

**Format for
Submission of Expression of Interest
for conducting**

“Baseline Study for Tracking Rural Livelihoods”

Under RAJEEVIKA

APPLICATION

Applicant's Name and Address:

Application Reference:

Dated:

Person to be contacted:

Designation:

Telephone No.:

Fax:

To

State Mission Director,

RGAVP,

Udyog Bhawan,

Tilak Marg, C-Scheme, Jaipur (Raj.)

Subject: Expression of Interest (EOI) for “Baseline Study for Tracking Rural Livelihoods” for SRLM, RGAVP.

Dear Sirs,

1.0 We, the undersigned Applicant, have read and examined in detail your solicitation of EOI for the purpose of short-listing of our firm for Appointment of Agency for the siad assignment for SRLM being implemented by RGAVP.

2.0 **Structured Format:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of EOI in *Schedule-1*. In case you require any further information in this regard, we agree to furnish the same.

3.0 **Supporting documents:** We have enclosed documents supporting compliance and in support of the information provided in the Structured Questionnaire

4.0 Dated this day of 2014.

Thanking you, we remain

Yours faithfully

Date :

(Signature)

Place :

Schedule –I

Structured format for appointment of agency for conducting “Baseline and Follow-up Studies for Assessment/Tracking of Rural Livelihoods under SRLM, RGAVP

Applicant's Name & Address:

To, State Mission Director, RGAVP, Jaipur

Dear Sirs,

In support of our Expression of Interest, we furnish herewith Structured format, alongwith other information, as follows:

1. General Particulars of Agency

Name of the firm	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this EoI	
Phone no. of the Contact Person for this EoI	
Email id of the Contact person for this EoI	
Office/ Branch offices if any in Jaipur	
Office/ Branch in Other Districts if any	

2. Particulars of Agency

Date of Firm's establishment	
Registration No.	
Registration Authority/Act	
Validity of Registration	
Service Tax Registration No. & Validity	
Empanelment with other Govt./ Govt. under takings	
Type of the Agency Proprietary Firm/Institute/Company/Partnership	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	
PAN No.	
TAN No.	

3. Financial Particulars of the Agency

Financial Year	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Turnover from the area, applied for(Studies)
2010-11				
2011-12				
2012-13				

4. Brief Details of the Agency

Particular	Code No./ Policy No.	Validity if any	Turn over Amount during last year (2012-13)
Provident Fund			
ESI Department			
Insurance Policy for staff			

5. Presently Professional Staffs with the Agency*

Name of Staff/ M. No.	Age	Years of experience	Qualification	Number of years associated with the Agency	Brief nature of work done (assignment where the staff has worked with year)

* Excluding the Office Support Staff viz. – Clerk, Steno, Computer Operator, Class-IV etc.

6. Other than Professional staff**

Name of Staff	Age	Years of experience	Qualifications	Number of years associated with the Agency	Assignments where the staff has worked with year

** Clerk, Steno, Computer Operator and Class-IV etc.

7. Experience of the agency/organization -

7. A. Sector specific experience (livelihood projects in rural areas) – Last four years***

Name of Deptt/ Project / Agency	(1) Funded by Multilateral/ Bilateral funding agency; (2) Agencies implementing government projects (other than above); or (3) Public sector undertakings in the same sector (Rural Development). Please specify 1, 2, 3	Client Name	Nature of Assignment	Year of Work Done	Value of Assignment	Locality where work was done

*** Detail citation of work can be provided separately. Please also attach self attested copies of the letters for the above assignments

7. B. Experience in conducting Baseline Surveys #

Firms with a proven *track record of conducting various base line surveys/studies* are eligible for this study and hence the table below should reflect this.

Name of Deptt/ Project / Agency	(1) Funded by Multilateral/ Bilateral funding agency; (2) Agencies implementing government projects (other than above); or (3) Public sector undertakings in the same sector (Rural Development). Please specify 1, 2, 3	Client Name	Nature of Assignment	Year of Work Done	Value of Assignment	Locality where work was done

Please specify the methodology and Enclose a detailed note.

7. Area of operation –

Whether the organization is entitled to operate the activities in all Rajasthan or the targeted districts	Yes/No
If yes, Please refer provision in By-laws/MoA and describe	
Duration of presence in Area (Years)	

8. Entitlement for the present assignment

Whether the organization has provisions to undertake the present assignment in its By-laws or MoA.	Yes/No
If yes, Please refer provision in By-laws/MoA and describe	

9. Has the organization been awarded at National/State/District level?

National/State/District

(If yes, please attach certificate and describe)

10. Impact Studies or evaluation of the Agency's work in the recent past by an external agency.

(a) Has any evaluation/ study conducted for the agency's work. Yes/No

(b) If yes, then status /remarks (Good/Average/ Unsatisfactory).

11. Has the Agency has been blacklisted by any government (Union and/or state) Ministry/Department/Organization/NABARD/CAPART/Multinational donor agency/etc.

or any other donor/partner organization in the past? (Declaration on non-judicial stamp of Rs. 10/- as per enclosed Schedule-II)

12. Firms are requested to enclose documents indicating that they are qualified to perform the services namely Brochures, description of similar assignments, experience in similar conditions and in Externally Aided Projects, track record in conducting baseline surveys, no. of officers/staff available and availability of appropriate skills among staff, details of average annual turnover and Balance Sheets of the last three years along with reports of at least two recently (within the last 2 years) completed similar assignments and list of last two years completed and ongoing similar assignments with names of clients .

Declaration

Date:.....

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect of this declaration at a later date; we would inform the project accordingly.

Authorized
Signatory
(with seal)

Terms of Reference

“Baseline Study for Assessment/Tracking of Rural Livelihoods” in Rajasthan Introduction

1. The Swarnjayanthi Gram Swarozgar Yojana (SGSY), a centrally sponsored programme of the Ministry of Rural Development (MORD), Government of India (GOI), has been restructured and implemented as National Rural Livelihoods Mission (NRLM) since FY 2010-11. The central objective of the NRLM is to eliminate rural poverty through innovative implementation strategies involving mobilization and organization of the rural poor and their financial and economic inclusion. The NRLM is implemented on a cost sharing basis between the Center and the States in the ratio of 75:25. In respect of the North-Eastern States, the cost is shared between the Center and the States in the ratio of 90:10. The inter-state distribution of NRLM funds, however, is based on the relative rural poverty ratios of the states as determined by the Planning Commission. In order to augment the resources required for implementation of NRLM in certain high poverty States (13) with special problems, the GOI has entered into an agreement with the World Bank (IDA credit) for an assistance equal to USD 1.00 billion over XII Plan period, which has now been scaled down to USD 500 Million with the closing date extended up to 31 December, 2017. This part of the NRLM that has been implemented with the support of the World Bank in select states, districts and blocks is called National Rural Livelihoods Project (NRLP). But in terms of strategy and components, NRLP falls under the overall ambit of NRLM.

Objectives, Strategy and Components of the Mission

2. The central objective of the Mission is to bring about increase in the household incomes of the rural poor through sustained livelihood enhancements and improved access to financial and non-financial services. The Mission aims at creating efficient and effective institutional platforms of the poor as mediating institutions.

3. The three key inter-related components of the Mission are: (i) social inclusion; (ii) financial inclusion; and (iii) economic inclusion. The three components are posited on the Community Based Organizations (CBOs) of the poor, which if promoted, capacitated, nurtured and funded initially, are expected to promote and sustain livelihoods of the rural poor. Thus, the NRLM aims at mobilizing all the rural poor households into SHGs and their federations *viz.*, Village Organizations, Cluster/Block Level Federations and use these institutional platforms to promote the livelihoods of the poor. The Mission seeks to promote access of the CBOs of the poor to financial and technical services as well as economic support services and enable them to diversify and improve their livelihoods. Towards this end, the Mission intends to promote organic financial and non-financial relations between the SHGs and their federations. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment. The NRLM also aims at harnessing the innate capabilities of the poor and seeks to complement them with their capacities (information, knowledge, skills, tools, finance and collectivization) to deal with the rapidly changing external world. The NRLM has mandate to reach out to 70 million poor households, across 600 districts and 6,000 blocks over a period of 8 to 10 years in the country.

Implementation Architecture

4. At the national level, the Mission is implemented by a specially created National Mission Management Unit (NMMU) comprising several thematic groups and professional experts, under the Rural Livelihoods (RL) Division of the MORD. As part of transiting to NRLM, the state governments are required to establish special purpose vehicles in the form of autonomous and empowered State Rural Livelihoods Mission (SRLM) Societies at the state level. As part of rolling-out SRLM, the states are required to:

- (i) set-up governance and accountability systems;
- (ii) establish dedicated Mission implementation units at the State (SMMU), District (DMMU), Block (BMMU) and Sub-Block Units (Cluster Level);
- (iii) recruit, induct, train and position multidisciplinary professionals at all levels; and
- (iv) establish adequate management, finance, procurement, MIS and M&E systems.

Phased Implementation

5. A critical first step in the process of implementation is the development of **resource/intensive blocks**, as *proof of concept* and *live workable* models on the ground with the support of Community Resource Persons (CRPs) drawn from the states which have successfully implemented similar models or internal resource persons identified from the successful home grown models. Thus, each state transiting to NRLM is required to focus on the development of resource/intensive blocks, particularly, during the first 18 to 24 months and generate the required social capital in the form of internal CRPs to implement intensive strategies in the rest of the state. The phased approach implies simultaneous implementation of NRLM resource/intensive strategies in some blocks coupled with the implementation of non-intensive strategies in others. However, at the block level, there will be no overlapping coverage of both intensive and non-intensive approaches.

Status of NRLM in Rajasthan State

6. The state of Rajasthan transited to NRLM in April,2013 after fulfilling the conditions laid down for this purpose. A state level autonomous society has been established and designated as Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP). The state government has approved establishment of Mission architecture at SMMU, DMMU and PFT levels. The government has permitted recruitment of professional staff at all levels. Management, finance, procurement and other systems have been established as per the guidelines of NRLM. The state Mission has implemented Annual Action Plan (AAP) for FY 2013-14 and incurred an expenditure of Rs.2.9- Crores upto January2014 during 2013-14 under NRLM/NRLP. The state Mission has entered into a partnership with the Bihar Rural Livelihoods Mission to implement the resource block strategy in the state in 5 Blocks of NRLP. Up to January 2014, the Mission has mobilized about 8124 households into 677 new SHGs, besides reviving and strengthening 3021 pre-existing SHGs scattered over 38 blocks of 13 districts under NRLP/NRLM .

In addition to NRLM/NRLP another World Bank funded project Rajasthan Rural Livelihood Project (RRLP) is being implemented in 51 blocks of 18 districts in Rajasthan since June 2011 up to October,2016. The state Mission has entered into a partnership

with the Society for Elimination of Rural Poverty (SERP) to implement the resource block strategy in the state in 10 Blocks of RRLP. Up to January 2014, 9655 SHGs have been formed /co-opted under RRLP in the State . The baseline study for RRLP has already been completed .

Eventually, the NRLM/NRLP will be implemented in all blocks , not covered under RRLP in the State .The progress of the state Mission is summarized in *AnnexTable-1*. The key outcomes expected of the NRLM in the state of Rajasthan during 2013-14 are summarized in *Annex Table-2*.

Purpose of the Study

7. The Mission aims at bringing about sustained improvement in the incomes, livelihoods, well-being and empowerment status of the rural poor targeted. Only a scientific survey of empanelled households, drawn from the Mission and non-Mission areas, and undertaken at different points of time (tracking survey) would be able to establish the 'net' contribution of the Mission to the changing livelihoods and well-being status of the rural poor and the factors and processes accounting for such changes. The RGAVP has therefore decided to commission an independent inter-temporal/longitudinal study to assess the livelihoods of the rural poor at the baseline. Thus, the study would cover not only the households directly targeted by the Mission but also the households outside it. Each household/other units (if any) empanelled at the baseline, in both Mission and non-Mission areas (non-intensive blocks), will be revisited at the two follow-up stages to track changes in the livelihood outcomes envisaged. Further, since the livelihood outcomes would depend on a number of factors, some within the control of the Mission and some outside, the study would have to segregate the contribution of Mission from non-Mission interventions. Finally, the data collected as part of the survey should allow for the measurement of the impact of the Mission on key socio-economic parameters (using techniques such as *propensity score matching*).

Scope of the Study

8. As the central purpose of the study is to assess the contribution of the Mission to the livelihoods of the rural poor mediated through efficient and sustainable institutions of the poor, key impact areas need to be explored and evidence based information provided. The areas include:

- (i) size, composition and stability household income;
- (ii) household consumption including consumption expenditure on health and education;
- (iii) size and composition of household savings;
- (iv) access to institutional and other sources of credit and their terms and conditions;
- (v) wage and self-employment opportunities and patterns;
- (vi) food security status;
- (vii) health and nutrition status of household members;
- (viii) access of household/members to entitlements;
- (ix) household livelihood assets and liabilities;
- (x) risks and vulnerabilities of households; and
- (xi) participation of households in PRIs.

9. In addition, the study should bring out key features of SHGs and their federations including their:

- (i) inclusiveness;
- (ii) governance and accountability features and practices;
- (iii) functional effectiveness;
- (iv) credit/financial and non-financial intermediation facilitated including role played in promoting the livelihoods of the members;
- (v) financial and managerial self-reliance;
- (vi) sustainability features;
- (vii) relationship with federations and federating units;
- (viii) relationship with PRIs; and
- (ix) such other issues.

10. Further, the study should track changes in the:

- (i) levels of awareness of members on their socio-economic reality and poverty situation, rights and entitlements, and Mission interventions and processes;
- (ii) intra-household decision-making and control over the resources;
- (iii) participation in the community level social and political activities including participation in PRIs;
- (iv) levels of empowerment;
- (v) solidarity among members and their commitment to the vulnerable and marginalized; and
- (vi) perceived changes in the well-being status.

11. During the study identify and train at least two community Monitors per village from the target HHs to enable RGAVP to assess periodical outcome assessment.

12. An illustrative list of potential areas that should be explored as part of the livelihood assessment study is presented in **Annex Table-3**.

Methodology and Sample Design

12. The objective of the study is to track changes in the livelihood status of the households targeted by the Mission. As such, the baseline study should be so designed as to effectively capture the changes in the livelihood status of the targeted households not only over time, but also in comparison with similar households not targeted by the Mission (double difference method). However, it would be difficult to identify 'non-target' (control) households as the state Mission is expected to implement interventions for all rural poor households in the state, in a phased manner. However, given the phased approach adopted by the state Mission, it is possible to divide the districts and blocks into 'intensive' and 'non-intensive' categories. Households located in the intensive blocks/villages are expected to receive all benefits envisaged under the Mission over a period of time. Households in the non-intensive blocks, however, do not receive all benefits envisaged under the Mission. Thus, the two categories of households differ in terms of the range of financial and non-financial Mission benefits provided. However, all blocks and poor households would eventually become part of the Mission and entitled to receive the Mission benefits over a period of 8 to 10 years. Thus, on the basis of the

phasing plan adopted by the state Mission, the blocks have been identified as '*treated*' (Mission intensive) and '*control*' (Non-intensive) areas from which villages and later households would be selected for the panel study. The households selected and empanelled at the baseline would be revisited at the two subsequent stages to assess the changes in the livelihoods of the poor. The sampling expert of the consultant firm is expected to work closely with the state Mission to identify the '*treated*' and '*control*' blocks (districts), villages and households. The '*control*' blocks would be chosen from those blocks (districts) which will be recruited into the intensive mode in the 6th or 7th year of the Mission. It is important to note that both the treated and control blocks (districts) are drawn from different agro-climatic/historical zones of the state such that the sample is representative of the potential state universe. It may be noted that if a sample '*treated*' block is chosen from one region, the '*control*' or '*counterfactual*' block should also be chosen from the same region.

14. Further, to avoid externalities, '*treated*' and '*control blocks*' should not be selected from the same district. Similarly, while selecting the treated villages for the baseline, care should be taken to avoid identification of villages in which intensive work has already progressed significantly. The consultant shall adhere to other normative principles of sampling villages and households to avoid judgmental/sampling errors. The consultant would adhere to the common sampling principles such as: (i) no two adjacent villages from the same gram panchayat would be selected for the sample; (ii) no two adjacent gram panchayats would be selected in the same block; and (iii) villages from different areas in a block would be given equal chance of getting sampled.

15. Regarding the relative size-distribution of blocks (districts), villages and households from the treated and control categories, two alternatives exist. First, the size of treated and control sample could be equal. Alternatively, the size of treated sample could be relatively larger. However, the minimum size of the control sample should not be less than one-third of the total sample, such that the statistical estimates are comparable. However, when the relative treated and control samples are not of equal size, suitable statistical estimates should be made to comparison between the '*treatment*' and '*control*' areas. The state strongly recommends the use of equal size of treated and control samples. The Mission also recommends selection of a household sample size which is a representative of different geographies and large enough to provide statistically significant estimates of major outcome variables. Further, the sample size should be optimum enough to facilitate application of propensity scoring or other econometric techniques to evaluate the impact of the Mission. The consulting organization will deploy a sampling expert who will work closely with the state Mission to recommend a suitable sample of blocks, gram panchayats, villages and households for the study.

16. As part of the study, a sample set of village level community institutions, including SHGs and their federations and livelihood collectives, will be identified and studied. The consulting organization will work closely with the state Mission to identify an appropriate sample of such institutions. An indicative sample is provided in the **Table-1**. However, depending on the state context, the number could be suitably changed. The sampling expert would calculate the required sample size to ensure representation & accuracy of estimates and finalise it in consultation with RGAVP (However the minimum number of HHs to be surveyed should at least 8000 HHs). It is important, however, to select functioning SHGs and federations at the baseline for the study. The states may also include other village level institutions such as the *Anganwadi*

center, PDS outlet, elementary/upper primary school, health sub-center, primary agricultural credit cooperative and gram panchayat to assess the extent to which these institutions benefit the households.

Table-1
Indicative Sample Size : (for Illustrative Purpose)

S. No.	Sampling Unit	Mission Intensive/ Resource Areas	Non-Intensive Areas	Total
I.	Household Sample			
1.	Districts	33	33	33
2.	Blocks	33	33	66
3.	Gram Panchayats	66	66	132
4.	Villages/Habitations	132	132	264
5.	Households	3,960	3,960	7,920
II.	Community Institution Sample			
1.	SHGs	300	300	600
2.	SHG Federations/VOs*	66	66	132
3.	Cluster Federations*	33	33	66
4.	Other Federations*/ Collectives	33	33	66

Scope of Survey

17. The selected consultant firm would be expected to undertake: (i) data collection from sample households, community institutions and others; (ii) data entry and management; (iii) analysis of data; and (iv) preparation and presentation of report. The state Mission desires that the consultant firm undertakes all the four inter-related tasks. However, the consultant firm may partner with any suitable survey firm to undertake task-1 and task-2 viz., data collection from sample households, community institutions and others and data entry and management. But such partnership arrangements should be explicitly stated in the proposal and the profile of the survey firm should be furnished along with the proposal. The design, translation and testing and finalization of the survey tools, however, shall be the responsibility of the principal consultant firm. The responsibility for managing the survey firm and for monitoring its work shall rest with the consultant firm. The task of identifying and hiring the services of a suitable sampling expert shall also be the responsibility of the consultant firm.

18. The selected firm shall be responsible for the four tasks indicated above either directly or in partnership with survey firm/data entry agency. These tasks would involve the following key activities:

- **Preparatory Arrangements:** Agreement with the state Mission on the dates of survey, movement plan, logistic support, deployment of key staff and other arrangements;
- **Agreement on Core Survey Modules:** Agreement with the state Mission on the core modules to be included in the household and other surveys (covering modules on socio-economic features, household economy, consumption, savings, expenditures, access to basic services, assets and

- liabilities, livelihood asset portfolio, debts/liabilities, participation in SHGs, participation in community level social/political work *etc.*);
- **Translation and Pre-Testing:** Preparation, translation (including back translation), pre-testing and revision of survey instruments/tools for the households, community institutions and other respondents;
 - **Recruitment and Training of Field Staff:** Recruitment, orientation and field training of enumerators and supervisors;
 - **Sample Selection:** Selection of sample blocks, GPs and villages and finalization of procedure for sampling households and community institutions with the support of a sampling expert;
 - **Listing of Households:** Listing of households in sample villages if such lists are not readily available;
 - **Household Data Collection:** Collection of data from treatment and control groups with appropriate supervisory and quality control mechanisms;
 - **Collection of Data from Community Institutions:** Collection of data from community institutions using the pre-tested survey forms from identified institutions, if necessary after listing such institutions;
 - **Village Surveys:** Collection of data using village survey forms through pre-tested and revised tools including focus group guides/key informant checklists; and
 - **Data Cleaning and Entry:** Data cleaning and data entry using pre-agreed software with appropriate accuracy checks;
 - **Data Analysis:** Analysis of data using SPSS/SAS (for quantitative analysis) and atlas-ti (for qualitative analysis);
 - **Interim Reports:** preparation of interim reports based on preliminary findings;
 - **Concurrent Feedback:** Concurrent feedback on key issues observed during the survey and that may have implications for the programme design and implementation processes;
 - **Draft Reports:** Preparation of draft reports and presentations;
 - **Final Reports:** Preparation of final reports and presentations; and
 - **Data Transfer:** Transfer of electronic data sets and filled-in survey forms.

Duration of Consultancy

19. Duration of proposed baseline survey is 6 months from the date of agreement. The final report along with the complete dataset (double entered) for each survey shall be submitted within the stipulated 6/8 month period.

Key Qualifications and Experience of the Consultant

20. The consultant firm should have the following experience and qualifications.
- a. The consultant firm should have a successful track record of designing and completing evaluations of nation-wide/inter-state/state-wide development projects funded by international funding agencies/GOI or State governments or their agencies/ international NGOs/corporate sector.
 - b. Organization must have a substantial research infrastructure to support field-based data collection, electronic archiving of the data ensuring highest-level of confidentiality for research subjects as well as high validity of responses.

- c. The bidder firm must have completed at least 3 large monitoring and evaluation studies or research studies or studies of similar nature involving fairly large samples during similar baseline survey/follow-up studies, during the last 3 years.
- d. The consultant firm should have an annual minimum turnover of Rs.50 lac each of the last 3 years and at least 50% of the turnover must have accrued from monitoring and evaluation projects/research studies/studies of similar nature.

21. The consultant firm should be able to deploy the following core team exclusively for the baseline study, clearly indicating the time commitment of each member for the studies. The CVs of the core team members will be evaluated as part of the evaluation of the technical proposal.

S. No.	Position in Core Team	Area of Expertise Required	Minimum Qualifications & Professional Experience desired
1.	Team Leader	Monitoring and evaluation of rural development projects, poverty studies	Ph.D. in Economics/Rural Management/Social Science with over 15 years of experiencing in conducting M&E studies, poverty studies, field surveys, research, action research etc.,
2.	Sampling Specialist	Statistics, sampling theory	Ph.D. in Statistics with 10 years of experience in providing technical advice on sampling, estimation, design of surveys etc.,
3.	Team Members (2)	Design of surveys, design of survey and qualitative tools, management and implementation of large surveys, data management and analysis, preparation of reports	P.G. in Rural Management/ Economics/Social Work/Other Social Sciences with at least 10 years of experience
4.	Programmer/ Data Analyst	Developing/customizing data entry software such as CS Pro, development of data entry forms/management of database/analysis of data using SPSS/STATA/Atlas.ti and generation of tables and graphics	Degree in Software Programming with at least 8 years of experience in development of data formats, database design and generation of reports for social research
5.	Field Survey Manager	Planning and supervision of field work, field data cleaning/editing	P.G. in Social Sciences/Management with 5 years of experience in supervising and managing field surveys

23. In addition to the core team indicated above, the consultant firm should deploy adequate number of field survey supervisors, enumerators and data entry staff required to complete the study within the stipulated period. As the key respondents of the survey are women members of SHGs, it is important to deploy persons as enumerators and supervisors who are sensitized to issues of feminization of poverty and the socio-economic dynamics of rural poverty with whom the respondents can interact freely and fully. It is desirable therefore that the majority of field staff are women. It is equally important to orient the enumerators to the Mission strategy and components.

Key Activities and Deliverables

24. The consultant firm shall perform the following key activities and deliver the outputs against the timeline suggested:

S. No.	Key Activity/ Deliverable	Details	Weeks from Date of Contract
1.	Inception Report/ Work Plan Approved by the Mission	<ul style="list-style-type: none"> Detailed work plan using a Gant chart for all key activities, clearly indicating responsibility and timeline, details of the core team and field teams being deployed, training and logistic arrangements made <i>etc.,</i> 	<ul style="list-style-type: none"> 2
2.	Approved Sampling Plan	<ul style="list-style-type: none"> Detailed document on the methodology adopted for sampling, methodology used to construct weights and such other details 	<ul style="list-style-type: none"> 4
3.	Survey Instruments and Survey Plan	<ul style="list-style-type: none"> All questionnaires and data collection instruments including coding guides, interviewer and supervisor manuals and data entry manual, translation and back translation, skip patterns, coding open ended questions <i>etc.,</i> Guidance note on survey implementation, implementation plan Training modules for enumerators and supervisors Detailed survey implementation plan including movement and field procedure plan for the survey teams 	<ul style="list-style-type: none"> 6
4.	Data Entry Plan	<ul style="list-style-type: none"> Details of data entry plan using CS Pro or any other suitable program that is compatible with SPSS/SAS/STATA along with a plan for double entry system (to be test demonstrated) 	<ul style="list-style-type: none"> 6
5.	Details of Core Team and Field Teams	<ul style="list-style-type: none"> Details of core team, survey/field team members, data entry/management persons recruited and trained/to be trained as per the agreed norms, along with their CVs and details of availability 	<ul style="list-style-type: none"> 6
6.	Field Manuals /Guides	<ul style="list-style-type: none"> Report on training of field teams, training modules used, field manuals and implementation of orientation and field training and post-training evaluation of field teams 	<ul style="list-style-type: none"> 7
7.	Report on	<ul style="list-style-type: none"> Report on process and results of pilot 	<ul style="list-style-type: none"> 8

S. No.	Key Activity/ Deliverable	Details	Weeks from Date of Contract
	Field Pilot Testing	testing of all instruments and tools and the revisions made to them	
8.	Monthly Progress Reports	<ul style="list-style-type: none"> ▪ Brief monthly progress reports on progress of field work indicating coverage of districts, blocks, households and community institutions 	<ul style="list-style-type: none"> ▪ 12, 16, 18
9.	Field Work Completion Report	<ul style="list-style-type: none"> ▪ Report on completion of field work as per the sample plan approved 	<ul style="list-style-type: none"> ▪ 19
10.	Report on Database	<ul style="list-style-type: none"> ▪ Detailed report on progress of data cleaning and entry along with compiled database of all the completed data including listing of data, household data, village data <i>etc.</i>, which would facilitate seamless dataset integration 	<ul style="list-style-type: none"> ▪ 20
11.	Draft Baseline Report	<ul style="list-style-type: none"> ▪ Draft report on baseline/mid-line/follow-up1/follow-up2 studies along with complete set of data in an electronic form ▪ Presentation on key findings 	<ul style="list-style-type: none"> ▪ 22
12.	Revised Report	<ul style="list-style-type: none"> ▪ Revised report on baseline/follow-up studies incorporating feedback from the Mission along with final data set in electronic and physical form ▪ Final presentation on key findings 	<ul style="list-style-type: none"> ▪ 24

Services to be Provided by the Client

25. The state Mission would continuously supervise the assignment and facilitate conduct of the survey. The Mission would facilitate sharing of information by SMMU, DMMU, and PFTs with the consultants. The Mission would also ensure provision of logistic support for smooth conduct of field surveys. All Mission documents, including MIS, which are not in the nature of classified documents, will be made available to the consultant on request. The Mission M&E team will also facilitate interviews with the key staff, on prior appointment. However, the consultant will be responsible for all study related travel including field travel and food and accommodation for the field staff throughout the contract. The consultant should also provide regular feedback about progress and status of survey, issues therein and inputs on the basis of field assessment, as and when available.

Review Committee to Monitor Consultant's Works

26. The State Mission Director(SMD) or an Officer designated by him shall be responsible for reviewing and monitoring the progress of the consultant's work and the deliverables. The State Mission may also constitute a review/steering committee to monitor the progress of the consultants and hold consultations with the firm. The SMD or his nominee will act as the Chairperson of such a committee which could include external experts nominated by him. The committee may also seek comments and inputs on the consultant's work from the domain experts at NMMU, MORD or the World Bank

program staff. The SMD may convene meetings of the review committee at occasional intervals and seek its opinion and comments on the deliverables of the consultant and forward all such comments to the consultants for appropriate changes in the reports.

Ownership of Data and Reports

27. The state Mission shall be the owner of the outputs and other deliverables of the consultancy. The consultant will have no right of claim to the assignment or its outputs. Any report/document/material produced as part of these assignments shall be deemed to be the property of the state Mission funding the assignment and the consultant will not have any claim over such outputs and will not use or reproduce the contents of the documents without the explicit written permission of the state Mission.

**Annex Table-1
Progress of NRLM in the State**

S. No.	Parameter	Approved as per AAP 2013-14	Status as at the End of January 2014	Remarks
1.	SMMU Professional Staff	33	31	
2.	Resource/Intensive Districts	5	5	
3.	Resource/Intensive Blocks	11	8	
4.	Non-Intensive Districts	-	-	
5.	Non-Intensive Blocks	166	30	
6.	DMMU Professional Staff	30	14	
7.	BMMU Professional Staff/PFT	88	57	
8.	Sub-Block/Cluster Level Professional Staff	-	-	
9.	Number of Resource/Intensive Blocks in Progress	11	4	
10.	Number of CRP Rounds Completed	4	2	
11.	Number of Villages Covered by CRPs	500	90	
12.	Number of New SHGs Promoted	3616	677	
13.	Number of Pre-Existing SHGs Revived and Strengthened/Trained	5000	2344	
14.	Amount of CIF Disbursed	620 lakh	31.8 lakh	
15.	Number of HHs brought into SHG Network	1 lakh	33321	
16.	Other Parameters			

Note : The information on targets approved under AAP 2013-14 may undergo change with the decisions of higher authorities.

**Annex Table-2
Key Outcomes of NRLM : Rajasthan State¹**

The expected outcome of NRLP and NRLM (Intensive and Non Intensive blocks) during FY 2013-14 is given below

S.N.	Outputs	NRLP	NRLM		Total
			Intensive	Non Intensive	
1	No. of DPMU set up	6	9*		15
2	No. of Block covered	7	4	50	61
3	No. of PFT established	28	16	50	94
4	No. of village entered	308	192	1000	1500
5	No. of SHG formed/ co-opted/ strengthening of existing SHGs	2216	1400	5000	8616
6	No. of Village / Panchayat Level Federation formed	72	30	-	102

*NRLM Intensive strategy will be taken up in selected blocks of 2 DPMUs in FY 2013-14.

¹ The state Mission may conduct a workshop with key SMMU and DMMU professionals to identify key outcomes of the Mission on the basis of the state Mission log-frame and AAPs.

Annex Table – 3
Illustrative List of Areas to be Covered by the Assessment Study²

S. No.	Level and Area	Parameter	Additional Parameters/ Remarks
1.	Household Income	<ul style="list-style-type: none"> ▪ Size and composition (source) and stability/volatility of household income 	<ul style="list-style-type: none"> ▪ Contribution of women members to household income
2.	Household Consumption	<ul style="list-style-type: none"> ▪ Household consumption and expenditure (also as proxies for income) including expenditure on private health care and education ▪ Household gadgets and equipment, housing <i>etc.</i>, 	<ul style="list-style-type: none"> ▪ Unpaid/unaccounted work of women members ▪ Drudgery of women and equipment used if any to reduce drudgery
3.	Food Security	<ul style="list-style-type: none"> ▪ Household food security status – seasonal variations, access to PDS, methods adopted to overcome food insecurity 	<ul style="list-style-type: none"> ▪ Role of women in promoting food security of households ▪ Impact of food insecurity on women and children
4.	Health and Nutrition Status	<ul style="list-style-type: none"> ▪ Morbidity and mortality events in the recent past ▪ Nutritional status of members (anthropometric) ▪ Access to public health services ▪ Access to Anganwadi services 	<ul style="list-style-type: none"> ▪ Morbidity and mortality events among women and children ▪ Nutritional status of women and children including pregnant women and under-5 children ▪ Health and nutritional status of the aged and the disabled
5.	Household Savings and Investment	<ul style="list-style-type: none"> ▪ Household saving and investment (financial and physical) 	<ul style="list-style-type: none"> ▪ Share of women and children in household consumption expenditure ▪ Contribution of women members to household saving and investment
6.	Household's Access to Credit	<ul style="list-style-type: none"> ▪ Household's access to credit from formal and non-formal sources, including MFIs, rates of interest, other repayment conditions including mortgages and collateral security ▪ Use of credit funds including use of credit funds for debt 	<ul style="list-style-type: none"> ▪ Women's access to credit and role of women in use of credit funds ▪ Women's access to SHG credit and other funds

² The Mission states are advised to conduct a workshop with key professionals to identify key impact areas and indicators to be captured at the baseline. The consulting organization should be required to participate in such workshop

S. No.	Level and Area	Parameter	Additional Parameters/ Remarks
		swapping	
7.	Occupation and Employment	<ul style="list-style-type: none"> ▪ Educational and occupational profile of household members ▪ Access to self and wage employment opportunities including MGNREGS and skill training and placement support ▪ Wage rates and seasonal variations, non-wage benefits ▪ Migration including distress migration of household members 	<ul style="list-style-type: none"> ▪ Women's access to wage and self-employment opportunities and wage rates ▪ Migration undertaken by women members and its impact on children and the aged
8.	Asset Portfolio of Households	<ul style="list-style-type: none"> ▪ Asset portfolio of households – natural capital, physical capital, financial capital etc., and enhancements made to livelihood assets in agriculture and other sectors 	<ul style="list-style-type: none"> ▪ Share of women in household assets/ assets legally owned by women
9.	Liabilities of Households	<ul style="list-style-type: none"> ▪ Debt portfolio of households – outstanding debt to formal and non-formal sources 	<ul style="list-style-type: none"> ▪ Liabilities/debt portfolio of women
10.	Basic Amenities	<ul style="list-style-type: none"> ▪ Housing status – including homestead land, sanitary facilities, drinking water, fuel, electricity etc., 	<ul style="list-style-type: none"> ▪ Ownership status of house property
11.	Awareness and Participation	<ul style="list-style-type: none"> ▪ Awareness levels of women on dynamics of poverty, rights and entitlements, public services and Mission processes and benefits ▪ Inclusiveness of the village level institutions in governance and delivery of services ▪ Role of women in household decision making ▪ Participation of poor households in PRIs ▪ Empowerment of women 	<ul style="list-style-type: none"> ▪ Role of women in intra-household decision making ▪ Control of women over household resources ▪ Participation of women in community institutions and PRIs ▪ Participation of women in social activities ▪ Perceived well-being of women belonging to different social groups
Community Institution Level			
12.	Village Level Institutions –	<ul style="list-style-type: none"> ▪ Inclusiveness of these institutions 	<ul style="list-style-type: none"> ▪ Role/participation of women in the governance

S. No.	Level and Area	Parameter	Additional Parameters/ Remarks
	Primary/ Upper Primary Schools, PDS Outlet, Anganwadi Center, Gram Panchayat, Health Sub-Center, Primary Credit Cooperative etc.,	<ul style="list-style-type: none"> ▪ Transparency and accountability of these institutions ▪ Equity in the provision of services ▪ Role of poor in their management and governance 	<ul style="list-style-type: none"> ▪ of these institutions ▪ Role of the SC, the ST and other marginalized communities in the governance of these institutions and the benefits received by them from these institutions
13.	Self-Reliance and Sustainability of SHGs	<ul style="list-style-type: none"> ▪ Financial and non-financial dimensions of self-reliance of SHGs ▪ Sustainability features of SHGs 	<ul style="list-style-type: none"> ▪ SHG's adherence to <i>Pancha Sutras</i>, saving and inter-lending, SHG's access to credit and non-credit services, quality of bookkeeping, capacity building, SHG- federation relations ▪ Leadership, vision, financial base, recognition etc.,
14.	SHG Federations	<ul style="list-style-type: none"> ▪ Typology and functioning of federations 	<ul style="list-style-type: none"> ▪ Democratic functioning, financial management, leadership, sustainability features, role in the promotion of livelihoods of the poor <i>etc.</i>,