4 consultants which may further be increased based on demand/requirement.

Management and Logistical Support

The consultant will report directly to the Project Director (M&E), RGAVP. Consultants not required to sit full time during office hours and will be responsible for delivering the tasks assigned. However he may be called for review, discussion at office/field by RGAVP.

Remuneration

The empanelled consultant would be paid on task basis. S/He would be assigned to a study and would be paid after completion of that task. It is estimated that the consultant will have to work for about 50 man days for a study. However the man days required may differ from study to study & will be decided by a committee/Advisory Board stated below. The consultant will be responsible for completing the study from the beginning till the end. The rates for empanelled consultant will be Rs 7000/man-day for A++ grade, Rs 5000/man-day for A+ & Rs 3000/man-day for A grade.

Thus at the start of a study, a suitable consultant will be selected out of empanelled consultants and he will be assigned to undertake the study with the given tasks. However (i) a committee under the chairmanship of State Mission Director consisting of PD(ME&L), COM & an M&E officer from RGAVP OR(ii) Evaluation Advisory Board, will review and decide the man days required and the consultant to be deployed. The committee may also revise the remuneration/day based on requirement/demand.

A tentative table with tasks and required man days are given in the table below for reference (However the man days required may differ from study to study & will be decided by a committee/Advisory Board).

Table 1:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Deliverables/Tasks</th>
<th>Expected Mandays</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consult with the officers (RGAVP officers or outside organization as required) requiring to conduct a study. S/he will understand the demand and then prepare design of the study/survey with timeline &amp; cost for approval from</td>
<td>5</td>
</tr>
<tr>
<td>S.No</td>
<td>Task Description</td>
<td>Amount</td>
</tr>
<tr>
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</tr>
<tr>
<td>2</td>
<td>Designing questionnaire with instructions based on the demand, designing the sample survey, pretesting the questionnaire in field, training the enumerators &amp; data entry operators. Preparing data format required for entry.</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Preparing an application, if required, for the survey. For this he may engage some other expert with the approval of RGAVP, if required but the payment will be given by him, out of his remuneration. An extra remuneration of up to 5 man days may be paid for this.</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Getting the survey started, Monitoring the survey work of enumerators to ensure quality survey. He will be required to go in the field for supervision/handholding/guiding the enumerators for about 10 days. During tours, he will be paid TA as per RGAVP norms.</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Data Processing &amp; Analysis, Report writing. A presentation should be presented to the stakeholders giving the outcome of the study.</td>
<td>20</td>
</tr>
</tbody>
</table>

**Payment Schedule**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25% of the total payment at the start of task mentioned at Serial No 4 of table 1 i.e. start of survey and successful completion of earlier tasks within timeline.</td>
</tr>
<tr>
<td>2</td>
<td>35% of the total payment after receiving 1st draft of the study report and an initial presentation to stakeholders</td>
</tr>
<tr>
<td>3</td>
<td>Remaining amount to be paid after submission of final report in 3 hard copies &amp; soft copy, database in required format &amp; final presentation before the stakeholders.</td>
</tr>
</tbody>
</table>

Note: The payment will be given on successful completion of the tasks given and on satisfaction of RGAVP.