

Jharkhand State Livelihood Promotion Society

(Under the aegis of Rural Development Department, Govt. of Jharkhand)

3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001

Phone No. 0651-2360142/2360038

Email – jslps.ranchi@gmail.com, Website – www.jslps.org

No: 2824/Ranchi

Dated: 12/02/2018

**“REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF CONSULTANCY FIRM FOR
CONDUCTING BASELINE SURVEY UNDER J-HIMDI PROJECT”**

Jharkhand State Livelihood Promotion Society (“JSLPS”) invites “Expression of Interest” from consulting firms to submit their interest to provide consulting services for “Conducting Survey in the operational districts of Jharkhand Horticulture Intensification by Micro Drip Irrigation Project (J-HIMDI)” project.

Interested firms/agencies may submit their "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for “**Consultancy Services for Conducting Baseline Survey for J-HIMDI**” latest by **15.30 hours on 05th March, 2018** to the address hereunder. The firms may obtain further information and procedures for submitting the “Expression of Interest” from the website of JSLPS e.g. www.jslps.org.

Address:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
3rd Floor, Shantideep Tower, Off. Hotel Maharaja,
Radium Road, Ranchi-834001,
Jharkhand, India

Sd/

Chief Executive Officer

Jharkhand State Livelihood Promotion Society

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REQUEST FOR EXPRESSIONS OF INTEREST FOR CONDUCTING BASELINE SURVEY IN THE SELECTED DISTRICTS OF J-HIMDI OPERATIONS AREAS.

(CONSULTING SERVICES – FIRM SELECTION)

Ranchi, Jharkhand, India

National Rural Livelihood Mission

Loan No./Credit No./Grant No.:IN-P248

Assignment Title: Consulting Services for Conducting Baseline Survey in the operational districts of J-HIMDI.

Ref: No. JICA/Consultancy/01/2017-18

- 1) National Rural Livelihood Mission, Ministry of Rural Development, Govt. of India has received financing from the Japan International Cooperation Agency toward the cost of the Jharkhand Horticulture Intensification by Micro Drip Irrigation Project (“J-HIMDI”) and intends to apply part of the proceeds for consulting services.
- 2) The consulting services (“the Services”) include a) Experience of conducting any socio-economic survey; b) assistance in baseline survey design; c) assistance in data collection activities; d) assistance in data entry and management. Brief activities are mentioned in the draft Terms of Reference.
- 3) Jharkhand State Livelihood Promotion Society (“JSLPS”), now invites eligible consulting firms (“Consultants”) to indicate their interest for providing the services. The interested Consultant should provide information demonstrating that they have the required qualifications and relevant experiences to perform the services. The Consultant may associate with other firms to enhance their qualification. The Consultant shall clearly state their association, if any, whether in the form of joint venture or sub consultant in this Expression of Interest (hereinafter called “EOI”). EOI shall include:
 - a) Expression of Interest (FORM-1);
 - b) Firm’s registration certificate;
 - c) Joint Venture Agreement (if applicable);

- d) General information of the firm (FORM-2, with the firm's brochure).
 - e) Relevant experiences (FORM-3): Successfully completed consulting services from October 1, 2012 to the date this Request for Expression Interest is issued and meeting the following criteria;
 - i. Technical supports, in baseline survey design;
 - ii. Technical support for household listing and sampling plan; and
 - iii. Assistance in data collection and data entry management
 - f) The number of permanent experts of the
 - g) relevant field, who are associated with the firm more than one (1) year (FORM-4)
 - h) Financial capacity of the firm should be minimum Rs. 25.00 lakhs (FORM-5 with Audited Financial Statement for last three (3) accounting years e.g. 2014-15, 2015-16 & 2016-17;
- 4) The interested firm or individual may download "Sample (Format) for Submission of EOI" from website of JSLPS (www.jslps.org). The interested firm or individual shall submit EOI in sealed envelopes marked with "**Consultancy Services for Conducting Baseline Survey for J-HIMDI**" with soft copy in CD-R/Pen Drive.
- 5) The Consultants will be selected through Quality and Cost Based Selection (QCBS) method among the short-listed firms selected from applying firms of this EOI, according to "Guidelines for the Employment of Consultants" (April 2012) and "Standard Request for Proposals under Japanese ODA Loans, Selection of Consultants" (October 2012) of JICA. It is intended that 6 short listed consultants will be invited to submit their technical and financial proposal as per the Request for Proposals document to be issued to them.
- 6) Interested Firms or individuals may obtain further information about the Project and the service at the address below during office hour. Expression of interest must be delivered in written forms to the address below by **15.30 hours of 5th March, 2018**.

Address:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
3rd Floor, Shantideep Tower, Off. Hotel Maharaja,
Radium Road, Ranchi-834001
Phone No. 0651-2360142/2360038
Email – jslps.ranchi@gmail.com,

Expression of Interest (FORM-1)

[Note: the letterhead paper of the applicant (in case of JV, the lead partner), including full postal address, telephone number and fax number]

Ref No.:

Date: / /2018

To:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
3rd Floor, Shantideep Tower, Opp. Hotel Maharaja,
Radium Road, Ranchi-834001

Dear Sir,

1. Being duly authorized to represent and act on behalf of(Applicant), and having reviewed and fully understood all of the information provided in the Request for Expression of Interest (REOI) , the undersigned hereby expresses its interest in and applies to be short-listed by CEO as a submitter of proposal for Consulting Services for Conducting Survey of Three Thousand Household in 09 (Nine) Project Districts of Jharkhand .
2. Attached to EOI are copies of original documents providing ,
 - a. Applicant's information: legal status, financial status and human resource capacity; and
 - b. Applicant's experiences related to the assignment of the consulting services
3. CEO and his representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this EOI, and to seek clarification to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by REOI to verify statement.
4. CEO may contact the following persons for further information.

Name:	_____
Position:	_____
Consulting Firm:	_____
Contact Detail:	Phone: _____
	Fax: _____
	Email Address: _____
5. This EOI is made with the full understanding that:
 - a) All information submitted in this EOI for short-listing will be subject to verification;
 - b) CEO reserves the right to reject or accept any application, cancel the short-listing process at any stage, and reject all applications;
 - c) CEO shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

6. We confirm that, with the submitted Joint Venture Agreement, we shall be jointly and severally liable for our EOI, the proposals as well as any resulting contracts.

[Note: By declaration of the Para 6 above, experiences, technical and financial capacity of the JV lead partner and the JV other partners will be jointly evaluated for the short-listing. Applicants who are not forming joint ventures shall delete Para 6, renumber the following paragraphs.]

7. The undersigned declare that the statement made and the information provided in this EOI are complete, true, and correct in every detail to best of our knowledge and belief. If, something is found contrary, we shall be held legally responsible for the same.

8. It is confirmed that the firm or the firms/individuals constituting the JV are not involved in corruption or fraudulent practice nor in the conflict of interest as mentioned in Section 1.06 (i) and 1.07 respectively of the Guidelines of the Employment of Consultants under Japanese ODA Loans (April 2012).

9. It is also confirmed that the firm or the firm/individuals constituting the JV are not black-listed by any institutions in the related work mentioned at Para 3.5) of REOI nor debarred by JICA and other development partners.

Signed

Signed

Name

For and behalf of (name of Applicant or JV lead partner)

Name

For and on behalf of (name of JV partner)

Signed

Signed

Name

For and behalf of (name of JV partner)

Name

For and on behalf of (name of JV partner)

General Information of the Applicant (FORM-2)

[Note: All individual firms and each partner of Joint Ventures applying for short-listing are requested to provide following information in this form. Nationality information should be provided for all individual firms and each partner of Joint Ventures. Summary of Joint Venture should be provided, if applicable.]

1 Firm's Information

	Name of firm	
	Head office address	
	Telephone: Email address: Website:	Contact (Name, position)
	Fax:	
	Place of incorporation / registration	Year of incorporation / registration

In case of Joint Venture, information in respect of each partner to be given.

2 Summary of Joint Venture

Names of all partners of Joint Venture	
Lead partner	
Partner	
Partner	

Relevant Experiences of the Firm (FORM-3)

[Note: An applicant or each partner of JV is requested to list all contracts in which consulting services were provided by the applicant(s) for related fields as defined in Para. 3 of the "Request for Expression of Interest (EOI)." The value should be based on the currencies of the contracts converted into INR, at the respective date of the contract signed. Experiences as a member of JV can be considered according to MM of the firm/total MM.]

Name of assignment :	Country:
Duration (from year/month to year/month)	Employer:
Contract status of our firm: Firm or JV In case of JV, specify the share of assignment (%).	Japanese ODA:Yes No Other Development Partner (e.g. World Bank, Asian Development Bank) (if applicable):
Total contract amount:	Contract amount of the firm:
Total man-months of professionals:	Man-months of professionals provided by our firm;
Summary of the consulting service:	

(Name of the respective firm)

Engineers/Experts of the Firm (FORM-4)

[Note: The following format shall be used to indicate the number of full-time experts on the roll of the firm for more than one (1) year. Experts must have at least bachelor degree. The firm should provide experts' information in the following subjects: Survey activities, Monitoring & Evaluation activities etc. In case of JV, this information shall be provided in respect of each member of JV separately]

Firm	Qualification (e.g. Undergraduate, Master, Dr.)	Field of Expertise	Number of Engineers/Experts
(e.g.) ABC	Master...	Agriculture...	12...

Summary of Financial Status of Consultant /JV Lead Member (FORM-5)

[Note: Data/information to be supported by audited financial statement (balance sheet, profit & loss account, and cash flow statement) for the last three accounting years. Audited financial statement(Profit/Loss Account only) to be accompanied.]

Financial information in INR equivalent	Actual: previous 3 years (use the accounting year of the applicant or partner)		
	Accounting Year 2014-15	Accounting Year 2015-16	Accounting Year 2016-17
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5-1. Sales Turnover (Total)			
5-2. Sales Turnover (Consulting services)			
6-1. Gross Profits the firm			
6-2. Gross Profits of which consulting services only			

Name of the Consulting Firm

Terms of Reference of Consulting Services for Conducting Survey of Three Thousand Household in Nine District of Jharkhand under Jharkhand Horticulture Intensification by Micro Drip Irrigation Project (J-HIMDI).

Background

In Jharkhand, the annual rainfall in the plateau and sub-plateau region is 1400 mm on an average, of which 82.1% is received during the period June to September and the rest 17.9% in remaining months causing limited availability of water for irrigation purpose. The net irrigated area is about 0.16 million ha, constituting only 9.3% of the cultivated area. So, In spite of good rainfall, the farmers in Jharkhand mostly practices mono-crop and many of them migrate in search of wage labour after monsoon based agriculture is over. The problem is even worse for the tribal farmers who are comparatively more averse to adopt changes in agriculture practices and continue with the traditional agriculture practices resulting into subsistence farming and hence the solution is to establish a fully functional drip irrigation model to demonstrate the efficacy of micro-irrigation based cultivation of cash crops.

Observing the success of the pilot project implemented in 2009-10 with 25 small and marginal farmers at village Janum, block-Angara, Ranchi, JICA is providing support to JSLPS, under the aegis of the rural development department(GOJ) for Jharkhand Horticulture Intensification by Micro Drip Irrigation (J-HIMDI) Project. The project Horticulture intensification through Micro Drip Irrigation in Jharkhand is externally funded project under Ministry of Rural Development (MORD), Government of India (GOI) and implanted through Department of Rural Development, Government of Jharkhand. The central objective of the MDI is to enhance income of marginal farmers through off-season vegetable cultivation through innovative implementation strategies involving mobilization and organization of the rural poor and their financial inclusion. This project would be implemented in 09 districts covering 30 blocks of Jharkhand state in three phases.

Project Coverage:

JHIMDI will benefit directly at least 30,000 households in 30 blocks of 09 districts and detailed is attached as Annexure-i

Goals and Objectives of Jharkhand Horticulture Intensification through Micro Drip Irrigation Project (J-HIMDI):

The J-HIMDI project aims at enhancing profitability and well-being of small and marginal farmers through sustainable and eco-friendly irrigation and agriculture technologies, improve household incomes from diversified farming and off-farming activities, empowering women through micro-enterprises promotion and linkage.

The purpose of the Project- J-HIMDI is to improve livelihoods of small and marginal farmers in Jharkhand by off-season vegetable production using micro drip irrigation systems (MDI) with intensive technical support for enhancement of productivity and marketability of horticulture crops.

Consequently, the Project could contribute toward activation of agriculture sector and poverty alleviation and empowerment of female farmers by enhancement of their participation in economic activities through horticulture production as well.

Baseline Survey Design:

There are two steps involved in the design and selection of a sample for a Baseline survey. The first is the determination of sample size which is fixed 3,000 selected household and its geographical allocation (which is spread in 30 blocks of 09 districts of Jharkhand) such that a future impact evaluation is possible using PSM techniques.

Final decision will be taken by authority of JHIMDI-JICA-JSLPS.

The survey firm is not responsible for:

- Power calculations and sample size determination
- Determining the panchayat and village sample

Scope and Coverage:

The Survey Firm will be responsible for

- (i) All data collection activities
- (ii) Data entry and management.

The technical team from the JICA will assist JHIMDI -JSLPS in

- (i) Developing appropriate survey questionnaires, concurrent evaluation questionnaires and final evaluation of each beneficiaries.

The JHIMDI team of JSLPS will supervise closely with the Survey Firm in executing their tasks.

The selected Survey Firm will therefore be expected to successfully implement three closely related aspects of the data collection and management activities. These activities include:

1. Preparatory Activities

- i. Adapting, pretesting and revising of sample survey instruments used for the evaluation of other JICA assisted rural livelihoods projects
- ii. Training of field enumerators and supervisors

2. Data Collection Activities

- i. Household listing and sampling plan
- ii. Household survey
- iii. Village surveys- Resource Mapping along water availability

3. Data entry and management

4. The Survey Firm will be responsible for the following activities:

4.1 Adapting, pretesting and revising of survey instruments:

4.2 Training of enumerators:

4.3 Data collection activities: The Survey Firm will conduct the following surveys:

- i) Household Listing and Survey: The household names and details will be provided by JICA team placed at State office.

Information will be collected through interviews as well as direct observation.

The household survey will include:

Information regarding details of HHs members, house type and others information.

- Household roster and socio-economic modules, covering individual level demographic, education, labor/employment and other information
- A household economy module, covering HH consumption and expenditures, assets and productive activities
- A household savings and debt module that includes savings and debt portfolio of the household covering terms of different loans- cost, purpose, size etc
- A household participation in SHG module that collects information on participation in SHGs, membership history, empowerment of women through membership in SHGs etc
- A household access to basic services module that collects information on the household's access to basic public services including farm and non-farm technologies, facilities for agricultural market and government schemes.
- A household physical characteristics module that documents the location, type and size of housing, household facilities – especially access to, and types of sanitation, hygiene & water facilities, and other amenities.

Village Survey: The village surveys will be implemented in each sample village. The survey will be conducted through a focus group discussion with a group of 8-10 key informants.

4.4 Monitoring data collection: The Survey Firm is responsible for monitoring field work to ensure that the survey is of a high quality (error free) and is conducted in accordance of the field plan approved by the M&E team of JHIMDI-JICA.

4.5 Data entry and management: The Survey Firm will be responsible for timely and high quality data entry and data management. The responsibilities of the Survey Firm include

- (i) developing a robust data entry software,
- (ii) implementing an efficient data transfer system that ensures secure transfer of all paper questionnaires from the field to the point of data entry and
- (iii) Implementing all required data accuracy checks

5. SPECIFIC DELIVERABLES

The Survey Firm will be expected to successfully implement each of these data collection activity, based on the following specific deliverables:

5.0 Submission of work plan: The Survey Firm will submit a work plan that incorporates all the deliverables listed in items 5.1 to 5.10 below at the time that the contract is signed.

This work plan will be closely based on the tentative time line for activities and schedule of delivery detailed in Annex 1.

DELIVERABLES (5.0): The deliverable for this component is 1) a written work plan approved by the M&E Team of JHIMDI-JICA

5.1 Adaptation, translation and pre-testing of survey instruments: The Survey Firm will be provided with a standard set of draft questionnaires in English by JHIMDI-JICA-JSLPS.

DELIVERABLES (5.1): The deliverables for this component are

- (i) the translated draft questionnaires in the local language
- (ii) pre-testing report including timing of modules, comments from interviewers and supervisors and necessary changes to the questionnaire
- (iii) final local language questionnaires, and
- (iv) Final corresponding English questionnaires.

5.2 Field Procedure Plan: The field procedure plan should outline in detail all aspects of the field work to be conducted by the Survey Firm.

DELIVERABLES (5.2): The deliverable for this component is

- (i) a written Field Procedure Plan approved by the M&E team of JHIMDI-JICA-JSLPS
- (ii) written report of change (if any) in Field Procedure Plan submitted in (1)

5.3 Robust Data Entry Program. The Survey Firm must develop a robust data entry program in CSPro (version 5.0.2).

DELIVERABLES (5.3): The deliverables for this component are the

- (i) initial data entry program (including the double-entry checking system used) to be demonstrated to and approved by the M&E team of NERLP
- (ii) test of data entry software to be approved by the M&E team of JICA-JSLPS
- (iii) written data entry protocol for data entry agents detailing program
- (iv) final data entry program adapted for the local questionnaires, and
- (v) The dataset dictionary with all variables labeled and defined.

5.4 Composition of the teams: The personnel requirements for this project and their desired qualification include:

5.4.1 Core survey team: The Survey Firm must provide a minimum of:

- (i) One Project Manager: Post graduate degree in Rural Development/management/ finance/ business/ engineering with minimum of 4-5 years experience in handling large scale socio economic household surveys such as the National Sample Survey (NSS), Rural Economic Development Survey (REDS), National Health Survey (NHS) and other similar large scale surveys and work experience
- (ii) One Field Manager: Degree in Economics, Statistics, or related social sciences fields and a minimum experience of five years in working with large household level surveys such as the National Sample Survey (NSS), Rural Economic Development Survey (REDS), and National Health Survey (NHS) is required. Experience of working with other surveys where data is entered concurrently with the interview process preferred.
- (iii) One Data Manager: This manager should have a degree in computer science or related field and experience with developing applications in existing sophisticated data entry software (such as CSPro, Blaine) and managing large data base construction and quality control.

5.4.2 Field Team:

- (i) Supervisor:
Desired Qualification: The preferred education requirement for field supervisors is a University Degree. Basic ability to communicate in Hindi would be preferred though not required.
- (ii) Enumerator/ Interviewers:
Desired Qualification: The preferred education requirement for a household interviewer is a Secondary School Completion Certificate. As some knowledge of separate dialects may be required in remote areas, it may be preferable to recruit interviewers living in these areas.
- (iii) Data entry operators: The number of data entry staff will be determined to allow the completion of the data entry in a maximum of 20 days from completion of field activities.

5.5 Preparation of interviewer training curriculum and materials, field manuals and implementation of personnel training: The Survey Firm is responsible for developing all training curriculum and materials in consultation with the M&E team of JHIMDI-JICA-JSLPS.

DELIVERABLES (5.5): The deliverables for this component are the

- (i) draft training materials and field manuals
- (ii) report with the results of the evaluation process for the supervisor training
- (iii) final training materials and field manuals, in English and local language and
- (iv) Report with the results of the evaluation process for the interviewer and data entry agent training.

5.6 Conduct a successful survey field pilot test prior to data collection:

DELIVERABLES (5.6): The deliverable for this component is a documented process of the field test and data successfully transferred to the M&E team of JHIMDI-JICA-JSLPS.

5.7 Monthly progress reports

DELIVERABLES (5.7): The deliverable for this component is 1) timely delivery of Project Manager's Monthly Progress Reports.

5.8 Successful implementation of data collection in all of the planned location.

DELIVERABLES (5.8): The deliverable for this component is 1) the Project Manager's written report of data collection, including the information detailed above.

5.9 Compile a database of all the completed data.

DELIVERABLES (5.9): The deliverable for this component is 1) the Completed Databases, including the listing data, household data, village data, with data correctly organized, variables named and labeled and appropriate identifiers that permit seamless merging between databases.

5.10 Conduct final cleaning of data, final data delivery report, and baseline report

DELIVERABLES (5.10): The deliverables for this component are

- (i) the Final Databases in electronic form
- (ii) Final Data Delivery Report
- (iii) Report on survey data
- (iv) Formal Presentation to JICA-JSLPS on completion of all deliverables.

A list of all outputs for the baseline survey (and the corresponding deliverables) is listed in Annex 1

6. ESTIMATED WORK PERIOD: Preparatory data collection activities (pretesting, training and pilot) should be completed within 40 days of commencement of work. The data collection for the baseline survey will be completed with the end of 2nd year. The selected firm has to maintain data in the software specifically designed and provided by the project. Double data entry and reconciliation has to be completed simultaneously once survey is completed end of each month. The Survey Firm will be paid contingent upon timely submission of agreed deliverables.

7. FUTURE USE OF DATA: A contract for this project will only be awarded on the condition that all information, reports and plans, both print and electronic, as well as the system that may have been designed specifically for this project, in whatever format, will belong to JSLPS and the JICA. The Survey Firm may not use the data for their own research purposes, nor license the data to be used by others, without the written consent of JSLPS and the JICA.

8. Eligibility: Only firms fulfilling the following conditions may apply:-

- a) The firm must have experience of conducting any socio-economic surveys involving a sample of at least, 2000 or more households in a single round. Preference will be given to firms who have done similar socio-economic surveys in rural Jharkhand involving a sample of at least 1000 households in a single round.
- b) The firm must have an annual turn-over of Rs. 25 lakh or above for the last 3 years
- c) Preference will be given to that firm who has previous experience of working in Jharkhand.
- d) Preference will be given to that firm who has office space in Jharkhand.
- e) The firm should be registered for a minimum of 3 years.

However, JSLPS-JICA reserve the right to examine has the questionnaire used in the survey which was conducted by the firm and may ask to produce the same for consideration as a reference at the time of evaluation of firms.

9. How to Apply:

The agency or firm has to submit proposals to the office of the undersigned during the stipulated date and time through registered post/courier/By Hand addressed to ;

The Chief Executive Officer

Jharkhand State Livelihood Promotion Society,
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