Request for Proposal

Impact Assessment of Projects undertaken by ITC’s Social Investments Programme across India

Submission Deadline: 31st August 2026

Theme: Waste Management Programme

1. Introduction

ITC is committed to creating enduring value across the dimensions of its **Triple Bottom Line philosophy** by pursuing economic competitiveness in a manner that is environmentally responsible and socially inclusive. Leveraging its presence across the **agriculture, manufacturing and services sectors**, the Company seeks to contribute meaningfully to **sustainable development, inclusive growth and resilient livelihood ecosystems** across its catchment areas. This commitment is advanced through ITC's **Social Investments Programme (SIP)**, implemented under the banner of **Mission Sunehra Kal (MSK)**, which aims to **strengthen livelihoods of today while building the capabilities required for tomorrow**. **Women and other vulnerable communities** remain at the centre of this development endeavour, both as beneficiaries and as active participants in shaping sustainable outcomes.

Recognising that development challenges are **multidimensional and interconnected**, Mission Sunehra Kal adopts a **Three-Pathway Strategy** that addresses the twin imperatives of **securing sustainable livelihoods** and **enhancing long-term resilience**. The strategy encompasses:

- **Conserving Natural Resource Ecosystems and Enhancing Resilience of Agriculture and Allied Livelihoods** through interventions in **water stewardship, climate-smart agriculture, biodiversity conservation, soil health, social forestry, animal husbandry and institutional support**.
- **Nurturing Human Capabilities** by strengthening **education, skilling, employability, entrepreneurship and women's empowerment** to enable **future-ready communities**.
- **Strengthening Public and Community Health Ecosystems** through interventions in **sanitation, waste management, maternal and child health, nutrition and community healthcare** to create **healthier and more productive habitats**.

Together, these pathways provide a **holistic framework for transforming lives and landscapes** by integrating **natural resource conservation, human capability development and community well-being**. The approach is designed to deliver both **short-term and long-term outcomes**, creating enabling conditions for **sustainable and inclusive growth**.

Implementation of the programme is guided by the **ASPIRE Framework**, comprising **Accountability, Sustenance, Partnerships, Inclusivity, Resilience and Equity**, which serves as the **philosophical and operational foundation** of Mission Sunehra Kal. The framework promotes a **people-centric, systems-aligned and outcome-driven approach**, ensuring that interventions are **evidence-based, demand-led and responsive to local contexts**. Through a strong emphasis on **community ownership, institutional strengthening, collaborative partnerships, inclusion of vulnerable groups, adaptive planning and equitable access to opportunities and services**, the ASPIRE Framework seeks to create **sustainable impact that endures beyond the project lifecycle**.

All interventions under Mission Sunehra Kal are designed around **clearly defined outcomes and long-term impact objectives**, supported by robust **monitoring, evaluation and learning systems**. Implemented independently by ITC or in collaboration with **Government agencies, civil society organisations and technical institutions**, these programmes contribute to **national development priorities** while advancing the **Sustainable Development Goals (SDGs)** through **scalable and sustainable development solutions**.

The projects promoted under ITC's CSR were spread over 300 districts of 24 States/Union Territories in the year 2024-25. These projects are either **supported by ITC alone** or together with the Government under **Public Private Partnerships**. ITC partners with **Project Implementing Agencies** (PIAs) that are **NGOs** and **Civil Societies** for implementation of its projects and reports the progress on pre-defined **Key Performance Indicators** (KPI) for each of the projects.

Details on thematic interventions undertaken by ITC MSK in FY 2024-25 can be accessed in **Sustainability & Integrated Report 2025** under the chapter 'Mission Sunehra Kal for Sustainable & Inclusive Growth' available at (Page 184 to 237, ***itc-sustainability-report-2025.pdf*)**

As part of the commitment to **evidence-based programme management and continuous improvement**, ITC invites proposals from qualified and experienced organisations to undertake **impact assessments** of identified projects under **Mission Sunehra Kal**. The assessments are expected to evaluate the **effectiveness, outcomes, sustainability and long-term impact** of interventions and generate **actionable insights** for strengthening programme design, implementation and future scaling.

2. Purpose and Objectives of the Impact Assessment

ITC works for improving lives and landscapes through execution of various projects, each each project[1] being unique as the context of communities and geographies differ and thus the purpose of project is also designed accordingly. While the projects are unique from each other, the specific themes are implemented as programmes[2] which are across geographies and contextualised to the needs of the catchments which is an outcome of ITC's learnings over a period of time.

So, it is important to evaluate projects in specific and the programme as a whole, in terms of direct impacts resulting from each of the themes and its impact on the communities.

In case of the projects where ITC has Public Private Partnerships with Governments, evaluation will also need to cover the impacts against the scope of partnership.

In the particular RFP, the programme to be evaluated is the **Waste Management programme which covers the following major components:**

- **Decentralised waste management initiative – Urban and Rural Waste Management**
- **Liquid waste management under Lighthouse Initiative**
- **Well-being of waste collectors**
- **Multi Layered Plastic Waste Management through Community-Centric Innovation**

The details about the programme are shared in Annexure 1.

The agency is suggested to adopt a standard evaluation framework based on the **different evaluation criteria** (for example the OECD framework may be seen) in terms of effectiveness, efficiency and sustainability.

[1] Projects are individual agreement with implementing agencies and is a combination of one or more theme, districts and states.

[2] Programmes are referred to different thematic interventions which are implemented across geographies and through multiple project agreements.

3. Scope of Work

The key scope of the work for the impact assessment includes –

- Quantifying the extent to which the projects have been successful in achieving the intended outcomes
- Capturing the short and long-term direct, indirect, intended and unintended impacts
- Establishing attribution and contribution of the projects
- Capture location wise (district level and/ or state level) impact on the key indicators across themes, and most importantly understand the reasons for variations across locations
- Identifying and capturing success stories, challenges and areas for improvement
- Providing actionable recommendations and it should be linked to the specific findings from the study and not any generic suggestions, to enhance the effectiveness of future programmes

The work done in 2024-25 as part of the projects is planned for evaluation (detailed list in annexure).

The impact assessment will measure the impacts of the **project population** as compared to the **baseline (pre programme)** and also compare with **control population**.

Key factors to be considered, during selection of control population:

- those who are not covered under the intervention
- should be similar in characteristics (age, gender, education, health and economic status) to the project group except for the exposure to the intervention
- **Selection of Control Areas for:**
    - **Direct Intervention Projects:** Control (non-intervention) blocks should be selected from blocks where the project is not being implemented. These blocks must be in a different area and should not be adjacent to the intervention blocks to minimize spillover effects.
    - **Amplification Programmes:** Control (non-intervention) districts should be selected from districts where the programme is not being implemented. These districts must be non-adjacent to the intervention districts and preferably located in a different geographic region to avoid contamination of programme effects
- Agency must justify selection of control areas and demonstrate socio-economic comparability with intervention populations
- Agency to ensure that control areas should be free from programme spillover and not covered by the same implementing agency
- Comparability on key variables (age, education, caste, income, access to services) should be established before outcome comparisons

Control group findings:

- Agency need to identify and analyse factors which are leading to similar or better results in control compared to project, if any such trends emerge out from the data.
- Possible explanation of the variation to be included in data analysis
- This will help in incorporating learning from outside in ITC projects

The study will analyse both quantitative and qualitative data to provide a holistic understanding of the outcomes.

Agency is also required to compare project results with secondary data available at panchayat and block or district level to compare the results. Possible explanation of the variation should also be included in the analysis of the data. This will help in incorporating learning from outside in ITC projects.

Phases of the Impact Assessment

Three most important phases of the assessment (**Development phase, Designing phase and Delivery phase**) are depicted below. The agency can add/modify, without removing any of the items mentioned below:

Development phase

- Plan preliminary visits to 1-2 sample project sites to identify key stakeholders for quantitative and qualitative data collection; discussion with key stakeholders; and identify comparable control
- Conduct desk research (secondary literature review) and prepare a clear definition and selection methodology of project and control population
- Sampling methodology
    - Develop sampling plan, which must be backed up with proper statistical validation, with clear mention of Confidence Interval and Margin of Error for the sample size proposed
    - Margin of Error should preferably not exceed ±5%
    - Sampling assumptions and calculations should be clearly documented
    - Stratified random sampling method should be adopted wherever appropriate
- Quantitative and qualitative data collection tools to be prepared by the agency and get validation done by ITC
- The agency shall prepare a detailed Data Quality Assurance Protocol including field supervision mechanisms, back-check procedures, data validation rules and data security arrangements
- Prior to data collection, the agency must share a privacy notice in a language understandable to the respondent and obtain written informed consent, clearly explaining the purpose of the study. The signed consent records shall be maintained and made available to ITC upon request
- The qualitative data collection should involve **interviews, focus group discussions**, **observation checklist, and case studies** to gather in-depth insights

Designing phase

- Design key evaluation indicators. Please refer to the details provided in in **Annexure-1**, which is to be reviewed and contextualised as per the need of the assessment by the agency. The finalisation of the evaluation indicators needs to be done in consultation with ITC
- Design outcome reporting template which will help in visualising how impact will be presented on key reporting indicators for the programme (before-after and comparable control)

- Finalisation of households/beneficiaries to be covered for surveys, key stakeholders to be interviewed (tentative list provided in annexure 2) and case-studies to be documented to be done in consultation with ITC
- Prepare and share **inception report,** comprising of final approach & methodology, sampling plan (project and control), assessment plan (with timelines), data collection tools for assessment.
- **Agency will make a presentation of inception report to ITC and will incorporate the changes/revisions suggested in approach and methodology**
- **Agency should conduct field testing of the data collection tools (using a smaller sample size in any one of the preferred geographies) to generate the required data for the key indicators. The findings of which should be presented to ITC, following which the agency will incorporate the changes / revisions in the study methodology.**

Delivery Phase

- Conduct project wise field assessment through quantitative methods (like household surveys, key informant interviews) and qualitative methods (like Focused Group Discussions)as finalised with ITC.
- The agency should look into the following methods **difference-in-difference, pre-post analysis,** project-control comparison and any other appropriate methods, for analysis of the findings. The agency will use **baseline data wherever available** for pre-post analysis and collect control data for project-control comparisons.
- **Data triangulation** shall be undertaken through comparison of primary survey data with baseline information, secondary datasets, government records, programme MIS and other relevant sources to validate findings.
- For data collection methods, agency can use any software tools like Computer Aided Personal Interviews (CAPI) based tools
- Documentation of stories of change highlighting the impact brought in the lives of the beneficiaries. At least **3 stories of change per theme** to be documented
- The findings are to be presented **separately for Urban and Rural Waste Management models**, covering **all the projects** under them, **compiled together in a report**
- The agency to prepare the Impact Assessment report in two versions – one is an abridged version (15-20 pages summary version) and a main report with detailed findings:

Report / Tables	**Key expectations from the report**
Abridged version	Theme wise findings at: National level and State level
Main report	Theme wise findings at: National level, State level, District level
Excel files with all supporting data	• Theme level output / outcome tables on key indices: National, State and District • Project wise and beneficiary wise Raw data files

- Prepare the **draft report** (separately for each thematic areas) and the **final report** (after incorporating inputs from ITC in the draft report).

- Presentation of the key study findings and recommendations to ITC team.

4. Experience of Organisation and Team Composition

- The agency should have prior experience in undertaking impact assessment studies in similar thematic areas as given in this document, as well as in data collection, collation, compilation and analysis for CSR interventions.
- The agency should deploy a gender-diverse team, having experience and expertise in carrying out assignments of similar nature with the team leader having strong impact assessment experience.
- The agency should have expertise in quantitative research methodologies, including sample size determination and statistical analysis as well as qualitative research techniques, including interviews and focus groups.
- The agency should have experience in applications and any software used for data collection.

5. Reporting requirements

- Inception report to be shared within 2 weeks from the date of signing the contract in consultation with ITC.
- Data collection tools, both in soft copy as well as through CAPI compatible file.
- Time to time sharing of emerging data trends and findings from field with ITC.
- Raw data files from field to be submitted, properly arranged in excel. along with all analytical tables with linked excel sheets.
- Transcripts to be provided in English. Case stories to be submitted for each theme wise (2-3 nos.)
- Draft report - both in Abridged version and detailed Main report to be submitted by the agency
- The final study report – Abridged version and Main Report covering findings from each thematic group and all project related documentation done, to be submitted in and soft copies. The agency to deliver a final presentation to ITC explaining the findings, recommendations and way forward for ITC based on the study.
- **The data and information collected during the study, including case studies, photographs / testimonials, will be the property of ITC Limited and the agency shall not use it in any form without the prior written permission from a competent authority in ITC**.
- The final reports (accepted by ITC) and all the deliverables to be submitted by agency to ITC **on or before 07th December 2026.**

6. Evaluation and Selection Process

Proposals will be evaluated on their technical soundness and cost competitiveness following a 70:30 Quality-cum Cost Based System (QCBS). Some of the evaluation criteria will include –

- Understanding of the scope of work
- **Demonstrated experience** in conducting impact assessments for CSR programmes
- Soundness of the mixed-method approach
- Expertise of a **gender-diverse** team in both quantitative and qualitative research and relevant thematic domains
- **Competitive pricing** aligned with the proposed scope of work

Note: Based on technical and financial evaluation of all the proposals received, only shortlisted agency will be contacted for further rounds of discussions.

7. Payment Conditions

The payment of fees will be made on job completed basis of the agreed sum, subject to achievement of mutually agreed progress milestones. The agency may submit its proposal on terms and conditions for payment.

8. Rejection Clause

ITC reserves the right to accept or reject any and all proposals, to negotiate contract terms with various proposers, and to waive requirements at its sole discretion.

ITC also reserves the right to reject the offer without assigning any reason if found that the party has submitted false information or found to promote vendors. ITC also reserves the right to restrict the scope of the assessment for any agency to specific thematic interventions and geographies.

9. Proposal Submission Requirements

Interested parties must submit their proposals by **31st August 2026** via email to **itcmsk@itc.in**. The agency has to submit technical and financial proposal in line with the formats given in **Annexure-4** and **Annexure-5**, respectively of this document.

Proposals **must not** be password protected. Any additional documents must be clearly labelled and attached.

10. Contact Details

For inquiries and clarifications related to this RFP, please write at **itcmsk@itc.in**

11. Annexures

Annexure 1 – Brief about the programme and suggestive areas of enquiry
Annexure 2 – List of Projects
Annexure 3 – List of Key Stakeholders
Annexure 4 – Format for Technical Proposal
Annexure 5 – Format for Financial Proposal

Annexure 1 – Brief about the programme and suggestive areas of enquiry

ITC implements Waste Management Programmes in partnership with Government through public private partnership. ITC trains Government officials and community members in designing and implementation of decentralised waste management and helps them in rolling out the programme. Government and community appoint waste collection workers and ITC helps them in designing and implementation of the behaviour change campaigns

The **Waste Management programme covers the following components:**

- **Decentralised waste management initiative for urban and rural areas**
- **Liquid waste management under Lighthouse initiatives**
- **Well-being of waste collectors**
- **Multi Layered Plastic Waste Management through Community-Centric Innovation**

The **decentralised waste management programme** focuses on **source segregation** and **reducing landfill waste**, operational in 14 States and 35 districts in collaboration **with Panchayats** and **Urban Local Bodies (ULBs)** under Swachh Bharat Mission (SBM). In 2025-26, it covered 7.13 lakh new households, taking cumulative coverage to 82.34 lakh households in partnership with Panchayats and ULBs under Swachh Bharat Mission. The programme **promotes community-driven waste management** (promoting **waste management closer to the generator** so as to minimise environmental impact and associated costs), and **revenue generation through user fees, sale** of **compost** and **recyclables, ensuring financial sustainability**. Waste collectors benefit from additional income through the sale of recyclables, apart from the monthly amount paid to them by the Mohalla Committees from the user fee collected. ITC prioritises the **well-being of waste collectors**, critical to sustaining waste management efforts.

Urban Waste Management: The **PPP with Uttar Pradesh Urban Development Department** continued in **85 ULBs across 75 Districts of the State**. ITC supported ULBs through training and sustained handholding to establish decentralised systems, encourage household user fees, and strengthen monitoring. Four lakh additional households were covered by ULBs in 25-26 (cumulatively 53 lakhs). 1,650 Mohalla Committees (cumulatively 21,650) have been formed who participate in and monitor the waste management programme.

Additionally, MSK participated in the **Swachhata Hi Seva Campaign 2025** across 16 States, reaching over **2.5 lakh citizens** through awareness activities in more than **630 schools and anganwadis** with support from 30+ implementing partners. The campaign included community mobilisation initiatives, cleanliness drives covering 400 critical locations, plantation of **24,800 saplings** under *Ek Ped Maa Ke Naam*, and health camps with PPE kit distribution for over **13,000 waste collectors**.

Rural Waste Management (RWM): Aligned with **Swacch Bharat Mission - Grameen** initiative of Ministry of Jal Shakti, **Ganga Gram PPP with Lohiya Swachh Bihar Abhiyan (LBSA), Bihar Government** and **other RWM** projects, continued across 11 States with a strong emphasis on community ownership and capacity building of Panchayats. Community champions were nurtured to institutionalise the processes. ITC developed **Swachhta Mitra App** which is now being used by LSBA beyond Ganga Gram. In Mysuru Zila Panchayat, SHGs were supported to deliver waste management services, receiving appreciation as a best practice.

The **Green Temple** initiative is a closed loop model converting waste generated in places of worship into biogas for use in temple kitchens and compost for its gardens. It expanded to another 423 places of worship in 25-26 (cumulatively **2,385** in 7 States).

Liquid Waste Management (LWM) is a major issue in rural India, where limited access to safe disposal system, impacts health and environment. ITC is facilitating design and implementation of place-based solutions in collaboration with expert agencies. 696 soak pits were constructed leveraging Government funds. 84 other structures like vertical chambers, waste stabilisation ponds and horizontal filters were also piloted.

Collaboration for Light House Initiative (LHI): LHI is an initiative of Department of Drinking Water and Sanitation (DDWS), Government of India with **India Sanitation Coalition (ISC)** to create 75 Model Gram Panchayats (GPs) in waste management and sanitation. ITC adopted 36 of these GPs across 10 States and successfully made them as Model. Phase II of LHI partnership focuses on creating Model Blocks. ITC is partnering with ISC across **19 Blocks in 16 Districts** of nine States covering 533 GPs. ITC is supporting in planning, preparing and facilitating approval of **Village Development Plans & consolidated Block Development Plans,** implementation basis technical assessment backed by community mobilisation for awareness, source segregation, waste collection systems, and stronger village institutions for sustenance.

An important element of ITC's waste management intervention is the **well-being of waste collectors**, as they play a critical role in the entire value chain and their efficiency and effectiveness is critical to the sustenance of any intervention related to waste management. The initiative focuses on their health, social and economic well-being, and has now expanded into the Government PPPs also. Interventions including financial literacy training, health camps, scheme linkages, mainstreaming their out of school children, skill training, SHG linkages, and helping to take up secondary livelihoods covered over **23,000 waste collectors** and their families, cumulatively. Over 16,050 linkages (like Pradhan Mantri Jeevan Jyoti Bima Yojana, Pradhan Mantri Suraksha Bima Yojana, Ayushman Bharat, Ujjawala, e-Shram, etc.) were facilitated cumulatively.

Another initiative is on "Transforming Multi Layered Plastic Waste Management through Community-Centric Innovation"

ITC, in partnership with Kashtakari Panchayat and SWaCH Pune, operates an inclusive decentralised waste management model in Pune focused on the collection and recycling of low-value multi-layered plastic (MLP) packaging. The initiative covers 13 city wards and the Pune Cantonment Board, enabling over 850 waste pickers to collect MLP waste daily with direct payments. It processes around 130-150 MT of low value flexible plastics each month and has cumulatively recycled over 5,500 MT since 2019. The programme strengthens livelihoods (which is ~12–15% of waste pickers' income from recyclables) and provides formal employment to about 40 individuals, demonstrating a replicable model that combines environmental outcomes with social equity.

Following are some **suggestive areas of inquiry** which the agency should consider while developing the indicators for conducting the study:

Aspects	**Definition**
Environmental	
Reduction in waste generation	Measurement of decrease in total quantum of waste produced per capita
Waste diversion rate	Percentage of waste reduced in landfill and diverted from landfills through recycling, composting and any other methods
GHG emissions	Reduction in emission of methane and any other Green House Gas from decentralised waste management process due to less transportation of waste and reduced dumping

Aspects	Definition
Resource recovery rate	Quantum of materials like plastic, metals, etc. recovered for reuse and recycling. MLP and Low Value Plastic Recycling
Social	
Awareness and participation	Community awareness and participation levels in source segregation, home composting and waste management programme
Community Ownership	Mohalla Committee or Panchayat involvement in design and implementation and they taking ownership of the programme
Health impacts	Improvement in public health indicators like reduced incidence of vector borne diseases and other waste-related diseases
Improvement in living conditions	Enhanced cleanliness and sanitation in communities due to improved condition of waste management
Equity and dignity in service provision	Access to waste management services to HHs irrespective of any socio-economic status. Protecting dignity of waste collectors and ensure social, economic and overall well-being for them and their family members
Economical	
Job creation	Employment generation of waste collectors and supervisors as a result of the waste management programme
Cost recovery model	Percentage of cost recovered through fees, sale of recyclables and other revenue sources
Cost effectiveness	Cost per ton of waste managed in comparison of centralised model - trend analysis of the cost
Revenue generation from waste	Revenue from sale of recyclables, any other source of revenue

Annexure 2 – List of Projects

The list of projects (FY 24-25) is shared here for which impact assessment is to be carried out. Agency can either bid for all projects or few, based on their expertise and presence.

Project Code 24-25	State	District	Theme	NGO	Beneficiaries
18	Uttar Pradesh	Saharanpur	Waste Management	Umang	11,105
26	Assam	Darang	Waste Management	FXBIS	7,067
32	Tamil Nadu	Coimbatore	Waste Management	RDO	10,606
44	Telangana	Bhadradri Kothagudem	Waste Management	WASH	338
	Telangana	Medak	Waste Management	WASH	467
47	Karnataka	Mysore	Waste Management	OUTREACH	10,273
52	Maharashtra	Pune	Waste Management	FINISH	4,679
59	Bihar	Munger	Waste Management	WASH	61328
	Bihar	Patna	Waste Management	WASH	12,600
	Bihar	Darbhanga	Waste Management	WASH	25,230
	Bihar	Munger	Waste Management	WASH	6,211
	Bihar	Munger	Waste Management	WASH	
70	Karnataka	Mysore	Waste Management	SNEHA	15,775
80	Uttarakhand	Haridwar	Waste Management	SBMA	10,627
85	Karnataka	Mysore	Waste Management	MYKAPS	6,057
86	Karnataka	Kolar	Waste Management	WASH	
	Karnataka	Bangalore	Waste Management	WASH	
93	Uttar Pradesh	Lucknow	Waste Management	UMANG	8,94,478
105	Uttar Pradesh	Saharanpur	Waste Management	FORCE	698
	Uttar Pradesh	Lucknow	Waste Management	FORCE	11,25,609
116	Punjab	Kapurthala	Waste Management	FINISH	8,044

Annexure 3 – List of Key Stakeholders

Identification of key stakeholders under each theme and each project is to be done by the agency, building upon the list provided below. All following and other identified stakeholders are to be covered under the study through qualitative and quantitative surveys.

Themes	Key Stakeholders
Public Health: Waste Management	• Zila Panchayat/Municipal Corporation • Panchayati Raj Institution (PRI) / Ward Committee • Mohalla Committees • Implementing Partner • Households (primary stakeholder), etc. • Waste Collectors

Annexure 4 – Format for Technical Proposal

1. **Agency Details**
    a) Name of agency, address, Web site address and telephone number.
    b) Number of the principal office that will manage this project.
    c) Brief background of the agency and history. Include years in the sector/business and number of employees and details of projects handled.
    d) Experience details highlighting the experience and expertise of the agency relevant to the current assignment.
    e) A copy of the agency's most recent Annual Report or Financial Statement, and/or any other documentation that demonstrates financial solvency to be attached as annexure.
    f) Any additional information that the agency considers to be relevant.
2. **Technical Approach and Methodology**
    a) Understanding of the Scope of Work
    b) Detailed approach and methodology for undertaking the study including technical aspects; strategies; sampling methodology; research design; tools & techniques to be used; evaluation indicators (Annexure-1); statistical or economic model *(if any)* to be used for collecting, collating and analysing the data, etc.
3. **Implementation Plan and Team Structure**
    a) All themes for which the proposal is submitted (**Annexure-2**).
    b) Detailed implementation plan with all the phases, activities and timelines (including preparatory phase visit).
    c) Team structure and snapshot of experience, expertise, roles and responsibilities of resources assigned for the proposed study. CVs to be provided as annexure.
4. **Please specify the primary Executive point of contact for the work stated in this RFP.**

Annexure 5 – Format for Financial Proposal

Sl. No.	Particulars	UoM	Units (Nos.)	Unit Cost (Rs.)	Total Cost (Rs.)	Remarks
1	**Survey Charges**	**Rs.**				
	a. Project Population	Nos.				
	b. Control Population	Nos.				
	c. Key Informant Interviews	Nos.				
	d. Focused Group Discussions (FGDs)	Nos.				
	e. Case Studies / Stories of Change	Nos.				
2	**Service Charges**	**Rs.**				
	a. Printing charges	Rs.				
	b. Stationary, telephone, and other miscellaneous expenses	Rs.				
	c. Others: CAPI	Rs.				
3	**Professional Charges**	**Rs.**				
	a. Resource Type 1:	Person-days				
	b. Resource Type 2:	Person-days				
	c. Resource Type 3:	Person-days				
	d. Resource Type 4:	Person-days				
	e. Resource Type 5:	Person-days				
4	**Estimate excluding travel (1+2+3)**	**Rs.**				
5	**Travel Expenses***	**Rs.**				
	a. Outstation travel	Person-days				
	b. Local Travel	Person-days				
	c. Accommodation	Nights				
	d. Food	Days				
	Total Estimate with travel (4+5) (GST rates will be extra and applied as prevailing at the time of invoicing)	**Rs.**				
	Timeline	**Weeks**				

Note:
*Travel expenses to be made on reimbursement basis, upon submission of actual bills/invoices.