

Jharkhand State Livelihood Promotion Society
(Under the aegis of Rural Development Department, Govt. of Jharkhand)
3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001
Website – www.jslps.org

No: 2230/Ranchi

Dated: 09/12/2017

REQUEST FOR EXPRESSION OF INTEREST (REOI)
FOR CONSULTANCY SERVICES FOR “BASELINE SURVEY” UNDER JOHAR

The Jharkhand State Livelihood Promotion Society (JSLPS) invites “Expression of Interest” from eligible consultancy agencies to submit their interest for providing consulting services for World Bank supported Jharkhand Opportunities for Harnessing Rural Growth (JOHAR) Project for undertaking “**Baseline Survey**” in Jharkhand.

Interested agencies may submit their "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for “**Consultancy services for Baseline Survey for JOHAR**” latest by 15.30 hours on **29th December,2017**. The agencies may obtain further information and procedures for submitting the “Expression of Interest” from the official website of JSLPS i.e. **www.jslps.org**.

Chief Executive Officer

Jharkhand State Livelihood Promotion Society
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3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001
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REQUEST FOR EXPRESSIONS OF INTEREST FOR HIRING OF CONSULTANCY AGENCIES FOR PROVIDING TECHNICAL SERVICES ON “BASELINE SURVEY” REQUIRED FOR JOHAR PROJECT IN JHARKHAND.

(CONSULTING SERVICES – AGENCY SELECTION)

Ranchi, Jharkhand, India
JOHAR

Assignment Title: Hiring of Consultancy Services for Baseline Survey.

Reference No:

The project titled **Jharkhand Opportunities for Harnessing Rural Growth (JOHAR)** being implemented by Jharkhand State Livelihood Promotion Society under the aegis of Rural Development Department, Government. of Jharkhand with financing from the World Bank towards the project implementation cost and intends to apply part of the proceeds for hiring of an agency to provide consulting services.

The consulting services (“the Services”) include hiring of an agency for undertaking Baseline Survey for JOHAR for a period of 6 months subject to extension of further period based on the requirement and performance. The details of activities will be mentioned in the Terms of Reference for the proposed service.

Jharkhand State Livelihood Promotion Society (JSLPS), now invites eligible consulting agencies to indicate their interest for providing the services. Interested agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short-listing criteria are as follows.

- a) The agency should have an independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate, Articles and Memorandum of Association].
- b) The agency should have minimum 5 (five) years of experience in conducting large scale surveys in India, preferably large scale household surveys.
- c) The agency should have experience of having conducted at least 3 (three) surveys, where the agency has directly and independently developed survey tools and fielded the same tools for data collection using Computer Assisted Personal Interviewing (CAPI) tool.
- d) The agency should have a minimum average annual turnover of Rs. 1.5 crore or more during last three financial years and preferably have a positive net worth. [Relevant documents viz, audited financial statements and a certificate from Chartered Accountant in support of satisfying the criteria should be submitted]. Out of the prescribed minimum annual turnover, at least Rs. 75.00 lakhs should be from Baseline Activities/Projects.

- e) The agency should have prior experience and have successfully completed at least 2 similar assignments, in the last 5 years, in sectors specific to that of the proposed assignment. Experience in Government sector especially related to livelihoods sector projects and having a working experience in Jharkhand is preferred.
- f) The agency should have a well-qualified and sufficiently experienced team, in house, or should be in a position to commit about their own network/association.

Interested agencies may submit their application expressing interest in the prescribed Performa annexed herewith [Annexure A] in sealed envelope with each page of the application signed by an authorised signatory, including the pages comprising the annexure.

The attention of interested agencies is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#) (January 2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower's staff.

The Consultants may associate with other agencies in the form of a joint venture or a sub consultancy to enhance their qualifications. The submission should clearly indicate the type of association whether a joint venture (JV) or sub consultancy

A Consultant will be selected in accordance with the Quality Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

Expressions of interest must be delivered in a written form to the address below by person or through postal/courier services latest by **15.30 hours 29th December, 2017** at the following address.

Address:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
3rd Floor, Shantideep Tower,
Radium Road, Ranchi-834001
Phone No. 0651-2360142/2360038
Email: joharjharkhandproc@gmail.com

Annexure-A

Attachment 1: Format for Submission of Information to JSLPS, Ranchi to provide consultancy services for undertaking Baseline Survey.

Submission Requirements

A – Consultant Company’s Profile [Maximum 2 Pages]																									
1.	Organizational	<p><i>Provide a brief description of the background and organization of your firm/entity. The brief description should include:</i></p> <ul style="list-style-type: none"> • Ownership details • Date and place of incorporation of the firm, • Objectives of the firm, • Availability of appropriate skills among staff. 																							
2.	Financial: (Minimum average annual turnover of Rs. 1.5 Crore during the three financial years just gone by, required.	<p><i>Provide the turnover on the basis of the audited accounts of the previous three financial years in Indian Rupees.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 33%; text-align: center;">2014-15</th> <th style="width: 33%; text-align: center;">2015-16</th> <th style="width: 33%; text-align: center;">2016-17</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>				2014-15	2015-16	2016-17																	
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B – Consultant Agency’s Experience [Maximum 15-20 pages]																									
1.	<p>Experience of working on government, externally aided, or livelihoods sector projects in India. At least 5 years experience required. <u>Please provide details of up to 10 such assignments (you may add more rows).</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Name of Project</th> <th style="width: 30%;">Services provided</th> <th style="width: 15%;">Client and Country</th> <th style="width: 15%;">Duration of Assignment</th> <th style="width: 25%;">Value of Contract (Rs)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Name of Project	Services provided	Client and Country	Duration of Assignment	Value of Contract (Rs)															
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2.	<p>Experience in conducting large-scale surveys in India. <u>Please provide details of up to 10 such assignments. Experience in CAPI is required for at least three projects. (you may add more rows)</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Name of the Client (GoI/Externally Aided Project)</th> <th style="width: 20%;">Nature of the assignment (Baseline Survey or similar assignments)</th> <th style="width: 20%;">Location and coverage (entire state, country, etc.)</th> <th style="width: 15%;">Duration of Assignment (In month)</th> <th style="width: 30%;">Value of Contract (Rs. Lakh)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Name of the Client (GoI/Externally Aided Project)	Nature of the assignment (Baseline Survey or similar assignments)	Location and coverage (entire state, country, etc.)	Duration of Assignment (In month)	Value of Contract (Rs. Lakh)															
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Please enclose copy of the contract as evidence																									

3.	<p>Two Experts to be proposed of which at least one should hold a PhD qualification in any related discipline. Both experts proposed should have experience in government, externally aided, or livelihoods sector projects and specifically with leading large-scale household surveys at-least for a period of 3 years. Detailed CVs are not required at REOI stage, it should be submitted if the agency qualifies for RFP stage.</p> <p>Among other information, the brief CVs should include the following information in the following format:</p>			
	Name of the proposed Expert			
	Designation			
	Experience			
	Name of Project	Large-Scale Household Survey or similar type of work experience.	Client and State	Duration of Assignments (In month)

If the Consultant has formed a consortium, all the above details of each member of the consortium and the name of the lead partner, shall be provided.

Annexure -2

Declaration

Date: __/__/2017

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 with effect of this declaration at a later date; we would inform the JSLPS accordingly.

Authorized Signatory
(with seal)

Draft Terms of Reference for the Hiring of Services of an Agency for the Baseline Survey of JOHAR project to be conducted in 2017-18 for Jharkhand State Livelihoods Promotion Society

1) BACKGROUND:

Jharkhand State Livelihood Promotion Society (JSLPS) is an autonomous society constituted in the year 2009 under the aegis of Department of Rural Development, Government of Jharkhand. The society is created to serve as a special purpose vehicle for smooth implementation of poverty alleviation schemes and programmes in the state. The society has its own Governing Body, chaired by the honorable Minister of Rural Development Department, Government of Jharkhand and Executive Committee, chaired by the Principal Secretary / Secretary of Rural Development Department, Government of Jharkhand. Currently, the society is implementing multiple poverty alleviation programs supported by Govt. of India, State's own fund and funds from other agencies. The major programs implemented by JSLPS are – National Rural Livelihood Mission (NRLM), Sanjivani, Initiative for Horticulture Intervention by Micro Drip Irrigation supported by Japan International Cooperation Agency (JICA), and the Jharkhand Opportunities for Harnessing Rural Growth (JOHAR) project. The core strength of the society lies in its team of professionals and thematic experts deployed at State, District, Block and Village level who have strived to build up strong and vibrant community institutions. Currently, JSLPS has its presence in 188 of 263 blocks across all 24 districts of the State. As of November 2017, the mission has expanded its outreach to more than 13.00 lakh households through more than 105,000 SHGs which in turn have been federated into about 5,100 Village Organizations (VO) and about 149 Cluster Level Federations. Additionally, a pool of community cadre have been nurtured and capacitated. It is envisaged that by the end of FY 2019-20, in Jharkhand, NRLM would have an outreach and coverage extending to all villages of the State.

2) DETAILS ABOUT JOHAR PROJECT:

Currently, Govt. of Jharkhand with financial assistance from the World Bank is implementing the JOHAR project, which is a livelihood programme being layered on the existing community base supported by JSLPS, through the NRLM project. The JOHAR project aims to bring transformative change in the lives of the targeted families. The project development objective is to enhance and diversify household income (real) in select farm and non-farm sectors for target beneficiaries (about 200,000 unique households) in project areas.

The key areas of interventions identified under JOHAR are: a) High Value Agriculture (HVA) development b) Irrigation system development c) Livestock development c) Fishery development d) Non-Timber Forest Produce (NTFP) development e) Skills, jobs, and enterprise development f) Promotion of pro-poor agricultural finance systems, and g) Promotion of market access and private player participation. Adopting a value chain approach, JOHAR intends to promote rural producer collectives that will include producer groups and larger producer organizations. This six-year project has commenced in September of FY 2017-18 with an approximate budget outlay of Rs.

900 Crore. However, the project is designed to leverage significant additional funding from the existing schemes of allied departments. The project is being rolled out in a phased manner, in 68 blocks across 17 districts of Jharkhand, the list of blocks and districts are provided in annexure 1.

JSLPS will manage and be responsible for implementation and outcomes of the JOHAR project, and for this purpose, the society has deployed a committed team of professionals at all levels, and established a JOHAR specific State Project Management Unit (SPMU), at the state level. The project also draws on the strength of the existing government departments and schemes, and the SPMU leverages the expertise and capacity of senior government officials from allied departments. Among the NRLM intensive blocks, JOHAR has identified clusters wherein it will target around two lakh households. Further, the JOHAR project will be underpinned by a solid monitoring, learning, and evaluation system, which will feed into decision making systems at JSLPS. Towards this, JSLPS has contracted Oxford Policy Management Limited (OPML) to provide technical support to the JOHAR project for monitoring and evaluation (M&E). The OPML team, together with the concerned senior staff at JSLPS will technically lead M&E activities, annexure 2 details OPML's Terms of Reference.

3) RATIONALE FOR BASELINE SURVEY:

The main objective of JOHAR is **“Enhanced and diversified household income in select farm and non-farm sectors for targeted beneficiaries in the project area.”**

To measure the objective following key indicators have been identified:

1. *Percentage increase in the real average annual household income of the targeted households in the project area.*
2. *Percentage increase in proportion of real income from select livelihood sources*
3. *Number of project beneficiaries that are Scheduled Caste or Scheduled Tribe*
 - a. *Percentage of female beneficiaries*
4. *Number of farmers reached with agricultural assets or services*
 - a. *Number of female farmers*

The results framework for the JOHAR project is attached as annexure 3.

A rigorous quantitative impact evaluation would be carried out to estimate the precise impact of the JOHAR project interventions. To estimate the precise impact, quantitative baseline, mid-line and end-line surveys will be conducted. The current assignment is specific and restricted to the above mentioned quantitative baseline survey for the JOHAR project's impact evaluation.

4) OBJECTIVES:

JSLPS seeks to identify an agency or a consortium of organizations (hereinafter referred to as agency) to collect, in an efficient and reliable manner, quantitative data at the household and village / cluster level. The survey tool developed for the quantitative data collection will capture data on the intermediate indicators identified for the project, along with the indicators that measure impact in terms of the overall JOHAR project development objective.

5) SCOPE OF SURVEY ACTIVITIES:

The survey will be carried out in about 160 Gram Panchayats of about 30 blocks in Jharkhand and cover 6,000 – 8,000 households¹. The number of households may change depending on requirements and the survey methodology that is finalized.

6) OUTLINE OF TASKS TO BE CARRIED OUT:

The general responsibility of the agency will be to conduct the quantitative baseline survey. The agency will work in close collaboration with the JSLPS, World Bank and Oxford Policy Management teams in the development and refinement of survey tools, survey field team training, fielding the survey, supervision of all phases of data collection for the quantitative baseline survey, and cleaning of the data set. The data collection will be conducted with the use of technology platforms such as hand-held electronic devices for data capture and real-time data transfer and digital servers for data storage (popularly called computer-assisted personal interviewing, or CAPI). The agency must demonstrate prior experience with digital data collection utilizing hand-held electronic devices.

The agency must have relevant experience in handling the data collection through technology-based modes. The agency will be expected to propose an in-house Software Development and Data Management team for programming and data management. The questionnaires for the survey will need to be developed in software which is compatible for installation and use in hand-held electronic devices, such as mobile phones or tablets. The agency will be responsible for software development for data collection, from paper-based survey tools provided to them by JSLPS. The completed surveys will have to be uploaded on to a back-end server. The agency must also possess capacity and experience with the development and use of the required server. Real-time access to data being uploaded on the servers will be provided to JSLPS, World Bank and Oxford Policy Management teams. A table outlining the division of responsibilities and tasks between JSLPS, OPML, and the Agency is provided as annexure 4. An advisory committee will be instituted to oversee and ensure quality of the baseline survey. The agency will be responsible for the following aspects of the survey:

7) SURVEY TOOL PILOTING, REFINEMENT, AND CAPI DEVELOPMENT

The agency's duties will include:

- **Refinement of Survey Tools:** The agency will be provided with pre-final versions of the survey tools in Hindi and English, and would be required to refine and help finalize the necessary tools required for the survey in close collaboration with JSLPS. The tools will be primarily in Hindi Language or may be in dual language of Hindi and English.
- **Preparation** of computer-assisted version of the questionnaires to enable CAPI. The agency shall be responsible for digital tool development and translation of software.
- **Piloting:** With translated survey instruments and CAPI software uploaded into the hand-held devices, the agency will pilot draft survey tools with up to 100 households and related surveys at other levels in 10 villages in up to five blocks in at least two districts. The pilot survey will be conducted in two rounds and specific locations for the pilot survey will be provided by the M&E team of JSLPS.

¹ The details of districts, blocks, and villages will be provided after the final list is ready, at which time the total number of Gram Panchayats and their corresponding blocks in which the survey will be carried out, and the final total number of households in the survey sample may change as well.

The pilot survey will also test the equipment to be used in the survey, the data management and transfer methods, and field supervision arrangements.

- **Questionnaire Revision:** After pilot testing, the agency will debrief enumerators, examine the data sets, and make any proposals for changes. After discussion with the JSLPS team, final versions of the questionnaires and data collection software will be prepared, and translated into Hindi/English as needed. JSLPS team will provide final approval prior to roll-out.
- **Deployment of Field team and Training:** The agency will deploy required field team with desired experience and expertise and train all field staff (including extra staff to cover turnover, see below) in both the technical aspects of the questionnaire and the use of the hand-held electronic device as well as data collection software. The field team training duration will be for a minimum of 7 days.

8) **SAMPLING:**

- **Household Listing:** The agency will carry out a mapping and household listing of the villages in all blocks and Gram Panchayats in which the survey is to be conducted.
- **Sample:** JSLPS will provide the agency with the list of villages and households to be surveyed (based on the mapping and listing exercise) and the methodology to follow to identify replacement households.
- **Location of sample households:** The agency will be responsible for locating sample households in the field. The agency will prepare materials for field staff with maps, names of household heads and any other identifying characteristics, with suggestions from the JSLPS team.

9) **SUGGESTED MINIMUM STAFFING:**

The agency is expected to have access to the needed personnel, including a technical lead, project manager, programmer, data manager, enumerators (including back checkers and spot checkers), field supervisors, and a field manager. All enumerators and supervisors will need to be fluent in Hindi and knowledge of local languages or dialects may be necessary and critical in context of Jharkhand. Following is an indicative minimum list of staff and their role, the agency can propose additional staff based on their operational plan.

a) **Field Team;**

Given the complexity of the questionnaires and the need for close supervision of enumerators, it is envisioned that an enumerator would be able to complete 2-3 household surveys a day, so a team of five enumerators and one field supervisor ought to be able to complete approximately 30-35 household surveys in a Gram Panchayat plus Self-Help Group / Village Organization surveys and key informant surveys for village-level surveys in the same Gram Panchayat in about 3 days (aided by the supervisor). Including travel and down time, a team ought to be able to complete two Gram Panchayats per week. Since about 160 Gram Panchayats are to be surveyed (with 30 – 35 households per Gram Panchayat), and if field work is to be completed in 08 weeks, about 10 teams would be needed. These needs would be revisited after the field test.

b) **Enumerators;**

The agency will recruit and train at least 15 percent more enumerators and supervisors than needed to ensure that there will be suitable replacements for team members who may leave during field work or those who do not demonstrate sufficient proficiency following training. Enumerators will all need to be able to use CAPI devices and become proficient in administering the questionnaire following

training. The enumerator team will also include listers and mappers, as well as back checkers and spot checkers. JSLPS will provide a list of community cadres to the Agency from which back checkers and spot checkers should be recruited, contracted by and budgeted for by the Agency. JSLPS recommends that each field team should contain at least one person from the pool of community cadre provided by JSLPS. It is further recommended that the field teams should be a mix of women and men members.

c) Field Supervisors

Each team will have a field supervisor to oversee all activities of the specific team. The field supervisors will travel with their teams and be responsible for day-to-day supervision and logistics, including contacting community leaders and key respondents in villages, making arrangements for accommodation of the field team, and arranging appointments with respondent households. The field supervisor will also perform quality controls on the information collected by his/her team, including randomly attending some interviews, randomly re-interviewing 10-15% of households on specific modules or overall questionnaires, and randomly reviewing questionnaires. The field supervisor will further be responsible for the daily transfer of the data to the uploading center or, if the data is uploaded online, for ensuring the quality of the upload. In addition to supervisory activities, it may be useful to use the field supervisors to carry out the pilot test. Field supervisors will also need to participate in the entire field team training.

d) Field Manager

S/he will be responsible for overall management of field work, which will include schedule preparation, data and survey quality management, ensuring data uploading, maintenance of equipment, team deployment and replacement, and weekly reports. It is expected that the field manager is present and an active participant during the entire duration of the field team training.

e) Programming and Data Management Team

A Programmer and Data Manager who will be responsible for software development and data management. The agency will set up appropriate data management arrangements and be responsible for data security. The data must be promptly uploaded so as to be available via a web-based platform or regular offline updating to JSLPS.

f) Other Key Experts Required

To manage and oversee all activities, the agency ought to engage the following experts:

A Technical Lead (part-time) and a Project Manager who will be responsible for finalizing the survey tools, piloting and field testing the survey tools, training of field teams and overall supervision and management of the field activities, data management and final submission of data. The project manager will be required to make regular field visits, including continuous time spent in the field during the data collection phase of the baseline survey.

All technical experts must be able to work collaboratively with JSLPS, World Bank and Oxford Policy Management staff and have experience in training as well as supervising field teams.

10) EQUIPMENT AND LOGISTICS:

The agency will provide the requisite number of hand-held devices and other tools to facilitate digital data collection by survey teams. JSLPS bears no responsibility for the payment, storage and field level disbursement and utilization of hand-held devices. The hand-held devices should have the following minimum specifications.

- a) Android version 4.0
- b) Seven inches diagonal screen size
- c) 1.5 Giga Bytes Random Access Memory (RAM)
- d) 8 Giga Bytes Read Only Memory (ROM)
- e) Battery backup of 6 hours (3500 mAh)
- f) GPS enabled device to capture the coordinates

Following is a suggested list of equipment and logistical arrangement for the duration of the contract:

- **Field Supplies.** The agency will prepare all field supplies required for field staff. Every member of a field team should have access to a working hand-held device, as per specifications mentioned above, loaded with the necessary software and modules for their field work. In addition, each field team should have at least one spare device, adequate power adapters and at minimum two charged power banks that can be carried to the field.
- **Office Equipment:** The agency will secure and have available the necessary office equipment and computer hardware for survey management and CAPI.
- **Maintenance:** The agency will take steps to ensure that all equipment and vehicles are properly maintained and quickly serviced /replaced within 24 hours of break down so that the survey remains operational and is completed in stipulated timeframe.
- **Authorizations:** The agency will secure all required authorizations and clearances necessary to perform the data collection in a timely fashion, with the assistance of JSLPS.
- **Transportation:** The agency will make appropriate transportation arrangements to conduct field work. Sufficient transportation to ensure that the field work is carried out smoothly will be needed. Evidence that supervisors have travelled to observe interviews, provide support to their team members, as well as evidence that enumerators have the transportation needed to reach their households will be required.

11) TRAINING:

The agency will be responsible for preparation, organization and implementation of training activities, including logistics. The agency will conduct training for the entire field team, for a minimum of 7 days. The agency will prepare manuals for training in English and Hindi. Specific training duties which are required of the agency include:

- a) Preparation of training materials and detailed enumerator, back checker, spot checker and supervisor manuals in close collaboration with the JSLPS team.
- b) In-depth training of all field staff, including practice interviews and other similar exercises.
- c) Conduct of interviews as per agreed procedures (initially by team supervisors).

12) DATA COLLECTION:

Data collection will be done according to the schedule agreed with JSLPS and the agency will be responsible for ensuring that the data collection is performed without any significant delay. The survey will comprise the following instruments:

- a) Household questionnaire – Male & Female;²
- b) SHG questionnaire;

² It is estimated that the household questionnaires will take 2.5-3 hours per household

- c) Village questionnaire;
- d) Block questionnaire;

13) QUALITY CONTROLS IN THE FIELD:

The following quality control actions would need to be undertaken during the course of the survey (or similar controls to be agreed upon jointly):

a) By team of supervisors in every sampled location:

- Visual observation of at least one interview of each enumerator
- Re-visits to a randomly selected sample of at least 10 percent of the households visited by each enumerator, to double-check the data recorded in key variables.

b) By team of data management staff:

- Back-end data scrutiny of all uploaded questionnaires to ensure that all information recorded is clear and consistent and, where deemed necessary, to clarify with respondents any inconsistencies in their answers with that of the enumerator.

JSLPS may deploy its own team for quality control in the field, and at any point request the agency to show a log of data checks performed, errors rectified and demonstrate back-end data checks.

The agency will report any field errors that they may notice and (a) provide feedback on the instruments to JSLPS and (b) provide feedback to the software team for updates in case of system errors, which would then be rectified within 12 hours and all devices updated with the rectified version within the 12 hours period.

14) DATA MANAGEMENT AND SECURITY:

The agency will be responsible for developing a data entry program and carrying out consistency checks, and provide final cleaned dataset to the client. The agency will provide access to internet or other platforms through which data can be transferred from hand-held devices to the server. The final cleaned dataset will be provided in STATA and ASCII formats. The agency is required to provide copies of the datasets and data entry error reports/logs that show the frequency of discrepancies noted and actions taken to rectify to JSLPS. The agency will scrutinize all errors and inconsistencies detected by the data entry and consistency programs by revisiting households if major errors are detected.

Further, the Agency will provide module with link to FTP site for back up to JSLPS server on a daily basis, in addition to maintaining its own back up, and will also submit the same through off-line method as well to JSLPS.

The JSLPS team will verify a 5% random sample of households against the data entered through checks. In cases of errors found, there will be penalties deducted from the final tranche payment in accordance with the severity of errors. JSLPS has the right to cancel the contract and make no further payments or request the work to be done again (including the field work) without any additional costs.

The agency will provide the final clean copies of the datasets along with a complete codebook to JSLPS within one week of completion of field work. JSLPS retains the right to the complete data set, with complete access to all names, addresses, and listing and survey data for individuals and households surveyed through this exercise.

15) DELIVERABLES AND TIMELINES

The agency is expected to deliver the following outputs:

- a) An Inception Report, containing the overall approach and methodology for carrying out the survey, a detailed work plan, outputs, and staff assignments with levels of effort by task and sub-task
- b) Final versions of paper-based survey questionnaires
- c) Final versions of software developed
- d) Documentation of data management processes
- e) Report from pilot survey and field testing of survey questionnaires
- f) All training material and field manuals
- g) Documentation of data collection protocols
- h) Census data from mapping and listing of households
- i) Survey data as it is being collected on a continuous basis
- j) Complete data sets with GPS coordinates of dwellings of all sampled households
- k) A draft, followed by final completion report on the field work, to be submitted to JSLPS. This report should include the dates for field visits for each village, supervision checks, problems encountered, etc.

A table listing tasks with a suggested timeline and corresponding outputs is provided in annexure 5.

16) INSTITUTIONAL ARRANGEMENTS:

The agency will work under the overall supervision of the Jharkhand State Livelihood Promotion Society (JSLPS) which will provide the coordination mechanisms necessary for the agency to work effectively with the Oxford Policy Management team as needed. Additionally, an advisory committee will be instituted by JSLPS to oversee and ensure quality of the baseline survey.

17) TEAM COMPOSITION:

The agency will deploy a core team exclusively for the survey, clearly indicating the time commitment of each member. Following is an indicative minimum list of staff and their role; the agency can propose additional staff based on a clear work plan. The CVs of the core team members will be evaluated as part of the evaluation of the technical proposal.

A) CORE TEAM:

1.1) Technical Lead (1) (Part-Time 30%): Preferably hold a PhD in social sciences or related disciplines with seven+ years of experience conducting and overseeing large-scale household and facilities' surveys; relevant background in public policy or service delivery in India; experience in Jharkhand would be an advantage, and experience in the livelihoods sector, specifically with government and externally aided programmes, will be preferred. Fluency in both English and Hindi is essential. S/he is expected to work part time throughout the duration of the assignment, available as required and planned.

1.2) Project Manager (1) (Full-Time): Master's degree in related disciplines with five+ years of relevant professional experience in government, externally aided and livelihoods projects, managing and training a large survey team and overseeing large-scale household and facilities' surveys; experience in Jharkhand would be an advantage. Fluency in both English and Hindi is

essential. S/he is expected to work full time throughout the duration of the assignment.

1.3) Programmer (1) (Full-Time): Master's degree in computer science or related field with a minimum of three years of experience with developing applications in existing sophisticated data entry software (such as CSPro, or Blaise for example) and managing large data base construction and quality control. S/he is expected to work full time throughout the duration of the assignment.

1.4) Data Manager (1) (Full-Time): Master's degree in computer science or related field with minimum two to three years of relevant experience in quality control and management of large databases. S/he is expected to work full time throughout the duration of the assignment.

It is expected that the agency will identify suitable personnel to design data capture in such a way as to ensure that the quality and integrity of data collected remains intact.

B) FIELD TEAM:

1.1) FIELD MANAGER (1) (FULL-TIME): BACHELOR'S DEGREE IN ECONOMICS, STATISTICS, OR RELATED FIELDS AND A MINIMUM EXPERIENCE OF FIVE YEARS OR A MASTER'S DEGREE IN A RELATED FIELD AND A MINIMUM EXPERIENCE OF THREE YEARS IN LARGE-SCALE QUANTITATIVE HOUSEHOLD SURVEYS IS REQUIRED. EXPERIENCE WITH LIVING STANDARDS MEASUREMENT STUDY (LSMS) OR OTHER SURVEY WHERE DATA IS ENTERED CONCURRENTLY WITH THE INTERVIEW PROCESS IS PREFERRED. EXPERIENCE IN CONDUCTING SURVEYS USING COMPUTER ASSISTED PERSONNEL INTERVIEW (CAPI) SOFTWARE AND COORDINATION OF FIELD ACTIVITIES IS NECESSARY. S/HE WILL WORK FULL TIME THROUGHOUT THE DURATION OF THE ASSIGNMENT. FLUENCY IN BOTH ENGLISH AND HINDI IS ESSENTIAL.

1.2) FIELD SUPERVISORS: FIELD SUPERVISORS SHOULD HAVE EXPERIENCE IN DATA COLLECTION AND SUPERVISION OF FIELD TEAM FOR LARGE-SCALE HOUSEHOLD SURVEYS. REGIONAL EXPERIENCE IS PREFERRED, AND THE MINIMUM EDUCATIONAL REQUIREMENT FOR FIELD SUPERVISORS IS A MASTER'S DEGREE (I.E. 5 YEARS OF STUDY AFTER COMPLETION OF HIGHER SECONDARY / 12TH STANDARD). A BASIC COMPETENCE IN ENGLISH IS PREFERRED THOUGH NOT REQUIRED.

1.3) ENUMERATORS: ENUMERATORS SHOULD HAVE EXPERIENCE IN DATA COLLECTION FOR LARGE-SCALE HOUSEHOLD SURVEYS. REGIONAL EXPERIENCE AND KNOWLEDGE OF SEPARATE DIALECTS OF JHARKHAND IS PREFERRED. THE MINIMUM EDUCATION REQUIREMENT FOR ENUMERATORS IS A BACHELOR'S DEGREE (I.E. 3 YEARS OF STUDY AFTER COMPLETION OF HIGHER SECONDARY / 12TH STANDARD).

18) ESTIMATED INPUT AND TIME OF STAFF: PERSON-MONTHS

Professional Staff	No	Months Required	Total
a) Technical lead (30%)	1	2	2 person months
b) Project Manager	1	6	6 person months

c) Programmer	1	6	6 person months
d) Data Manager	1	6	6 person months
Sub-total	4	20	20 person months
Field Staff			
e) Field Manager	1	6	6 person months
f) Field Supervisor	10	3	30 person months
g) Enumerators	70	3	210 person months
Sub-Total	81	12	246 person months
Total			266 person months

19) SUGGESTED SELECTION CRITERIA :

S. No	Description	Weightage
1.	A successful track record of implementing large-scale household surveys 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 during the last 5 years. Preference will be given to agencies with past experience in Jharkhand	20%
2.	Infrastructure to support field-based CAPI data collection, electronic archiving of the data ensuring the highest level of confidentiality for research subjects as well as high validity of responses. Preference will be given to agencies with a field presence in Jharkhand	30%
3.	Team composition and CVs of the core team	20%
4.	Quality of technical proposal: The technical proposal and the work plan should provide sufficient details about the implementation plan and quality control checks	30%

20) PAYMENT FOR SERVICES:

Payment for services will be made in five tranches, as indicated below. Note that work required for payment of each tranche must be completed to the satisfaction of JSLPS.

Payment	Amount	Payable upon
1	20%	Signature of contract (against Advance Payments Guarantee)
2	20%	Submission of Inception Report
4	40%	Submission and acceptance of final data set
5	20%	Submission and acceptance of Completion Report's final version

21) FUTURE USE OF THE DATA

The completed dataset, documentation, and other deliverables will be the property of JSLPS, and may be used for any research purpose by any member of the JSLPS team. The firm cannot use the data for their own research purposes, nor license the data to be used by others, without the written consent of JSLPS.

Annexure 1

List of Blocks for JOHAR Implementation

#	District	Block
1	Bokaro	Chandankyari
2	Bokaro	Jaridih
3	Bokaro	Chas
4	Bokaro	Petarwar
5	Dhanbad	Tundi
6	Dhanbad	Nirsa
7	Dhanbad	Purbi Tundi
8	Dumka	Shikaripara
9	Dumka	Dumka
10	Dumka	Masaliya
11	Dumka	Ramgarh
12	E. Singhbhum	Dhalbhumgarh
13	E. Singhbhum	Ghatsila
14	E. Singhbhum	Potka
15	E. Singhbhum	Musabani
16	E. Singhbhum	Patamada
17	E. Singhbhum	Gudabandha
18	Giridih	Gandey
19	Giridih	Deori
20	Giridih	Tisri
21	Giridih	Pirtand
22	Gumla	Basia
23	Gumla	Ghaghra
24	Gumla	Gumla
25	Gumla	Palkot
26	Gumla	Raidih
27	Gumla	Sisai
28	Gumla	Bishnupur
29	Hazaribagh	Churchu
30	Khunti	Khunti
31	Khunti	Murhu
32	Khunti	Karra
33	Latehar	Barwadih
34	Latehar	Chandwa
35	Latehar	Garu
36	Latehar	Manika
37	Lohardaga	Kisko
38	Lohardaga	Kuru
39	Lohardaga	Senha
40	Lohardaga	Bhandra
41	Pakur	Pakuria
42	Pakur	Pakur
43	Pakur	Maheshpur
44	Pakur	Amarpara
45	Palamu	Chhatarpur
46	Palamu	Patan
47	Palamu	Chainpur

48	Ramgarh	Mandu
49	Ramgarh	Pataratu
50	Ramgarh	Gola
51	Ranchi	Mandar
52	Ranchi	Chanho
53	Ranchi	Angara
54	Ranchi	Bero
55	Ranchi	Kanke
56	Saraikela Kharsawan	Ichagarh
57	Saraikela Kharsawan	Nimdih
58	Saraikela Kharsawan	Chandil
59	Saraikela Kharsawan	Kukru
60	Saraikela Kharsawan	Gamharia
61	Simdega	Kurdeg
62	Simdega	Kersai
63	Simdega	Simdega
64	West Singhbhum	Tonto
65	West Singhbhum	Chaibasa
66	West Singhbhum	Jhinkpani
67	West Singhbhum	Hat Gamharia
68	West Singhbhum	Manjhgaon
	Total	68

Terms of Reference of OPML**1) Background:**

Jharkhand State Livelihood Promotion Society (JSLPS) is an autonomous society Constituted under the aegis of Department of Rural Development, Government of Jharkhand. The society is created to serve as a special purpose vehicle for smooth implementation of poverty alleviation schemes and program in the state. Currently, the society is implementing multiple poverty alleviation programs supported by Govt. of India, State's own fund and funds from other agencies. The major programs implemented by JSLPS are– National Rural Livelihood Mission (NRLM), Sanjivani and Initiative for Horticulture Intervention by Micro Drip Irrigation supported by Japan International Cooperation Agency (JICA). The core strength of the society lies in competent team of professionals and thematic experts deployed at State, District, Block and Village level who have strived to build up strong and vibrant community institutions. The society enjoys its autonomy by having its own independent HR, finance and procurement manual. Currently, JSLPS is present in 125 of 263 blocks spread over all of the 24 districts of the state. As of January 2017, the mission has expanded its outreach to more than seven lakh poor rural households through 57,000 Women SHGs (called as Sakhi Mandals), federated into 2500 Village Organizations (VO) and 50 Cluster Level Federations. In addition, a pool of community cadre has been nurtured and capacitated. It is envisaged that by the end of FY 2020-21, NRLM would reach to around 32500 villages of the State.

2) About the Project:

Currently, Govt. of Jharkhand with funding support from World Bank is preparing a livelihoods program, leveraging the existing community institutions of JSLPS. The six year project - Jharkhand Opportunities for Harnessing Rural Growth (JOHAR) aims to bring transformative change in the lives of the targeted families. The project development objective is: - "Enhanced and diversified household income in select farm and non-farm sectors for targeted beneficiaries in Project Area." The key area of interventions identified under JOHAR are:

- a) Farmers Producer Organizations (FPOs): JOHAR will use the existing social mobilization base of NRLM and organize them into commodity clusters and collectives.
- b) Promotion of High Value Agriculture (HVA): High value crop intervention focuses on enhancing the production by use of scientific technology, introduction of improved variety of seed and increasing cropping intensity through provisioning of irrigation systems.
- c) Promotion of Irrigation: In order to increase the cropping intensity and bring new cultivable area under HVA, irrigation facilities like drip irrigation, gravity flow irrigation, in-take well, check dams, cross bunds, dug wells of various sizes and other types of irrigation structures would be implemented in the identified blocks\clusters.
- d) Livestock Development: Under this intervention focus would be to improve the productivity of small ruminants by promoting backyard poultry, broiler & layer poultry birds, goat rearing and pig rearing.

e) Fishery Promotion: Existing water bodies like ponds, tanks and reservoirs will be brought under improved pisci-culture, cage culture, and pen culture through improved hatchery management, seed production, input supply and other equipment supply.

f) Promotion of Non-Timber Forest Produce (NTFP): A large proportion of rural Jharkhand draws significant proportion of their income from NTFP. Adopting Value Chain Approach, the project would collectivize community so that aggregation, hoarding, processing of NTFP produce fetches higher returns.

g) Skills and Enterprise Promotion: The project entails building capacities of the existing producers on various package of practices.

h) Agriculture Business and Private Player Engagement: In order to ensure higher price realization per unit of produce, JOHAR would work on both forward and backward linkages, by collaborating with input supplier and market players.

i) Market Intelligence: As production augmentation and risk minimization strategy, the project would provision Crop, Weather and Market Advisory Services. The expertise of various technical support agencies would be used.

3) Project Implementation Mechanism:

JSLPS will be the core implementing agency for JOHAR, and will deploy a committed team of professionals at State, District and Block levels. Since, the project draws on the strength of the existing government departments and schemes, especially NRLM, it would draw senior government officials from the allied departments and market to establish a seamless functioning mechanism.

4) Monitoring, Evaluation and Learning under the project:

Due to the diversity of the project, JSLPS needs to embed a culture of result-based monitoring system and provide evidence-based decision-making inputs of both strategic and operational nature, at all levels including community institutions. Currently, the following M&E related activities are planned under the project:

a) The overall impact assessment using experimental or quasi experimental design, with a base-line survey, mid-term survey and follow up survey.

b) Process Monitoring to assess if the key processes of the project are being followed and key inputs are getting converted into outputs, outcomes and behavior changes according to the guidelines and assumptions of the project.

c) Community Based Monitoring System to involve community in the monitoring process of the activities being taken up at the community level. This will help imbibe a sense of ownership for the program among the community.

d) ICT-based Management Information System: JSLPS already has a tablet-based MIS system under NRLM (soon to be Aadhar enabled), and the JOHAR MIS (preferably an ICT-based system) will make an effort build on the existing system, limiting duplication. Beyond progress and exception reports produced automatically, data from MISs can be used to conduct more in-depth analysis, especially where systems identify persistent problems.

e) Periodic Tracking Surveys to inform the operations of the project on key learning's, evolving issues to be addressed and intermediate reporting.

f) Thematic Evaluations to assess the many innovative approaches for livelihood, value-chain development and access to entitlements that will be tested and identify which ones to drop, revise, or scale up. This would be typically done through quick turnaround evaluation studies. These studies can be randomized where applicable.

g) Other activities: Qualitative Studies to accompany the quantitative studies, e.g. best practices in the project, compilation of important community case studies etc. Other evaluation activities as demanded by thematic experts and project staff.

5) Purpose of the Assignment:

JOHAR is a multi-sectoral project with several sub-components and activities. JSLPS has a long and successful history of implementing innovative programs and monitoring them. However, due to the complex and innovative nature of JOHAR, JSLPS needs to regularly evaluate the key community-driven and livelihoods innovations and eventually scale-up the most effective and replicable activities.

6) Scope of the Assignment

The agency would be responsible for preparing the M&E framework for the project and ensuring that the key evaluation activities are being carried out as laid out in the project document. It will also collaborate with the MIS agencies to utilize the data sets to generate preliminary evidence and subsequent analyses. In particular, the agency would be responsible for the following activities in the first three years:

A. Design of Result Based Monitoring framework for JOHAR with clear yearly milestones and measurable indicators. The agency shall also come up with a comprehensive Monitoring & Evaluation framework for the entire project period covering all the areas of intervention. However, the basic details would be provided which needs to be elaborated and finalized.

B. Impact Evaluation: The agency would be responsible for the following:

- 1) Prepare the technical design of the impact evaluation using experimental or quasi-experimental methodology; it should include power calculations, sampling strategy etc.
- 2) Provide technical assistance for preparing the terms of reference of the data collection agencies.
- 3) Do the preparation work for the baseline data collection such as designing the survey tools, protocols etc.
- 4) Supervision of the data collection, which will most likely be conducted using computer-assisted personal interviewing, or CAPI.
- 5) Pre-analysis plan which includes detailed methodology of the analysis, indicators, limitations of the evaluations etc.
- 6) Clean and analyze data and prepare the technical baseline report.

C. Process Monitoring: The agency will also conduct process monitoring from second year onwards with the following activities:

- 1) Identify the key processes of the project, develop process indicators, protocol and monitor them to check in quarterly rounds.
- 2) Prepare quarterly round reports detailing the key processes observed, adherence and variances in the laid processes and potential implications on the project.
- 3) The agency would also identify pool of community cadres based on certain selection criteria and train them on process monitoring activity. These monitors will be doing the process monitoring once the agency and JSLPS withdraws from the project

D. Thematic Studies and Evaluations will be needed to study the output and outcomes of the intervention in the short term and long term. The agency should be able to conceive design of thematic studies, rapid assessments and surveys so as the intermediate level output and outcomes are tracked periodically. Based on the needs of the technical leads, the MIS analytics and the output of the process monitoring studies will be used to identify the areas of focus.

E. Data Analytics: Agency will collaborate with MIS & GIS agency/consultant to analyze the MIS data generated from the fields and prepare regular analytical reports, as per requirements of the stakeholders. These short and concise products should identify lessons and recommend policy and program design changes in real time.

F. Periodic Tracking Surveys: The agency should design, supervise and anchor rapid surveys, if needed.

G. Other Activities

1. Agency should also strengthen the capacity of the M&E members at JSLPS in monitoring and evaluation.
2. Establish and monitor performance benchmarks for all thematic areas.
3. Provide technical inputs to the monthly/quarterly performance of districts and thematic areas.
4. Generate standard and customized reports for decision making and wider dissemination.
5. Track progress in project implementation along with output and outcomes.

7) Expected Outputs:

The agency would report to SPM, M&E at JSLPS and would be responsible for the following outputs:

- A document that sets out project M&E needs listing the project M&E indicator along with means to operationalize the M&E system.
- Provide a work-plan with budget, if required. Prepare the TORs of Technical Agency for conducting baseline, midterm and end-term survey.
- Prepare the technical design document for the impact evaluation.
- Provide inputs on M&E concept notes and TOR based on the work-plan.
- Prepare agency TORs based on the work-plan.
- Provide short and concise analytical products (as agreed in the work plan) based on various existing datasets and recommend policy and program design changes in real time.
- Map all critical process of the project and prepare handbook for process monitoring to be used by process monitors
- Prepare tools and protocols for process monitoring.
- Prepare draft and final process monitoring reports.
- Facilitate the creation of a trained team of 200 process monitors by identifying community cadre who would be engaged in project monitoring activity once the agency/JSLPS withdraws from the project area.

8) Team Composition & Implementation Arrangements

The M&E agency should comprise a team of researchers with expertise in carrying out rigorous impact evaluations. In particular, it will comprise:

One Senior Evaluation Specialist(s) (part-time) with proven track record of conducting rigorous evaluations⁹. S/he should have independently led the design of a large-scale impact evaluation study (over 4,000 Households). At least one evaluation should be using an experimental or quasi-experimental technique and should be published¹⁰. S/he should have at least 8 years of experience in quantitative evaluation. S/he should have an advanced degree (PhD preferred) in economics/statistics/public policy or a related discipline. Specific experience in monitoring and evaluation of public policy

programs for at least 5 years would be preferable. S/he would spend 20% of his/her time on this project.

One Team Leader (full-time) with proven track record in anchoring/conducting evaluation activities. S/he should have at least 5 years of experience in monitoring and evaluation of which at least 3 years of field-work experience. S/he should have been a part of the design team of at least one impact evaluation using randomized or quasi-experimental technique and preferably should be published. S/he should have a Post Graduate degree in economics/statistics/public policy or a related discipline. Specific experience in evaluation of rural livelihoods projects would be preferable. He/she is expected to operate out of JSLPS SMMU Office, wherever it may be located.

Two Data Analysts (one full-time; one full-time from 6 months onwards) with two to three years' experience in data analysis or supervision of household surveys or rigorous (experimental or quasi experimental) impact evaluations. S/he should have a degree in economics/statistics/public policy/development studies or a related discipline. S/he should have experience working on statistical software packages like – SPSS, R, STATA, CS-PRO, Atlas.ti, etc. S/he would spend about 25% of the time in the field (at least 2 visits per quarter) with district-level staff. He/she is expected to operate out of JSLPS SMMU Office, wherever it may be located.

Field Staff

Four Process Monitors (full time from 18 months onwards): Post-Graduates in rural management / economics/social work/ social science with at least 7 years of experience in rural development / livelihoods projects, of which at least 4 years of hands on experience in monitoring and evaluation including process monitoring. Should be well acquainted with the methodology of community institutional development, participate research, monitoring and evaluation methods and tools. Prior work experience in monitoring and evaluation of large scale rural development projects implemented by the Gov and state governments would be preferred. We may provide office space in the visiting district to the monitors, if required. The TSA will work closely with JSLPS and will be provided a designated office space in the JSLPS office. Full-time team members would be required to work from the JSLPS office and move to field as per their work plan.

9) Duration of the assignment

The duration of the assignment would be for the entire project period (currently six years), though the initial contract will be for three years. Depending on the performance of the selected agency and budget availability, the contract can be extended further with mutual agreement. However, the performance of the TSA will be assessed on quarterly deliverables.

10) Services to be provided by the Client

The M&E team of JSLPS would continuously supervise the assignment. JSLPS would facilitate sharing of information by SMMU, DMMU, and BMMUs with the TSA, and would also ensure provision of logistic support for placement of TSA core staff in the state office. All project documents, including MIS, which are not classified documents, will be made available to the TSA for the purpose of assignment. The consultant should also provide regular feedback about progress, issues therein and inputs on the basis of field assessment, as and when available.

11) Review Committee to Monitor TSAs Works

The performance of the agency would be judged on the basis of work done against the agreed work plan. The agency will report to the Project Director – JOHAR and CEO of JSLPS or an Officer designated by them. The agency will generate one short summary report of its' key achievement at the end of each year under contract. A committee consisting of both thematic specialists from within and outside JSLPS, as deemed appropriate, shall undertake a review of the work produced by the TSA from time to time.

12) Ownership of Data and Reports:

JSLPS shall be the sole owner of the outputs and other deliverables of the assignment. The TSA 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 JSLPS who is funding the assignment and the TSA 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 JSLPS.

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Annexure 3

Results Framework Jharkhand Opportunities for Harnessing Rural Growth Project (JOHAR)

Project Development Objectives

The PDO is to enhance and diversify household income in select farm and non-farm sectors for targeted beneficiaries in project areas.

Project Development Objective Indicators

Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
Name: Percent increase in average annual household income (real) of the targeted households		Percentage	0.00	50.00	Baseline / Midterm / EOP	Household Survey	Implementing agency with technical partners
Description: This indicator will capture the full household (with a detailed agriculture module) income (real income) during the project period. The midterm and the end line surveys will report the increase in overall household and agriculture income increase. The baseline value of this indicator is zero.							
Name: Percent increase in the proportion of income (real) from select livelihoods sources		Percentage	0.00	100.00	Baseline / Midterm / EOP	Household Survey	Implementing agency with technical partners

Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
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Description: This indicator will capture the key objective of the project of income diversification away from subsistence livelihoods. It will measure the shift of households from low productivity livelihoods activities (such as casual labor and paddy farming) to more productive livelihoods. Livelihoods supported under the project are: self-employed crops, self-employed livestock, self-employed fisheries, self-employed non-farm business and formal labor. The baseline value of this indicator is zero.

Name: Number of project beneficiaries that belong to SC/ST categories		Number	0.00	100000.00	Yearly	Project MIS	Implementing agency
Number of project beneficiaries that belong to SC/ST categories - female		Number	0.00	70000.00	Yearly	Project MIS	Implementing Agency

Description: Number of SC/ST beneficiaries who have directly benefited from the intervention. The baseline value of this indicator is zero.

Name: Farmers reached with agricultural assets or services		Number	0.00	200000.00	Yearly	MIS	Implementing Agency
Farmers reached with agricultural		Number	0.00	140000.	Yearly	MIS	Implementing

Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
assets or services - female				00			Partner

Description: This indicator will capture the beneficiaries that directly derive benefits from project interventions (HVA, livestock, NTFP and fisheries) in terms of assets and services. This indicator will require supplemental information on the number of female beneficiaries. The baseline value of the indicator is zero

Intermediate Results Indicators

Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
Name: Percent of Producer Groups that have been assessed as grade A		Percentage	0.00	65.00	Yearly	Project MIS	Implementing agency and technical partners

Description: This indicator captures the livelihoods focused institution building efforts of the project. It will be measured through an index (with A as the highest grade) that will measure performance on financial management, governance, group management, financial performance etc. The baseline value of this indicator is zero.

Name: Percent of project-supported		Percentage	0.00	50.00	Yearly	Project MIS	Implementing agency with
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Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
Producer Organizations that are viable and sustainable		ge					technical partners

Description: This indicator captures the livelihoods-focused institution building efforts of the project. A PO will be considered viable and sustainable based on agreed criteria such as, organizational capacity, repayment, governance structure, operating profit etc. The baseline value of this indicator is zero.

Name: Clients who have adopted an improved agr. technology promoted by the project	✓	Number	0.00	160000.00	Yearly	Project MIS	Implementing agency with technical partners
Clients who adopted an improved agr. technology promoted by project – female	✓	Number	0.00	112000.00	Yearly	Project MIS	Implementing agency with technical partners

Description: This indicator measures the number of clients of the project who have adopted an improved agricultural technology promoted by the project.

Name: Percent increase in the sale		Percentage	0.00	50.00	Baseline / Midterm / EOP /	Household Survey / Project MIS	Implementing agency with
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Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
volume of select HVA crops of targeted households					Yearly		technical partners

Description: This indicator will capture the marketed surplus of the HVA crops by measuring the percentage increase in the sales volume of high value crops (examples include tomato, chili, watermelon, cucurbits, cole crops etc.) across all seasons in a year. The baseline value of this indicator is zero.

Name: Percent increase in the sale volume of select livestock produce		Percentage	0.00	50.00	Yearly	Project MIS / Thematic studies	Implementing agency with technical partners
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Description: This indicator will be able to capture the marketed surplus by measuring the percentage increase in the sales volume of livestock related livelihoods and value chain interventions of the project. The baseline value of this indicator is zero.

Name: Percent increase in the sale volume of select fish of the targeted households		Percentage	0.00	50.00	Yearly	Project MIS / Thematic studies	Implementing agency with technical partners
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Description: The adoption of new fish species, scientific production, sustainable collection/ harvesting and post-harvest management of fish production will result in increased volume of production. This indicator will capture the marketed surplus of

Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
fisheries produce by measuring the percentage increase in sales volume. The baseline value of this indicator is zero.							
Name: Percent increase in sale volume of select NTFPs of the targeted households		Percentage	0.00	50.00	Yearly	Project MIS / Thematic studies	Implementing agency with technical partners
<p>Description: The adoption of new NTFPs, scientific production, sustainable collection/ harvesting and post-harvest management of NTFPs will result in increased volume of production. This will be tracked through the project MIS as well as thematic studies. The baseline value of this indicator is zero.</p>							
Name: Area provided with irrigation or drainage services		Hectare(Ha)	0.00	18000.00	Yearly	Project MIS	Implementing agency with technical partners
<p>Description: This indicator measures the total area of land provided with new irrigation or drainage services under the project. It will measure the area provided with improved irrigation or drainage services, expressed in hectares(ha). The baseline value for this indicator will be zero.</p>							
Name: Proportion of total production sold by targeted		Percentage	0.00	50.00	Yearly / Baseline / Mid-term / Endline	Project MIS / Household Survey	Implementing agency with technical

Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
households through producer collectives							partners

Description: This indicator captures if the project beneficiaries have started selling produce through producer collectives such as producer groups, and producer organizations. It will be measured as the proportion of total production sold through these marketing channels. This will be tracked through the project MIS as well as the project evaluation and the baseline value of this indicator is zero.

Name: Number of beneficiaries reached with financial services		Number	0.00	150000.00	Yearly	Project MIS	Implementing agency
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Description: This indicator captures the number of beneficiaries that have been reached with new financial services promoted under the project. The baseline value of this indicator is zero.

Name: Number of service providers trained and earning at least Rs 3,500 per year through user fees in the last 2 years		Number	0.00	7000.00	Yearly	Project MIS	Implementing agency with technical partners
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Description: This indicator aims to measure the sustainability of the training system created under the project. It is the proportion of their project related revenue stream that is earned through user fees, and should be a minimum of Rs 3,500 per year in the last

Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
two years of the project. The income from user fees will be additional income for the service provider. The baseline value of this indicator is zero.							

Name: Number of entrepreneurs trained		Number	0.00	5000.00	Yearly	Project MIS	Implementing agency
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Description: This indicator captures the number of self-employed households or entrepreneurs being trained under the project. The baseline value of this indicator is zero.

Name: Grievances registered related to delivery of project benefits addressed (%)	✓	Percentage	0.00	100.00	Yearly	Project MIS and project correspondence	Implementing agency
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Description: This indicator measures the transparency and accountability mechanisms established by the project so the target beneficiaries have trust in the process and are willing to participate, and feel that their grievances are attended to promptly. It is understood that local sensitivities and tensions will not allow grievance or redress mechanisms to be established in all projects.

Name: Proportion of project investments mobilized through convergence		Percentage	0.00	20.00	Yearly	Project MIS	Implementing agency
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Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
<p>Description: This indicator captures the resources that have been mobilized from other related departments and centrally sponsored schemes. It will be measured as a proportion of the cumulative project expenditure. The baseline value of this indicator is zero.</p>							

Name: Percent increase in average dietary diversity score in target households		Percentage	0.00	10.00	Baseline / Midline / Endline	Household Survey	Technical Agency with implementing partners
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Description: This indicator captures nutrition impact of the project due to increased income and higher production of more nutritious crops such as vegetables, pulses and poultry. The dietary diversity would a composite score of recall of consumption habits. The baseline value of this indicator is zero.

Name: Number of private sector partnerships operationalized		Number	0.00	3.00	Yearly	Project MIS	Implementing Agency
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Description: This indicator captures the number of partnerships that have been operational zed. A partnership would be considered operational when a commercial transaction has taken place between producer collectives and private sector partner. The baseline value of the indicator is zero.

Indicator Name	Core	Unit of Measure	Baseline	End Target	Frequency	Data Source/Methodology	Responsibility for Data Collection
Name: Project management has satisfactorily addressed statutory audit findings (cases) according to agreed business standards		Percentage	0.00	100.00	Yearly	Project MIS and project correspondence	Implementing agency
Description: This is a qualitative monitoring indicator where the resolution of audit findings will be recorded.							

Annexure 4

Division of Responsibilities, pertaining to the JOHAR Baseline Survey

#	Activity	Responsibility		
		JSLPS	OPML	Agency
1	Survey tool development	Translation and review	Initial development and refinement , translation, including field testing, and support final rounds of survey tool field testing	Final refinement
2	Survey team recruitment	Provide list of community cadre pool for spot checking and back checking, and review survey team recruitment	Overall supervision of Agency	Recruit all personnel, including at least 1 person for each field team from list of community cadre provided by JSLPS
3	Survey field team training	Review and supervision	Development of field survey manual and support during training	Development of training material and guides, schedule, logistics and conduct the training
4	Listing and mapping	Provide the list of villages and Gram Panchayats for listing and mapping	Support, as required	Train listers and mappers, and complete listing and mapping exercise
5	CAPI development	Review	Support with piloting	Development of survey tools in CAPI

6	Sampling	Provide list of households to be surveyed to the Agency	Support JSLPS with sampling	Locating sampled households
7	Data collection	Review and supervision	Support JSLPS with supervision	Field the survey to collect data from sampled households and replace households as required
8	Data management	Take daily backups to JSLPS server and save off line back up	Support, as required	Check data received for errors, review data verifications and conduct consistency checks, provide reports to JSLPS, save and back up data collected
9	Dataset cleaning	Review and final acceptance	None	Clean dataset in format as required, to be submitted by agency to JSLPS

Annexure 5

JOHAR Baseline Survey Agency Work plan and Timeline																												
#	Activity	Week																										Remarks
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
1	Core team deployment and joint workshop with stakeholders																											Meeting minutes from workshop required
2	Development of detailed work plan field work schedule																											Submit Inception Report
3	Review of Hindi and English versions of paper-based survey questionnaires																											Edits to be made, if necessary
4	Programming and software development																											Review required prior to finalisation
5	Piloting and field testing of paper-based survey questionnaires																											Based on list provided by JSLPS and review of field plan for pilot
6	Development of training guides and material																											A review of training guides and material by JSLPS is required
7	Paper-based survey questionnaire refinement																											Final versions required
8	Recruitment of field team																											In consultation with JSLPS and OPML

