

Request for Proposal

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

Submission Deadline: 20th December 2024

Theme: Natural Resource Management, Climate Smart Agriculture and Livelihood diversification

1. Introduction

ITC focuses on contributing enduring value along all dimensions of triple bottom line and also contributes meaningfully to sustainable development and inclusive growth. ITC's presence across the three sectors (agriculture, manufacturing and services) of the economy enables the Company to make a larger contribution to the creation of sustainable livelihoods and building resilience among communities in its catchment areas. In continuous efforts to meet ITC's overarching commitment to create significant and sustainable societal value for its stakeholders, **ITC's Social Investments Programmes** are implemented under the banner of **ITC Mission Sunehra Kal (MSK)** with the two-Horizon approach to address the twin challenges of securing sustainable livelihoods today and tomorrow, keeping women and other poor & vulnerable communities at the core, who are an integral part of all the programmes.

The **Horizon-I** programmes, seek to **make today's dominant sources of income sustainable** by empowering rural communities to conserve and augment their social and environmental capital securing agri-production systems and thereby their current sources of livelihood through **Natural Resource Management** (which includes, Water, Soil and Biodiversity), **Climate Smart Agriculture** (which includes building farm resilience, on-farm and off-farm risk diversification and improving off-farm and on farm income).

On the other hand, **Horizon-II** programmes invest in **capability building of communities** for opportunities in the future through **Human Capital Development** (which includes Support to Education and Skilling of Youth), **Public Health** (which includes Community Health, Nutrition, Sanitation and Waste Management) and **strengthening women livelihoods** (through individual and group enterprises)

All the programmes encompass targeted activities to achieve planned outputs and the **pre-defined outcomes** that **generate long term sustainable impacts**. ITC's various interventions are aligned to the **Company's triple bottom-line** (social, economic and environmental) ambitions, **community needs** and **National priorities**. These interventions also contribute towards the national efforts in achievement of **Sustainable Development Goals**.

The projects promoted under ITC's CSR were spread over 300 districts of 27 States/Union Territories in the year 2022-23. 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 2022-23 can be accessed in **Sustainability & Integrated Report 2023** under the chapter 'Mission Sunehra Kal for Sustainable & Inclusive Growth' available at (Page 148 – 182)

<https://www.itcportal.com/sustainability/sustainability-integrated-report-2023/ITC-Sustainability-Integrated-Report-2023.pdf>

ITC Mission Sunehra Kal focuses on sustainable and inclusive development through a range of programmes under the two Horizon approach. Through this Request for Proposal (RFP), we invite proposals from qualified and experienced firms to conduct impact assessment of each of the identified projects under ITC MSK, details of which are covered in subsequent sections. This RFP outlines the

requirements and expectations for conducting impact assessment studies to evaluate the effectiveness and outcomes of the identified projects under MSK.

2. Purpose and Objectives of the Impact Assessment

ITC works for improving lives and landscapes through execution of various projects, each project¹ 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 programmes² 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 this particular RFP, the programmes to be assessed are:

- Natural Resource Management – Water stewardship and Biodiversity
- Climate Smart Agriculture (CSA)
- On-farm Livelihood Diversification: Tree plantation - Social Forestry
- Off-farm Livelihood Diversification: Integrated Animal Husbandry Practices (IAHP)³

The details of the programmes 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) to understand the impact of the programme in terms of its effectiveness, efficiency and sustainability.

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
- Identifying and capturing success stories, challenges and areas for improvement
- Providing actionable recommendations to enhance the effectiveness of future programmes

The work done in 2022-23 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 (who are not covered under**

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 In each of the programme catchments, wherever applicable agency to understand the impact of the various off-farm livelihood diversification initiatives taken up by ITC.

the intervention and should be chosen from non-intervention blocks or district to avoid project's direct or indirect influence).

The study will analyse both quantitative and qualitative data to provide a holistic understanding of the outcomes. **Agency need to identify and analyse factors which are leading to similar or better results in control compared to project. 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
- Develop sampling plan with adequate statistical validation and develop quantitative and qualitative data collection tools
- 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 contextualized as per the need of the assessment by the agency. The finalization 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**

Delivery Phase

- Conduct project wise field assessment through household surveys and qualitative methods as finalised with ITC.
- The agency should look into the following methods **difference-in-difference, pre-post analysis** and 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** to be ensured by validating the findings of the project with government, secondary and other data sources, to enhance the robustness of findings.
- For data collection methods, agency can use some software tools like **Computer Aided Personal Interviews (CAPI)** based method
- Documentation of success stories highlighting what worked and why. At least **3 case studies / stories of change per theme** to be documented.
- The findings are to be presented **separately for each theme**, covering **all the projects** under them, **compiled together in a report**.
- Prepare the **draft report** with findings and recommendation (separately for each thematic areas) covering all of these mentioned above and eventually share the **final report** (after incorporating inputs from ITC).
- Presentation of the draft report and the final report to ITC team
- **Submission of executive summary report and detailed report separately**. Report will be in two versions – overall and separately for each themes as mentioned in point No 2.

4. Experience of Organisation and Team Composition

- The agency should have prior experience in undertaking impact assessment studies in similar thematic projects, as well as in data collection, collation, compilation and analysis for CSR interventions.
- The agency should deploy a gender balanced 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.
- Draft reports covering all scope of work as mentioned in preceding sections, after addressing the comments received by ITC, if any, to be submitted for all projects.
- Executive Summary and detailed report separately (both overall and separately for themes) in the prescribed format to be submitted
- The final study report covering findings from each thematic group and all project related documentation done, will be submitted in 2 hard copies (A4 Size preferably with bond paper and coloured prints) and soft copy in form of CDs/pen drives. 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 28 February 2025.**

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 programs specially in natural resource management and agri related interventions
- Soundness of the proposed methodology
- Expertise of a **gender-balanced** 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 **20th December 2024** 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 programmes 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 programmes and suggestive areas of enquiry

The programmes to be assessed are shared below with brief description of each:

- **Natural Resource Management – Water stewardship and Biodiversity**
- **Climate Smart Agriculture (CSA)**
- **On-farm Livelihood Diversification: Tree plantation - Social Forestry**
- **Off-farm Livelihood Diversification: Integrated Animal Husbandry Practices (IAHP)**

Natural Resource Management - Water Stewardship

The programme promotes water security through conservation and replenishment of natural water bodies through community-based participation. In the agri-catchments, work is focussed on drought-proofing agriculture by improving groundwater status and reducing crop-related demand for water. In factory locations, aim is to achieve water security for all stakeholders by progressing towards positive water balance through interventions in supply and demand side management. Work initiated on watershed level programmes to augment water availability in river basins which has negative water balance.

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

- Impact on productivity, due to access to water, for major crops grown
- Impact on cost of cultivation, due to access to water, for major crops grown
- Impact on Groundwater resources (at catchment level, not individual household level)
- Groundwater depth (same season comparison) – metres from surface
- Availability of water for agriculture, especially during summer seasons
- Net area and gross area under cultivation as a result of increased water availability
- Crops grown season wise and cropping intensity
- Package of Practices (PoPs) used in each crop to reduce demand for water in agriculture
- Water User Groups (WUG) efficiency, benefits and maintenance of structures, women involvement in WUGs

Natural Resource Management - Biodiversity

The programme promotes restoration of commons and forest fringe development in the agri-catchment locations where ITC works for revitalising natural capitals important for sustainability of agriculture. Rural communities depend on the ecosystem services offered by nature and the local biodiversity for their livelihoods. Therefore, establishing a linkage between biodiversity and livelihoods makes it meaningful for communities to work for biodiversity conservation. As part of its biodiversity conservation efforts, ITC has focussed on the following:

- Biodiversity conservation in agri-supply chains to minimise the adverse impacts of agriculture on biodiversity
- Community-driven biodiversity conservation at the watershed level through landscape renewal and rehabilitation of degraded plots for mosaic restoration
- Revival of ecosystem services provided to agriculture by nature, which has witnessed considerable erosion in recent decades.

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

- Improvement in green cover, improvement in availability of fodder for animal owners (mainly goat & sheep owners)
- Improvement in availability of fuel wood for poor
- Improvement in availability of any other non-timber forest produce

Climate Smart Agriculture (CSA)

Main objective is building climate change adaptation, increased farmer's resilience and actions for sustainable improvement of crop yield and income. Aims to make agriculture regenerative, productive, sustainable, remunerative and climate resilient which helps farmers in adaptation and the practices being GHG efficient also helps in mitigating climate change. Focusses on large scale promotion of proven crop specific practices through cost reduction and yield improvement, reducing emissions, improving water use efficient and farmer capability building.

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

- **CSA practice and crop economics**
 - Major Climate Smart Agricultural practices promoted
 - Impact on crop productivity, due to Package of Practice (PoP) adoption, for major crops grown
 - Impact on cost of cultivation, due to Package of Practice (PoP) adoption, for major crops grown
 - Impact on gross income and net income, due to Package of Practice (PoP) adoption, for major crops grown
 - Comparison of productivity, cost of cultivation and net returns in modern PoP practices vis-à-vis conventional methods
 - Impact on area covered by water use efficient practices in programme catchment
- **Institutional Support** - for members of Agri Business Centres/any other collective group promoted by project
 - Impact of group services on input procurement cost
 - Impact of group services on mechanisation cost
 - Impact of group services on interest savings due to credit
- **Scheme Linkages done by project**
 - Additional income due to PM Kisan/any other similar scheme linked (Rs./family)
 - Saving in Fertiliser cost due to access to Soil Health card/other soil testing (Rs./acre)
 - Saving in interest cost due to access to Kisan Credit Card of other institutional credits (Rs./family)
 - Loss mitigation due to crop insurance (if there was crop damage) (Rs./acre)
 - Pension schemes – Premium paid (Rs./family)
 - Pension schemes – Pay-out expected (Rs. Per year/family)
- **Qualitative areas of enquiry**
 - Quality of FFS training
 - Access to weather forecast and how it helps
 - How CSA practices (crop & practice wise) helped in withstanding extreme weather events compared to conventional practices
 - What other benefits CSA practices have apart from cost, yields and incomes

On-farm Livelihood Diversification: Tree plantation - Social Forestry

The aim is to improve incomes and de-risk livelihoods from climate change through tree and fruit plantations in farm fields along with other crops (agro-forestry). Plantations are promoted for Pulp, Energy, Agarbatti Bamboo, fruits etc. to help farmers realise the market opportunities and to meet their own wood requirements (where required). These plantations are done with suitable species like eucalyptus, casuarina, subabul, melia dubia, silver oak, bamboo and other fruit species such as mango, guava etc. Considering the interests of small farmers, plantations are preferred to be done through agro-forestry and bund plantation models, both of which enable cultivation of trees and crops together, thus ensuring incomes

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

- Survival of plantations done last year - plantation model wise (for 2022-23 farmers)
- Impact of harvest from older plantations - Plantation model wise (for old farmers of same project who have harvested)
- Total income from trees in one year (eg: If yield comes once in 3 years, then divide total income by 3)
- Income from intercrop/acre
- Purposes for which wood was sold – pulp, energy, agarbatti bamboo, any others (please specify)

Important notes:

- In case of tree plantations wood or fruit harvest usually happens after 3-4 years. Hence in this case, study need to interview project farmers who have done plantations 3-4 years before.
- Plantation model examples: Block plantation, bund plantation or Agro-forestry (trees within field along with crops)

Off-farm Livelihood Diversification: Integrated Animal Husbandry Practices (IAHP)

The programme provides an opportunity for farmers to diversify their livelihood portfolio from primary dependence on agriculture to also include animal-based income sources, which are more climate resilient compared to agriculture and ensures a regular income source for households. IAHP aims at quantitative and qualitative improvement in livestock production systems and capacity building for all dependent households. The categories covered include major ruminants (cows and buffalo), minor ruminants (goats and sheep), poultry, piggery, and fisheries.

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

- Impact on milk productivity for large ruminants
- Impact on herd size (more applicable for small ruminants – goats and sheep)
- Impact on average weight per animal (applicable for small ruminants)

Annexure 2 – List of Projects

The list of projects (FY 22-23) for which impact assessment is to be carried out is shared below. Agency can propose to either bid for all projects or few, based on their expertise and presence.

Project Code	Theme	State	District	NGO	Beneficiaries 22-23
1	Water Stewardship	Maharashtra	Pune	AFARM	280
	Climate Smart Agriculture	Maharashtra	Pune	AFARM	7,204
7	Water Stewardship	Tamil Nadu	Pudukottai	Dhan	2,810
	Climate Smart Agriculture	Tamil Nadu	Pudukottai	Dhan	1,056
12	Water Stewardship	Madhya Pradesh	Indore	DSC	488
	Climate Smart Agriculture	Madhya Pradesh	Indore	DSC	4,802
14	Climate Smart Agriculture	Bihar	Lakhisarai	Pravah	51,986
15	Water Stewardship	Assam	Darang	SESTA	109
	Climate Smart Agriculture	Assam	Darang	SESTA	26,420
22	Improved Animal Husbandry Practices	Madhya Pradesh	Sehore	BAIF	1,412
	Improved Animal Husbandry Practices	Madhya Pradesh	Vidisha	BAIF	77
25	Water Stewardship	Punjab	Kapurthala	MVS	63
	Climate Smart Agriculture	Punjab	Kapurthala	MVS	16,730
27	Social Forestry	Karnataka	Mysore	OUTREACH	1,447
	Water Stewardship	Karnataka	Mysore	OUTREACH	2,141
	Climate Smart Agriculture	Karnataka	Mysore	OUTREACH	2,674
30	Water Stewardship	Rajasthan	Baran	DSC	325
	Climate Smart Agriculture	Rajasthan	Baran	DSC	4,275
35	Water Stewardship	Madhya Pradesh	Sehore	SIPA	794
	Climate Smart Agriculture	Madhya Pradesh	Sehore	SIPA	21,250
36	Water Stewardship	Rajasthan	Bundi	SMGVS	409
	Climate Smart Agriculture	Rajasthan	Bundi	SMGVS	5,619
37	Water Stewardship	Himachal Pradesh	Solan	ISPER	231
	Climate Smart Agriculture	Himachal Pradesh	Solan	ISPER	754
39	Water Stewardship	Rajasthan	Pali	SMGVS	414
	Climate Smart Agriculture	Rajasthan	Pali	SMGVS	1,228
40	Social Forestry	Karnataka	Hassan	BAIF	1,470
	Water Stewardship	Karnataka	Hassan	BAIF	363
	Climate Smart Agriculture	Karnataka	Hassan	BAIF	4,505
41	Water Stewardship	Telangana	Medak	MYRADA	215
	Climate Smart Agriculture	Telangana	Medak	MYRADA	183
43	Climate Smart Agriculture	Assam	Baksa	RGVN	2,775
	Climate Smart Agriculture	Assam	Barpeta	RGVN	5,200
	Climate Smart Agriculture	Assam	Goalpara	RGVN	5,224

Project Code	Theme	State	District	NGO	Beneficiaries 22-23
53	Social Forestry	Odisha	Malkangiri	Green Cross	383
	Water Stewardship	Odisha	Malkangiri	Green Cross	442
	Climate Smart Agriculture	Odisha	Malkangiri	Green Cross	477
57	Social Forestry	Telangana	Bhadradi Kottagudam	SSGS	-
	Water Stewardship	Telangana	Bhadradi Kottagudam	SSGS	-
	Climate Smart Agriculture	Telangana	Bhadradi Kottagudam	SSGS	2,520
59	Water Stewardship	Madhya Pradesh	Sehore	NCHSE	182
	Water Stewardship	Madhya Pradesh	Vidisha	NCHSE	346
	Climate Smart Agriculture	Madhya Pradesh	Sehore	NCHSE	282
	Climate Smart Agriculture	Madhya Pradesh	Vidisha	NCHSE	527
61	Social Forestry	Karnataka	Mysore	MYKAPS	2,060
	Water Stewardship	Karnataka	Mysore	MYKAPS	3,094
	Climate Smart Agriculture	Karnataka	Mysore	MYKAPS	3,043
79	Social Forestry	Telangana	Bhadradi Kottagudam	Dhan	-
	Water Stewardship	Telangana	Bhadradi Kottagudam	Dhan	921
	Climate Smart Agriculture	Telangana	Bhadradi Kottagudam	Dhan	789
80	Social Forestry	Andhra Pradesh	Eluru	BAIF	-
	Water Stewardship	Andhra Pradesh	Eluru	BAIF	678
	Climate Smart Agriculture	Andhra Pradesh	Eluru	BAIF	2,230
81	Social Forestry	Andhra Pradesh	Nellore	SEARCH	318
	Water Stewardship	Andhra Pradesh	Nellore	SEARCH	347
	Climate Smart Agriculture	Andhra Pradesh	Nellore	SEARCH	598
90	Water Stewardship	Andhra Pradesh	Palnadu	MYRADA	892
	Climate Smart Agriculture	Andhra Pradesh	Palnadu	MYRADA	2,646
93	Water Stewardship	Rajasthan	Kota	NCHSE	585
	Climate Smart Agriculture	Rajasthan	Kota	NCHSE	4,190

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
Natural Resource Management	<ul style="list-style-type: none"> • Water Resources Department • Pastureland Development Department • Panchayati Raj Institution (PRI) members • Water User Groups/ Associations • Farmer Field Schools (for adoption of water use efficient practices in agriculture) • Beneficiaries (farmers who are primary stakeholders) • Implementing Partners
Climate Smart Agriculture	<ul style="list-style-type: none"> • Agriculture Department • Krishi Vigyan Kendra • PRI members • Farmer Field Schools (FFS) • Agri Business Centres (ABC) • ABC members, FFS student farmers and farmer beneficiaries (primary stakeholder) • Implementing Partners
On-farm Livelihood Diversification: Social Forestry	<ul style="list-style-type: none"> • Forest Department • Plantation Committee • Panchayati Raj Institution (PRI) • Implementing Partners • Farmer Beneficiaries (primary stakeholder), etc.
Off-farm Livelihood Diversification: Integrated Animal Husbandry Practices (IAHP)	<ul style="list-style-type: none"> • Beneficiaries owning small and large ruminants • Pashu Sakhis • Artificial Insemination Technicians • Cattle Development Centres • Implementing Partners

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.)
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.