



Reference No:BL-01/23

Date: 6/12/23

Request for Proposals (RFP)

1. Sealed proposals and bids are invited from intending research organisations **(individual firm, company or partnership)** for carrying out an Baseline study for the “Developing Foundational Literacy & Numeracy and reducing Dropouts in Assam”, a program supported by the Tata Trusts and implemented by CML. Terms of Reference for the proposed study is presented in Annexure-B.
2. Date and time for submission of proposals and bids (hard and soft copies):
Before **4.00 pm on 15-12-2023.**
3. **Eligibility of bidder:**
 - a. The bidder can either be a propriety or partnership firm, company or any other institution registered in India.
 - b. The bidding organisation is required to have multiple years of experience in dealing with issues pertaining to education, advocacy, etc. Prior experience in carrying out similar assignments in the North-East is an added advantage.
4. **Procedure for submitting Bids:**
 - The Bid shall be in two separate documents, Technical Bid & Financial Bid
 - Technical Bids shall consist of the following:
 - i. Proposal detailing approach and methodology
 - ii. Plan of work including timelines
 - iii. Functionalities covered as per Scope
 - Financial Bid:
 - The Bidder shall provide the Financial Bid in the following format.

Particulars	Unit	Unit cost (Rs.)	Total (Rs.)

- Bidder shall quote price that is all inclusive except GST. No separate fees/charges whatsoever will be paid for any other expenses.
- GST shall be shown separately.
- Incomplete Bids will be summarily rejected and will not be considered for further evaluation and shortlisting.



5. **Evaluation of the Bids:** The Procurement Committee duly constituted by CML-TATA TRUSTS authority will evaluate the proposal / technical bid and financial bid and recommend the successful bidder / firm for award of work.
6. **Validity:** The bids shall have to remain valid for minimum 180 days and an undertaking must be submitted to this effect.
7. The successful bidder shall have to complete the work within the stipulated completion period as stated in the RFP document. The completion period will be counted from the date of issue of work order.
8. The bids should be sealed in one envelope addressed to the **Executive Director, Centre for Microfinance & Livelihood; Guwahati, Assam** and the name of the work intended for (Baseline Study of FLN project) should be clearly written and underlined on top of the envelope. Soft copies of the bids could be sent via email to the following email ids: **Kandarpa.Kalita@cmlnortheast.com** and **Uttam.Prasad@cmlnortheast.com**.
9. The bids shall be signed by the authorized signatory or a person duly authorized by him or her.
10. **Extension of deadline:** CML Authority reserves the right to extend, as necessary, the deadline for submission of quotations.
11. **Language:** The bid of the bidder, as well as all documents attached to bid by the bidder and all correspondences relating to the bid exchanged by the Bidder and CML shall be written in English language.
12. **Documents to be submitted along with the bids:**
 - a. Signed statement mentioning the legal status, place of registration and principal place of business of the bidder (individual firm, company or partnership), complete address of the registered office and address for correspondences with Phone number/cell number/Fax number and E-mail ID
 - b. Registration Certificate – Firm/Society/DIC/SSI etc.
 - c. Audit Report for last 3 years.
 - d. A copy of passport size photograph of the signatory of the bid.
 - e. Authorization of the Signatory by the head of the Firm/Company.
 - f. PAN Card
 - g. GST Registration.
 - h. Financial capability certificate from competent authority
 - i. Experience certificate.



13. **Payment:**

- a. 30% payment will be made on receipt of counter-signed work order
- b. 50% on analysis and submission of draft report
- c. Balance 20% on Submission and Acceptance of Final Report

14. **Taxes and Duties:** The bidder shall be entirely responsible for and bear all taxes – GST and any other tax, royalty, license fees, permits, etc., paid during the execution of the work and submit clearance certificate(s) to CML.

15. CML will not deduct such taxes – GST and any other tax, royalty, license fees, permits, etc.; but at the same time will not release the final bill unless proof of payment of such taxes – GST and any other tax, royalty, license fees, permits, etc. to the concerned Govt. authority is submitted to CML authority. CML will scrutinize such documents and shall release final payment only after satisfying itself.

Sanjay Singh

Executive Director

Centre for Microfinance & Livelihood
Guwahati, Assam.



Annexure-A

General Statement of Bidder

Name of the bidder:

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Registered Office Address:

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Year of establishment/incorporation:

Principal place of business:

Legal Status of the Firm: Proprietorial/Partnership/Company/Coop Society

Name of the Authorised signatory:

Designation of the Authorised signatory:

Address of the Authorised signatory:

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Landline Phone Number:

Mobile Phone Number Authorised signatory:

E-mail address of the Firm:

E-mail address of the Authorised signatory:

List of clients:

a.

b.

c.

Passport photograph of the Signatory
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Signature of the bidder
(Designation & Official Stamp)



Terms of Reference

Context

Background of the program:

Large scale learning surveys and assessments, such as National Achievement Survey (NAS) and Annual Status of Education Report (ASER), conducted by Government and non-Government agencies underline the problem of learning at student level. The National Achievement Survey 2021 highlights that about half of the children in grades 3, 5 and 8 are not performing at grade-level. Since its inception in the mid-2000s, the ASER, a non-Governmental initiative, has underlined that the challenge of foundational learning starts in early grades. It reports that about only a quarter of children are able read simple text or do basic mathematics at the level expected of them by as early as grade 3 (ASER 2018)¹.

The new National Education Policy (NEP) 2020 has emphasized on the need of paying immediate attention to Foundational Literacy and Numeracy (FLN) with a timeline of 2025. This recommendation of NEP led the Ministry of Education (MoE), Government of India, to launch the NIPUN Bharat (National Initiative for Proficiency in Reading with Understanding and Numeracy) programme laying special and prioritised emphasis on foundational learning.

The existing challenge of inadequate learning got further aggravated due to prolonged school closure as response to the COVID-19 pandemic. In India, schools and Anganwadis remained practically closed for a little less than two years (with regional variations). Multiple researches across the world have warned about the learning loss and consequences of not addressing it.

Those observations are substantiated by ASER. ASER 2022 clearly indicates a decline in learning levels of students, in comparison to that in 2018. Table below captures the details.

Learning Levels	Assam		India	
	2018	2022	2018	2022
STD 3: Learning Levels				
% Children who can read Std 2 level text	19.9	17.9	27.2	20.5
% Children who can do at least subtraction	29.7	24.4	28.1	25.9
STD 5: Learning Levels				
% Children who can read Std 2 level text	40.1	36.5	50.4	42.8
% Children who can do division	17.8	15.2	27.8	25.6
STD 8: Learning Levels				
% Children who can read Std 2 level text	60.8	68.8	72.8	69.5
% Children who can do division	31.2	27.8	43.9	44.6

Source: ASER 2022, Table 14: Government school enrolment, children not in school, and learning levels. By state. 2018 and 2022, page 67



Considering the above mentioned situations Tata Trusts has granted a programme Called ""Developing Foundational Literacy & Numeracy and reducing Dropouts in three rural blocks in Assam"" to be implemented by CML.

Proposed coverage of the program is given below:

S N	Unit	Numbers
1	Districts (Goalpara, Bongaigaon & Baksa)	3
2	Blocks(Balijana, Srijangram & Tamulpur)	3
3	Schools (150X3)	450
5	Children	55000

The programme will cover half of the schools (225) in intensive manner and remaining half as extensive manner.

Program Objectives:

1. To ensure that 70% Children in intensive schools and 50% in extensive schools achieve Foundational Literacy and Numeracy Skills
2. To ensure that 70% of teachers in intensive schools and 50% in extensive schools demonstrate improved classroom practices as a result of Continual professional development
3. To identify and bring 2500 'out of school children back to school by conducting motivational camps, 90% of them retaining in school during project period.
4. To make 90% school libraries functional in intensive schools.
5. To make 90% SMCs functional in intensive schools
6. To develop and activate 3 Block Resource Centre in three blocks

Key Stakeholders: Education Department, communities, CML and Tata Trusts.

Objectives of the Baseline Study:

The primary objective of this exercise is to ascertain the baseline level of students in literacy and numeracy so that an yardstick can be found to measure their progress on annual basis.

Scope of work:

- i. Designing tools, finalisation of samples, administering the tools (**will be done by CML team under the Researcher's supervision**) among the sampled students.
- ii. Data Analysis and a detailed report

Approach and methodology:

- Develop an understanding of the interventions, based on desk review of proposal, circular and any other important document(s) provided.
- Carry out a round of discussions with the people concerned to understand the processes to be adhered to for carrying out the impact assessment study
- Orientation of field teams (45 members) for administering the tools



- Develop detailed travel schedules in consultation with the CML Team
- Student Assessment by CML team guided by the Researcher
- Submission of Report

Timelines and deliverables:

DATES (to be finalized by the reviewer)	TASKS
December 2023 last week	Signing the contract
January' 1 st & 2 nd week 2024	Document review, tool development and preparatory work
January third week	Fieldwork and assessments
January last week	Data analyses and report writing
February first week	Submission of draft report
February second week	Feedback on draft report
February third week	Submission of final report

Competencies of the Reviewer / Consultant:

The reviewer / consultant is required to have multiple years of experience in reviewing and assessing school interventions and student testing. Prior experience in carrying out assessment of education programs in the North-East is an added advantage. Development and implementation of school interventions in any part of India is also desirable.

The Reviewer is required to provide the following outputs:

- a. A Baseline assessment study report, in accordance with the objectives of the study spelt out in this ToR
- b. Student-wise data on the learning assessment (as applicable).