

Request for Proposal

on

Impact Assessment of ITC's Watershed Development Programmes
implemented in partnership with NABARD in select districts of Madhya
Pradesh and 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 National Bank for Agriculture and Rural Development (NABARD) to implement watershed projects in several states.

ITC is keen to study the impact of these programmes implemented in partnership with NABARD in Chhindwara district of Madhya Pradesh and Pune district of Maharashtra, by a third party Evaluating Agency (EA) against the original aims and objectives set for the project.

II. Objectives of the Project

The original objectives of the programme are as follows -

1. Build strong inclusive 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. Improve the soil and moisture regime of the area, in order to strengthen farming systems.
3. Reduce seasonal migration of the landless and farm-labour by on-site and on-farm employment.

III. Geographical Spread

The programme is being implemented by two NGOs, Bhartiya Bhaudashiya Lok Shikshan Sanstha (BBLSS) and Sanjeevani Institute for Empowerment and Development (SIED) in two different locations – Pune in Maharashtra and Chhindwara in MP.

Pune (Mah): 7 villages namely Pimpalwadi, Futanwadi, Chodharbend, Zogadewadi, Ganeshnagar, Thapewadi, and Malawadi in Shirur Taluk.

Chhindwara (MP): 5 villages namely Meghdoha, Jamuniya, Bari, Batri, Gumgaon in Chaurai block

The current study will assess the impact of watershed programmes covering all the intervention villages mentioned above with representative sample households from each village.

IV. Scope of the Study

Section I: Impact Evaluation

1. To assess the impact created under the programme, including benefit to community through indicators covering three broad areas of the programme, as listed in Annexure 1.
2. Availability of common resources like water and fodder and its access to poor, landless, small landholders and large farmers

- a. If the programme has ensured equitable distribution of resources and benefit sharing between all stakeholders
- b. Analyse if there is any impact on availability of resources post intervention – distribution, abundance and access.
3. Inclusion of women in agriculture and if that has brought any significant impact in terms of:
 - a. Management of common resources like water, fodder etc.
 - b. Role of women in the decision making process
4. To ascertain the impact of Watershed Development using Photographic image analysis for assessing the changes in land use / land cover condition and overall bio-mass change.

Section II: Evaluation of indirect impacts

1. Rules and regulations established by User groups to ensure sustainable use of resources and equity in utilisation of common pool resources
2. Any other specific impacts realised through the programme
3. Qualitative data on what different segments of stakeholders on:
 - a. What they liked about the programme, which should continue and expanded
 - b. What they did not like
 - c. What should be added to improve impacts
4. Best practices adopted in the intervention area and case study documentations
5. Convergence with other programmes, watershed plus activities.

V. Sampling Design

The EA to use a multi-stage stratified random sampling design to select Gram Panchayats (GPs), villages and Households. List 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, Minorities and General)
- small, medium and large category farmers (as per landholding size)
- representation of female headed households

Selection of reference periods for the study:

Pre intervention period: Use baseline data with NGO and further data collection to be done during 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 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 2 and 3).
3. Once selected, agency may visit the area to understand programme in detail. Based on the observations, 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.
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 needs to be done 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 spreadsheets.

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 of improvement, etc
 - 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 on bond paper and colored prints) and soft copy in the 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: Indicators to be assessed

[Data to be collected for project samples – pre intervention and post intervention and comparison with control samples. Analysis for each of the listed items to be done basis landholding (small, medium, large) and caste wise (SC, ST, OBC, GEN)]

Sl. No.	Parameters	Type of Primary Data Analysis required
A	Impact Indicators	
1	Ground water recharge	Recharge of wells (Water table data in the wells in all slopes) for project area (pre and post) and control area
2	Organic Carbon Content	Measure soil carbon content from soil samples collected from project area and control area
3	Area under crop	<ul style="list-style-type: none"> ○ Net area under irrigation ○ Gross area under irrigation ○ Cropping pattern and cropping intensity data ○ Wasteland brought into cultivation (for project area – pre & post and control area)
4	Crop Economics	<ul style="list-style-type: none"> ○ Cost of cultivation with an emphasis on cost of irrigation and fertigation ○ Estimate in crop yield (pre and post watershed data and also year wise data analysis within the watershed project period and beyond)
5	Erosion Status	Change in top soil layer and quality
6	Land Use analysis	<ul style="list-style-type: none"> ○ Procurement of maps for pre and post treatment periods ○ Estimation of change in land use/land cover condition during pre and post treatment period
8	Shramdaan	Extent of community involvement / Status of community ownership / Quality of work exclusively undertaken through Shramdaan / collection of maintenance fund
9	Structural Design	<ul style="list-style-type: none"> ○ Durability ○ Sustainability (Agency to go for sample basis check of structure done during CBP phase and assess this)
B	Socio Economic Indicators	
10	Changes in employment profile	<ul style="list-style-type: none"> ○ No. of man days generated at the village level within the project framework and outside the project framework ○ Impact on-farm employment and consequent impact on seasonal migration
C	Institutional Indicators	
11	Institutions involved	Efficiency of the institutions formed in the watershed area – Awareness levels of duties and rights among leaders and members, regular maintenance related systems, fund mobilization from different sources [Village Watershed Committee (VWC), Self Help Groups (SHGs), Farmers Field School, Any Other Institution]

Annexure 2: 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 3: 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.