

Request for Proposal

on

Impact Assessment of ITC's Watershed Development Programme
implemented in partnership with MGNREGA in Parbhani, Maharashtra

Last Date for submission of proposal – 05th August 2017

I. Introduction and Background of the Project

As part of ITC's commitment to inclusive and sustainable growth, the Company implements Watershed Development Programmes with the focus on assisting rural and marginalized communities to collectively conserve and manage local natural resources. Committed to multi-stakeholder partnerships, ITC has been collaborating with several state governments to implement watershed projects under MGNREGA.

Under a Public-Private-Civil Society Partnership (PPCP) between the Government of Maharashtra, ITC Limited and Project Implementing Agencies (PIAs), a MoUs was signed in 2010 for implementation of MGNREGA (Mahatma Gandhi Rural Employment Guarantee Scheme) on watershed basis in 37 villages of Palam and Sonpeth blocks in Parbhani district.

This partnership sought to develop a model for undertaking MGNREGA work aimed at employment generation through integrated watershed development for natural resource management and drought proofing.

ITC is keen to study the impact of the watershed development programme in Parbhani, Maharashtra by a third party Evaluating Agency (EA) against the original aims and objectives set for the projects.

II. Objectives of the Project

The original objectives of the programme are as follows -

1. Build strong institutions that take ownership of the project from its initiation to maintenance of the work and act as a channel for mobilizing developmental funds from government and other sources.
2. Sensitization and capacity building of community on demand generation for work and preparation of integrated watershed development plans for each village.
3. Improve the soil and moisture regime.
4. Reduce seasonal migration of the landless and farm-labour by on-site and on-farm employment.

III. Geographical Spread

The watershed programme is implemented in collaboration with MGNREGA in 37 villages i.e. 28 villages from Palam & 9 Villages from Sonpeth block of Parbhani District. in Parbhani district of Maharashtra. The project implementing agency is Bhartiya Bahuuddeshiya Lok Shikshan Sanstha (BBLSS).

IV. Scope of the Study

An analysis of the PPP projects in Parbhani against the original aims and objectives including:

- Assessment of quality of physical work and institution building
- Meeting the objectives of NREGA in terms of employment generated and wage labour payments and comparing these with the performance of the taluka, district and state based on secondary data from government sources

Specifically, the areas to be covered for the evaluation of the projects are:

Section I: Performance on MGNREGA objectives

1. Impact on employment generation and migration
 - i. Proportion of eligible households provided employment and total employment days generated
 - ii. Share of SC, ST and women in employment
 - iii. Average number of days of employment generated per household per annum
 - iv. Average wage earning per day and examine:
 - If equal wages were paid to men and women; and
 - What percent of wages was disbursed weekly and fortnightly.
 - v. Status of seasonal out migration (number of seasonal migrant families and total days of migration)
2. Sustainable asset creation
 - i. Total person days of work planned vis-à-vis achievements.
 - ii. Types of assets generated: Private v/s common; NRM, non NRM etc
3. Governance and process challenges
 - i. Role of various institutions in the programme and their sustainability
 - ii. Process of planning, implementation, monitoring and post project management – Role of Gram Panchyats and Gram Sabhas
 - iii. To assess the success in raising awareness about MGNREGA programme in terms of (a) Job card and Job demand and (b) efficacy of process of registration of households, issuing of job cards, especially to SC, ST.
 - iv. Other institutional arrangements and convergence with other line departments
 - v. Evidence, if any, of superior planning and implementation leading to better quality of work on the ground as a result of technical and managerial expertise provided

- vi. Evidence, if any, for grass-roots empowerment in terms of creation and building of community institutions which are leading the project execution on the ground based on identified indicators
4. Recommendations:
 - i. Identify the constraints operating during the implementation of the program and recommendations to overcome them
 - ii. Any exceptional intervention/initiative which was made specifically for the PPP which could be recommended for adoption under MGNREGA generally.
 5. Outline community institutional strengths to ensure long term sustainable management of natural resources
 6. Assessment of strengths and problems of multi-stakeholder partnerships

Section II

The EA to also collect data and assess impacts in the project area (pre and post) in comparison to non-project areas (control) on the following parameters:

- Impact on ground-water recharge based on well recharge data
- Impact on organic carbon content in soil by collecting soil samples and getting those analysed
- Impact on biomass coverage and on availability of fodder in commons – assessment of green cover spread and green fodder availability to be quantified based on Focused Group Discussions and village records of distribution of fodder
- Impact on area under irrigation (net area as well as gross area)
- Impact on season wise cropping area and cropping pattern
- Impact on cost of cultivation – with emphasis on cost of irrigation and fertigation
- Increase in on-farm employment and consequent reduction in seasonal migration

V. Sampling Design

The EA to use a multi-stage stratified random sampling design to select Gram Panchayats (GPs), villages and households. Lists of selected GPs, villages and households need to be prepared and shared with ITC before start of fieldwork. The sample to have representation of farmers from

- all caste backgrounds (SC, ST and Others)
- small, medium and large category farmers (as per landholding size)
- representation of female headed households (if any)

Selection of reference periods for the study:

Pre intervention period: Use baseline data/DPR with NGO and further data collection to be done during field survey

Post intervention period: Collect information for period post project intervention year

VI. Research Tools

The following tools need to be developed by the agency and finalized in discussion with ITC before start of fieldwork, and should be part of the inception report -

1. Master database of sample respondents selected from each village and corresponding control samples
2. Household Questionnaires
3. Group discussion guide with format
4. Case study guide with format

VII. Requirements from the agency

1. The agency selected for this project should have expertise in assessment of NRM projects and adept in sampling methodology, data collection, collation and compilation.
2. The agency to submit a detailed proposal and quotation strictly as per the formats provided in Annexure 1 and 2).
3. Once selected, the agency may visit the area to understand the programme in detail. Based on observations, the agency to plan sampling methodology, questionnaires for field interviews and logistics (translator etc.), Focused Group Discussions and case study documentation.
4. Each of the parameters considered for assessment to be compared against decided proportion of control field.
5. The sampling methodology to take care of neutralizing all external factors so as to ensure that the results are the most accurate representation of the field situation. Proportionate selection of control cases to be planned as per statistical methodology.
6. Field testing of questionnaire to be done with initial set of farmers and based on the feedback, entire study to be executed.
7. Group discussion and other modules to be taken up as per plans and conducted through structured questionnaires and checklists. These exercises are meant for extraction of qualitative data and cross tabulation and validation of the quantitative survey results.

8. Time to time sharing of emerging data and trends based on field data with ITC. Subsequent to discussions with ITC, these findings and analysis will be fine-tuned and taken into consideration for the study report.
9. Submission of draft report and final reports with all raw data backups and analysed data tables in excel.

VIII. Expected Outcome

1. The report should provide details on the following things:
 - a. Profile of the project area
 - b. Natural Resources – recharge, soil health, biomass, etc.
 - c. Agriculture – irrigation, cropping pattern, cultivation costs, livestock, etc.
 - d. Labour – on farm employment, migration, etc.
 - e. Institutions – grass root organizations, training, convergence with government schemes

The agency is free to add to this list in case of issues which are of importance.

2. Each section will assess the following:
 - a. The efficacy of programme delivery on each parameter assessed and comparison with control fields
 - b. Learnings for ITC – best practices, areas for improvement
 - c. Case-studies and photographic documentation of the interventions
3. Draft report of the study to be submitted and to be finalized in consultation with ITC.
4. The final study report will be submitted in 2 hard copies (A4 Size preferably with bond paper and colored prints) and soft copy in form of CDs. All field data back-up to be submitted along with analytical tables
5. Agency to deliver a final presentation to ITC explaining the findings of the study.

The study and data collected during study including photographs will be the property of ITC Limited and the agency shall not use it in any form without a written permission from competent authority in ITC.

IX. Payment Conditions

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

X. 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.

XI. Contact Details

For submission of RFP or any further queries all correspondence may be directed to Mr. Anish Sengupta, e-mail: anish.sengupta@itc.in

Annexure 1: Format for submission of Proposal Plan

1. Agency Details:

- a) Name of agency, address, Web site address, telephone number and fax
- 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) A copy of the agency's most recent Annual Report or Financial Statement, and/or any other documentation that demonstrates financial solvency.
- e) Any additional information that agency considers to be relevant

2. Plan for Conducting Study

- a. Proposed Sampling methodology and Focused Group Discussion plans
- b. Proposed time-plan in detail (including preparatory phase visit)

3. Referees (2/3 recent clients with whom similar research projects were completed in past 1/2 years)

Name:

Designation:

Organisation:

Phone No.:

Mail-id:

Name of the research project:

4. Identify the primary Executive point of contact for the work stated in this RFP

Annexure 2: Format for Submission of Financial Estimate

Sl. No.	Particulars	UoM	Unit Cost (Rs.)	No. of Units	Total Cost (Rs.)	Remarks/ Details
1	Quantitative Survey (i) Household Interview (a) Project Population (b) Control Population (ii) Service Provider Interview (iii) Soil Sample Testing	Nos. Nos. Nos. Nos.				If secondary data is available, soil analysis to be dropped.
2	Focused Group Discussion	No. of meetings				
3	Case Studies	No.				
4	Service Charges (Cost includes stationery, admin. Costs, report submission related expenditures)	Rs.				
5	Travel Expenses (reimbursement based on actual bills and maximum to the tune of amount quoted in proposal)	Rs.				
	Total Estimate	NA	NA	NA		

Note:

1. The agency to submit financial estimates following the above format only
2. The applicable cost factors for each of the heads mentioned in the table to be listed out and unit cost to be mentioned.
3. In case of Stationary and Consumables and Travel Expenses, costs will be reimbursed based on submission of actual bills. The upper limit for reimbursement to be restricted to the budgeted limit mentioned in the estimate.
4. Payment Conditions for Consultancy fees (Sl. No. 1-4)
 - a. 30% upon execution – submission and finalisation of inception report
 - b. 40% upon submission of field survey data, analysed data tables and draft report with annexures
 - c. 30% upon submission of final printed version (in 2 copies) of the study report with Annexures
5. Taxes extra will be paid as applicable.