



Comprehensive Impact Assessment of Assam State Initiative - Livelihoods Project (2019-2022) Request for Proposals

Issue Date: 25th March 2022

Proposal Submission Deadline: 12th April 2022

1. Introduction: The Assam State Initiative (Livelihood) aims to bring about sustainable improvement in the quality of life of the poor, through convergence of multi-thematic interventions in rural Livelihood. The Project wants to enhance 1800 HHs under Boko Development Block, Kamrup, Assam through convergence of multi thematic livelihood interventions powered by optimum utilization of available local resources, technology infusion, innovation, production enhancement, promotion of community enterprise and establishing sustainable forward and backward linkages. For more details, please refer [Appendix A.](#)

2. Scope of the Evaluation: Centre for Micro-Finance and Livelihoods (CML) proposed to conduct an external impact evaluation in Assam. The proposed Impact study will be conducted for the project titled 'Assam State Initiative Livelihood Project' which aims to increase income for farmers. Objective of this evaluation is to evaluate the impact created through this project among community. A brief description given below in regard to this project. CML will share necessary documents and details with the selected agency.

3. Characteristics of a Successful Proposal: We seek proposals that clearly demonstrate the attributes described below.

- **In-depth contextual knowledge.** Proposals should clearly explain the context in which the evaluation will be conducted and the relevance of the evaluation design to respond to the key questions. Contextual understanding in the proposals will be assessed by the description of programme. The proposals will also include an in-depth understanding of the socio-economic condition of the intervention area. Teams should also explain how the study will measure key programme-related indicators across various dimensions including, socio-economic (see [Appendix A](#))
- **Clearly defined research questions.** Proposals should explicitly state the evaluation questions it seeks to address. Proposals must articulate the main questions and sub-questions that the study will answer and what conceptual and analytical frameworks will be used for the analysis. All proposals should contain a description of the causal pathways between the programme results framework and the main outcomes of interest.
- **Justification of methods used.** In the methodology section, proposals must describe the methods that will be used to address the research questions. This section will include a justification on how the proposed methods are suitable to address the key questions.
- **High technical quality:** Proposals will demonstrate the use of relevant, rigorous quantitative and qualitative methods that will be participatory and inclusive. At minimum, funded studies must conduct a gender and and/or ethnic group-sensitive analyses in which respondents of marginalized castes and/or ethnic groups are included. Suggested approaches include but are not restricted to in-depth semi-structured interviews and focus group discussions with direct and indirect programme participants, implementing agencies at the local and state level, local government organisations that provide support services; The studies may use existing programme documents and other secondary data to complement the analysis. All findings must be validated using recognized methods, including the participation of beneficiaries
- **Team composition:** The research team must demonstrate experience of high-quality research on livelihoods in India. The team will be assessed as a whole and not on individuals alone. A strong team will be multidisciplinary and should include members with relevant sectoral and methodological experience along with adequate support staff. The Team should have sectoral experience in livelihood, especially farm livelihoods, and horticulture. Understanding of the geographical region, including local partnerships or data collection abilities will be an added benefit
- Project deliverables will include a study instrument, and a final evaluation report

Proposal Components:

- **Capability Statement:** A statement on company capabilities including A background summary of the organization outlining areas of expertise; A sample projects with client names and any direct experience the agency has working on relevant evaluations
- **Technical Approach (not to exceed 5 pages):** The proposal should provide a detailed description of how the agency will approach and complete the scope of work, including: How the agency will develop the sampling strategy and tools; How the agency will ensure data ethics, data control and data rights; How the agency will ensure quality of data collection (including a description of ongoing monitoring and quality control procedures among interviewers and other project staff)
- **Gantt Chart:** As part of the proposal, a Gantt chart illustrating the timeline/implementation plan should be prepared that includes major activities as they relate to the scope of work and demonstrates how the work will be accomplished within the allotted time frame.
- **Management and Supervision (not to exceed 2 page):** The applicant will describe its management, supervision, and administrative arrangements for executing this project, including the functions and responsibilities of the proposed project team. The applicant should explicitly describe how the project lead will manage the project, how the person responsible for fieldwork will monitor study progress, what the nature and frequency of communication with the data collectors and how data will be managed during data collection

4. Timeline:

The deadline for submitting proposals is 23:59 GMT, 12th April 2022.

Table 1: Key dates for activities or deliverables

| Activity or deliverable | Key Dates |
|--|-----------------------------|
| Request for proposals is posted | 25 th March 2022 |
| Deadline for questions | 4 th April 2022 |
| Pre-finalization meeting with short listed vendors | 8 th April 2022 |
| Deadline for submission of proposal | 12 th April 2022 |
| Announcement of final award of grants | 15 th April 2022 |
| Submission of evaluation reports | 15 th June 2022 |

This evaluation needs to be completed within 15th June 2022

5. Selection Criteria:

All proposals will be evaluated by the review committee based on the extent to which proposals meet the selection criteria, to the extent that they are deemed necessary, negotiations may be conducted with highest rated bidders. In evaluating proposals, the Centre for Micro-Finance and Livelihoods will follow the below criteria. The most economically advantageous bid is established by weighing technical quality including understanding of the scope of work, proposed methodology and approach for completing the assignment, Organization profile, experience of conducting studies, research and publication, timeline against price. Table 2 provides the evaluation criteria and percentage of the total score for the assessment of proposals.

Table 2: Proposal scoring criteria

| Criteria | % |
|--|----|
| Qualifications of the research team | 30 |
| Relevance of the study for the context | 20 |
| Design and methodology | 30 |
| Cost effectiveness | 20 |

6. Submission Guidelines

- Please send the complete proposal package of documents to skuddus@tatatrusters.org with 'Comprehensive Impact Evaluation – Assam Proposal' as subject line. Please submit separate application packages if you are submitting proposals for each research theme.

- The budget should provide detailed information
- **Please direct any questions related to this RFP** to skuddus@tatatrusters.org with 'Comprehensive Impact Evaluation – ASI L Proposal Query' in the subject line by 23:59 GMT, **4 April, 2022**
- All proposals must be in writing, in the English language, and signed and dated by an authorized person of the bidder. Bidders must use the guidelines provided in this RFP.
- The proposal validity period should be at least forty-five (90) days following the Bid Deadline. This should be clearly mentioned in both the technical and financial proposal.

7. Further Information:

- No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. If proposed experts were interviewed or called for presentation, all costs shall be borne by the bidder
- Bidders may alter or withdraw their bids by written notification prior to the stated deadline for submission of bids. No bids may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the bid procedure
- The bid will be opened by the Centre for Micro-Finance and Livelihoods (CML) within 15 days from the deadline for the submission of the bid. Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in immediate rejection of its bid
- Email text bodies should indicate the name and address of the bidder and the description of the proposal (technical or financial).

Appendix: A

Background: The Assam State Initiative (Livelihood) aims to bring about sustainable improvement in the quality of life of the poor, through convergence of multi- thematic interventions in rural Livelihood. The interventions under the project will focus on optimum utilization of available local resources, technology infusion, innovation, production enhancement, promotion of community enterprise and establishing sustainable forward and backward linkages. The project will be implemented by CML within a period of 3 years. The total budget of the project is INR 6.62 crores out of which the TATA TRUSTS support stands at INR 4.77 crores.

The theory of change in terms of impact, outcomes, output and activities are given below:

| Impact | | | | |
|---|--------|-------|-------|------------|
| Indicator | Target | | | |
| | Y1 | Y2 | Y3 | Avg. Total |
| Average Revenue Generation per farmer (INR) | 4057 | 23000 | 66815 | 31291 |

| Outcome | | | | |
|---------------------------------|--------|-------|------|--------|
| Indicator | Target | | | |
| | Y1 | Y2 | Y3 | Total |
| Production from Agri-Horti (MT) | 127 | 834.1 | 1484 | 2444.8 |
| Production from Fishery (MT) | 0 | 41 | 49.1 | 90.1 |

| Output | | | | |
|--|--------|-----|-----|-------|
| Indicator | Target | | | |
| | Y1 | Y2 | Y3 | Total |
| No. of Households engaged in Agri-Horti activities | 448 | 765 | 419 | 1632 |
| No. of Households engaged in fishery activities | 45 | 105 | 30 | 180 |
| Total area under Agri-Horti activities (acre) | 99 | 129 | 84 | 312 |
| Total area under fishery activities (acre) | 15 | 34 | 10 | 59 |
| Number of producer groups | 1 | 2 | 1 | 4 |

| Activity | | | | |
|---|--------|-----|-----|-------|
| Indicator | Target | | | |
| | Y1 | Y2 | Y3 | Total |
| No. of trainings for farmers | 30 | 53 | 25 | 108 |
| No. of exposures for farmers | 16 | 20 | 12 | 48 |
| No. of community mobilisation meetings | 70 | 110 | 58 | 238 |
| Activity group promotion (No.s) | 35 | 55 | 29 | 119 |
| No. of community resource persons trained | 8 | 8 | 0 | 16 |
| Community investment support fund provided (no. of farmers) | 538 | 825 | 449 | 1812 |

Major project components:

- Intensifying backyard areca nut orchard with “STAR CROP” (Black Pepper) along with Assam lemon and pineapple as inter crops,
- Promotion of high value off season vegetable cultivation under rain shelter,
- Promoting trellis based innovative model of creeper cultivation
- High density papaya cultivation
- Promotion of Composite aquaculture under captive fishery

PROJECT GOAL: Enhancement of 1800 HHs under Boko Development Block, Kamrup, Assam through convergence of multi thematic livelihood interventions powered by optimum utilization of available local resources, technology infusion, innovation, production enhancement, promotion of community enterprise and establishing sustainable forward and backward linkages.

PROJECT AREAS: The project area is specified under the Boko Development Block in Kamrup Rural district of Assam, India.

Project Time: The project period is from 1st April, 2019 to 31st March, 2022.

TARGET BENEFICIARIES: Enhanced livelihood of 1812 beneficiaries under the project area within 3 years.

| Sl. | Name of the activity | Total No of Beneficiaries | Year I | Year II | Year III |
|-----|--|---------------------------|--------|---------|----------|
| 1 | Papaya cultivation: High Yielding Dwarf Variety | 94 | 26 | 45 | 23 |
| 2 | Areca nut orchard intensification with Black Pepper, Assam Lemon and Pineapple | 1118 | 362 | 450 | 306 |
| 3 | High Value Creeper cultivation using Trellis | 190 | 45 | 101 | 44 |
| 4 | Indeterminate tomato and leafy vegetable cultivation using Rain shelter Technology | 230 | 60 | 124 | 46 |
| 5 | Pond Based Fish rearing | 180 | 45 | 105 | 30 |
| | Total | 1812 | 538 | 825 | 449 |

Project KPIs:

| KPI | Unit | Program Target |
|-----|------|----------------|
| | | |

| | | |
|--------------------------------------|------|-------|
| Community mobilisation meetings | No | 238 |
| Activity group promotion | No | 119 |
| Agri-allied Production | MT | 2,500 |
| Area under Agri, Horti & Aquaculture | Acre | 371 |
| Average Monthly Revenue per Farmer | INR | 2608 |