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

Date: 14/02/2016

S.N.  F. 930/ RGA/ M& E / SECC/ 2016/ 54905

Context

The Government of Rajasthan is implementing the Rural Livelihood Projects (RRLP, NRLM and NRP) through Rajasthan Graminee 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 to facilitate various evaluation/assessment studies (including designing survey, conducting survey & data entry through enumerators, data cleaning, analysis and dissemination of results).

Eligibility criteria for the Consultant

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) in Economics/Statistics.
- Experience in i) Survey or (ii) Conducting impact evaluation/assessment studies or iii) Research scholar pursuing Ph D for atleast one year (iv) Data analysis/research.
- Retired officials from Statistics/Economics departments of Central/State Governments/NSSO/Census etc may also apply.

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” in office or by email rajeevika@rajasthan.gov.in till 28th February 2017, 6.00 pm. However the EoI will kept open for a while, to attract more number of interested candidates. Interested candidates may apply at any point of time and their candidature will be considered by RGAVP for empanelment as per requirement in future.
3. The submission can be made during office hours on all working days.

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

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

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 Aajeevik 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, 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 (i) designing the survey, (ii) Developing & testing the questionnaire, training surveyors (SHG women or staff) to conduct the survey and data entry, (iii) processing the data and (iv) 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.

Candidates may also be selected for individual tasks from (i) to (iv) if s/he is having specialization in particular task and unable to perform complete tasks.

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 Project blocks. Thus this study will be a regular feature every quarter and survey would be done by the community monitors.
• Baseline study (random sample) for various livelihood intervention.
• Baseline Study (random sample) for convergence
• Interim Impact assessment studies
• Sample studies
• Other assignment/studies as per need/demand.

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

• Step 1: Consult with RGAVP team 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) in Economics/Statistics.
• Experience in i) Survey or (ii) Conducting impact evaluation/assessment studies or (iii) Research scholar pursuing Ph D for atleast one year (iv) Data analysis/research.
• Retired officials from Statistics/Economics departments of Central/State Governments/NSSO/Census etc may also apply
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
- Experience in usage of CAPT tools for surveys
- User friendly with data analyzing tools like SPSS, RAS
- 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 based on their eligibility, experience etc. The panel of consultants will be empanelled for two years which could be extended/curtailed based on performance. The empanelment may also be done for separate tasks if the candidate has experience in only some of the tasks like designing, analysis etc as specified in scope of works.

Management and Logistical Support

The consultant will report directly to the Project Director (M&E), RGAVP. Candidates not required reporting to Office on daily basis. However s/he may be called for review, discussions at office/field by RGVAP as per requirement.
Remuneration

The empanelled Consultant would be paid on task basis. S/he would be assigned for a study and agreed honorarium will be paid after completion of tasks. However the man days required may differ from study to study and will be decided by a committee constituted by RGAVP. Honorarium for empanelled consultant will be up to Rs 2000/man day based on their qualifications and experience. However the remuneration/day based may be increased based on the expertise of the candidate.

Thus at the start of the 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 a committee under the chairmanship of State Mission Director consisting of PD(ME&L), COM, SPM(M&E) from RGAVP will review and decide the man days required for the proposed study.

RGAVP may provide consultancy to selected consultants for maximum period of 3 months subject to satisfactory performance of consultants and availability of works.