



## **Comprehensive Impact Assessment of Assam State Initiative – Flood Resilience Project (2019-2022)**

### **Request for Proposals**

**Issue Date:** 25<sup>th</sup> March 2022

**Proposal Submission Deadline:** 12<sup>th</sup> April 2022

**1. Introduction:** Assam State Initiative-Flood resilience is a 3-year project with key focus on promoting flood resilient practices in the affected areas in order to strengthen their coping abilities in terms of livelihood, health and access to essential services. The idea is to develop mechanisms that would help people stand firm in the days of flood. Mechanisms here indicate to different aspects of alternative sources of livelihoods, livestock management, shelter, health etc. during the flood season and activities in the non-flood seasons that in turn would help them during the course of floods and monsoon.. For more details, please refer [Appendix A.](#)

**2. Scope of the Evaluation:** Centre for Micro-Finance and Livelihoods (CML) proposed to conduct an external impact evaluation in Assam. The proposed Impact study will be conducted for the project titled ‘Assam State Initiative Flood Resilience Project’ which aims to build resilience of the flood affected communities. Objective of this evaluation is to evaluate the impact created through this project among community. A brief description given below in regard to this project. CML will share necessary documents and details with the selected agency.

**3. Characteristics of a Successful Proposal:** We seek proposals that clearly demonstrate the attributes described below.

- **In-depth contextual knowledge.** Proposals should clearly explain the context in which the evaluation will be conducted and the relevance of the evaluation design to respond to the key questions. Contextual understanding in the proposals will be assessed by the description of programme. The proposals will also include an in-depth understanding of the socio-economic condition of the intervention area. Teams should also explain how the study will measure key programme-related indicators across various dimensions including, socio-economic (see [Appendix A](#))
- **Clearly defined research questions.** Proposals should explicitly state the evaluation questions it seeks to address. Proposals must articulate the main questions and sub-questions that the study will answer and what conceptual and analytical frameworks will be used for the analysis. All proposals should contain a description of the causal pathways between the programme results framework and the main outcomes of interest.
- **Justification of methods used.** In the methodology section, proposals must describe the methods that will be used to address the research questions. This section will include a justification on how the proposed methods are suitable to address the key questions.
- **High technical quality:** Proposals will demonstrate the use of relevant, rigorous quantitative and qualitative methods that will be participatory and inclusive. At minimum, funded studies must conduct a gender and and/or ethnic group-sensitive analyses in which respondents of marginalized castes and/or ethnic groups are included. Suggested approaches include but are not restricted to in-depth semi-structured interviews and focus group discussions with direct and indirect programme participants, implementing agencies at the local and state level, local government organisations that provide support services; The studies may use existing programme documents and other secondary data to complement the analysis. All findings must be validated using recognized methods, including the participation of beneficiaries
- **Team composition:** The research team must demonstrate experience of high-quality research on livelihoods in India. The team will be assessed as a whole and not on individuals alone. A strong team will be multidisciplinary and should include members with relevant sectoral and methodological experience along with adequate support staff. The Team should have sectoral experience in livelihood, especially farm livelihoods, and horticulture. Understanding of the geographical region, including local partnerships or data collection abilities will be an added benefit

— Project deliverables will include a study instrument, and a final evaluation report

#### **Proposal Components:**

- **Capability Statement:** A statement on company capabilities including A background summary of the organization outlining areas of expertise; A sample projects with client names and any direct experience the agency has working on relevant evaluations
- **Technical Approach (not to exceed 5 pages):** The proposal should provide a detailed description of how the agency will approach and complete the scope of work, including: How the agency will develop the sampling strategy and tools; How the agency will ensure data ethics, data control and data rights; How the agency will ensure quality of data collection (including a description of ongoing monitoring and quality control procedures among interviewers and other project staff)
- **Gantt Chart:** As part of the proposal, a Gantt chart illustrating the timeline/implementation plan should be prepared that includes major activities as they relate to the scope of work and demonstrates how the work will be accomplished within the allotted time frame.
- **Management and Supervision (not to exceed 2 page):** The applicant will describe its management, supervision, and administrative arrangements for executing this project, including the functions and responsibilities of the proposed project team. The applicant should explicitly describe how the project lead will manage the project, how the person responsible for fieldwork will monitor study progress, what the nature and frequency of communication with the data collectors and how data will be managed during data collection

#### **4. Timeline:**

The deadline for submitting proposals is 23:59 GMT, 12<sup>th</sup> April 2022.

**Table 1: Key dates for activities or deliverables**

Activity or deliverable	Key Dates
Request for proposals is posted	25 <sup>th</sup> March 2022
Deadline for questions	4 <sup>th</sup> April 2022
Pre-finalization meeting with short listed vendors	8 <sup>th</sup> April 2022
Deadline for submission of proposal	12 <sup>th</sup> April 2022
Announcement of final award of grants	15 <sup>th</sup> April 2022
Submission of evaluation reports	15 <sup>th</sup> June 2022

This evaluation needs to be completed within 15<sup>th</sup> June 2022

#### **5. Selection Criteria:**

All proposals will be evaluated by the review committee based on the extent to which proposals meet the selection criteria, to the extent that they are deemed necessary, negotiations may be conducted with highest rated bidders. In evaluating proposals, the Centre for Micro-Finance and Livelihoods will follow the below criteria. The most economically advantageous bid is established by weighing technical quality including understanding of the scope of work, proposed methodology and approach for completing the assignment, Organization profile, experience of conducting studies, research and publication, timeline against price. Table 2 provides the evaluation criteria and percentage of the total score for the assessment of proposals.

**Table 2: Proposal scoring criteria**

Criteria	%
Qualifications of the research team	30
Relevance of the study for the context	20
Design and methodology	30
Cost effectiveness	20

#### **6. Submission Guidelines**

- Please send the complete proposal package of documents to [skuddus@tatatrusters.org](mailto:skuddus@tatatrusters.org) with ‘Comprehensive

Impact Evaluation – Assam Proposal’ as subject line. Please submit separate application packages if you are submitting proposals for each research theme.

- The budget should provide detailed information
- **Please direct any questions related to this RFP** to [skuddus@tatatrusters.org](mailto:skuddus@tatatrusters.org) with ‘Comprehensive Impact Evaluation – ASI FR Proposal Query’ in the subject line by 23:59 GMT, **4 April, 2022**
- All proposals must be in writing, in the English language, and signed and dated by an authorized person of the bidder. Bidders must use the guidelines provided in this RFP.
- The proposal validity period should be at least forty-five (90) days following the Bid Deadline. This should be clearly mentioned in both the technical and financial proposal.

#### **7. Further Information:**

- No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. If proposed experts were interviewed or called for presentation, all costs shall be borne by the bidder
- Bidders may alter or withdraw their bids by written notification prior to the stated deadline for submission of bids. No bids may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the bid procedure
- The bid will be opened by the Centre for Micro-Finance and Livelihoods (CML) within 15 days from the deadline for the submission of the bid. Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in immediate rejection of its bid
- Email text bodies should indicate the name and address of the bidder and the description of the proposal (technical or financial).

## Appendix: A

**BACKGROUND:** Assam State Initiative-Flood resilience is a 3-year project with key focus on promoting flood resilient practices in the affected areas in order to strengthen their coping abilities in terms of livelihood, health and access to essential services. The idea is to develop mechanisms that would help people stand firm in the days of flood. Mechanisms here indicate to different aspects of alternative sources of livelihoods, livestock management, health etc. during the flood season and activities in the non-flood seasons that in turn would help them during the course of floods and monsoon.

The project is being implemented by CML for a period of 3 years. The total budget of the project is INR 7.12 crores out of which the TATA TRUSTS support stands at INR 6.19 crores.

The theory of change in terms of impact, outcomes, output and activities is given in the table below:

Impact				
Indicator	Target			
	Y1	Y2	Y3	Total
Reduced morbidity and mortality (no. of households)	565	910	0	1475

Outcome				
Indicator	Target			
	Y1	Y2	Y3	Total
No. of households accessing safe drinking water	565	910	0	1475
No. of Households engaged in flood resilient livelihood activities	275	700	500	1475

Output				
Indicator	Target			
	Y1	Y2	Y3	Total
No. of low cost water filters distributed	565	910	0	1475
No. of raised handpumps installed	10	63	60	133
No. of farmers trained in drum based vegetable cultivation	75	529	720	1324
No. of pen fishery/ high bunding fishery supported	1	6	4	11

Activity				
Indicator	Target			
	Y1	Y2	Y3	Total
No. of community mobilisation meetings	22	36	0	58
No. of trainings to farmers on flood resilient activities	60	79	30	169
No. of exposures to existing flood resilient practices	4	4	2	10
Community Resource Persons trained (no, of CRPs)	19	16	0	35
No. of subsidised boats provided	0	3	0	3

#### MAJOR PROJECT COMPONENTS:

- Ensuring accessibility to safe drinking water and sanitation facilities among the vulnerable communities, especially during floods, through provision of low cost water filters, community level filtration units, elevated hand-pumps and toilets.
- Creating access to alternate source of livelihoods and nutritional security, especially during floods, through 100 drum based vegetables in trellis.
- Increasing average annual income among the target farmers through interventions in agriculture and fishery covering a total of 100 hectares of land.
- Ensuring access to safer grounds for human and livestock during the time of floods, with significant reduction in risks of communication during floods by provision of mechanized boats. This is planned through an estimated 7-raised platforms and 5 mechanized boats.
- Creation of Community Based Cadres (targeted 20) to provide basic services in the veterinary sector for reduced mortality among the livestock especially during the times of flood.

**PROJECT GOAL:** Enhancement of 1400 HHs under Jonai Development Block, Dhemaji & Kalain Development Block, Cachar, Assam through

1. Provision of elevated toilets & hand pumps, mechanized boats & raised platform for better access to safe shelter, sanitation and hygiene during flood seasons
2. Introducing scientific cultivation techniques and livestock practices to enhance their livelihood in post as well as pre flood seasons.

**PROJECT AREAS:** The project area is specified under the Jonai Development Block in Dhemaji district & Kalain Development Block in Cachar district of Assam, India.

**Project Time:** The project period is from 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2022.

Location	2019-20	2020-21	2021-22
Jonai (Dhemaji)			
Kalain (Cachar)			

**TARGET BENEFICIARIES:** Engagement with 1291 beneficiaries under the project area within 3 years.

Sl.	Name of the activity	Unit	Year I	Year II	Year III
1	HH Filter distribution	HH	565		750
2	Agri-Allied training	HH	210	356	474
3	Boro Paddy	HH		240	
4	Winter vegetable cultivation	HH		60	50
5	5 HP Diesel Water pump	Nos		33	8
6	Potato, Pumpkin & Kidney bean cultivation	HH		360	181
7	Pen Culture Fishery	HH			70
8	Raised Toilet	Nos		88	108
9	Raised Hand pumps	Nos		33	100
10	Raised platform	Nos		3	
11	Mechanised Boat	Nos		3	
12	Behavioural communication change	Nos		1	1

**Project KPIs:**

KPI	Unit	Program Target
Household Provided with PoU Filters	No	1,291
Farmers trained on improved Agri-Horti, craft and Livestock management practices *	HH	1,195
WASH and Drinking water infrastructure units	No	329
Construction of Raised Platform and Mechanized Boat	No	6
Incremental production through Agri-Horti Activities	MT	951