
**REQUEST FOR PROPOSALS
RFP #1, 2018-19**

**Project Name: [ODISHA PARTICULARLY VULNERABLE TRIBAL GROUP
EMPOWERMENT AND LIVELIHOODS PROJECT (OPELIP)]**

**Title of Assignment: [PREPARATION OF FEASIBILITY REPORTS ON LIVELIHOOD
RESOURCE MAPPING IN OPELIP]**

Section 1. Letter of Invitation

1. The Programme Management Unit of OPELIP now invites proposals to provide the following consulting services: Feasibility reports on Livelihoods Resources Mapping in 17 MPAs of OPELIP. More details on the services are provided in the Terms of Reference.

2. Proposals are invited from reputed institutions with prior experience to carry out a study on feasibility reports on Livelihoods resource mapping in 17 MPAs of OPELIP. Criteria for qualifying of the institutions are :

-Academic institution that is duly registered. The entity is required to submit proof of registration and existence.

-The audited financial statements for the period 2014/15, 2015/16, 2016/17 are to be submitted.

-Experience in tribal development action/research projects for the government and international agencies.

-Advantage will be given to the service providing institution with proven expertise in tribal research and action in remote tribal areas.

4. The Agency will be selected under Quality and Cost Based Selection and procedures described in this RFP.

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Technical Proposal - Standard Forms

Section 3 - Financial Proposal - Standard Forms

Section 4 - Terms of Reference

Yours sincerely,

Section 2. Technical Proposal - Standard Forms

Form TECH-1: Technical Proposal Submission Form

To:
Programme Director
OPELIP
Bhubaneswar

Respected Madam:

We, the undersigned, offer to provide the consulting services for preparation of feasibility reports on livelihood resource mapping in accordance with your Request for Proposal dated and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the prescribed date.

We understand you are not bound to accept any Proposal you receive.

We remain,
Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Agency:
Address:

Form TECH-2: Agency and Experience
A – About agency

When describing the organization and its experience, please make sure that evidence is provided to support the following:

- Academic institution that is duly registered. The entity is required to submit proof of registration and existence.
- The audited financial statements for the period 2014/15, 2015/16, 2016/17 are to be submitted.
- Experience in tribal development action/research projects for the government and international agencies.
- Advantage will be given to service providing institution with proven expertise in tribal research and action in remote tribal areas.

B - Agency's Experience

List of assignments undertaken :	1. 2. 3. 4. 5.
Approx. value of the contract (in INR):	1. 2. 3. 4. 5.
Duration of assignment (months):	1. 2. 3. 4. 5.
Name of Client:	1. 2. 3. 4. 5.

Form TECH-3: FOR SIMPLIFIED TECHNICAL PROPOSAL ONLY (STP)**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE**

Form TECH-3: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology.

Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PMU), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here.}
- c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

Form TECH-4: Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

***The above tabular form to be submitted at the time of MoU**

Form TECH-5 (Continued): Curriculum Vitae (CV) for Senior Project Head/Team Leader

1. Proposed Position:

2. Name of Firm:

3. Name of Senior Project Head/Team Leader :

4. Date of Birth: _____ **Nationality:** _____

5. Education:

6. Membership of Professional Associations:

7. Other Training:

8. Languages :

9. Employment Record[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

10. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of Senior Project Head/Team Leader] Date: _____
Day/Month/Year

Full name of Senior Project Head/Team Leader : _____

Section 3. Financial Proposal - Standard Forms

Form FIN-1: Financial Proposal Submission Form

To:
Programme Director
OPELIP
Bhubaneswar
Respected Madam:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our Financial Proposal is attached separately.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to completion of assignment.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

1 Amounts must be indicated in the Financial proposal in Form FIN-2.

Form FIN-2: Summary of Costs (The Financial Proposal should be submitted separately in a sealed envelope)

Item	Costs			
				<i>[Indicate in INR]</i>
Total Costs of Financial Proposal				

Indicate the total costs, net of local taxes, to be paid by the PMU in INR. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Amounts payable by the PMU to the Agency under the contract to be subject to local taxation.

The total amount estimated for the assignment shall be approximately within Rs.10.00 lakhs(Rupees ten lakhs only)

Form FIN-3: Breakdown of Costs by Activity

Cost component	Costs			
				<i>[Indicate in INR]</i>
Remuneration				
Reimbursable Expenses				
Subtotals				

N.B. To be submitted at the time of MoU

Section 4. Terms of Reference

PREPARATION OF FEASIBILITY REPORTS ON LIVELIHOOD RESOURCE MAPPING IN 17 MICRO PROJECT AGENCIES OF THE ODISHA PARTICULARLY VULNERABLE TRIBAL GROUP EMPOWERMENT AND LIVELIHOODS PROGRAMME (OPELIP)

Background and Brief description of the Project

The Odisha PVTG Empowerment and Livelihoods Improvement Programme's (OPELIP) goal is to achieve enhanced living conditions and reduced poverty of the Particularly Vulnerable Tribal groups (PVTG) and other poor communities. This is sought to be achieved through realizing the development objective of enabling improved livelihoods and food and nutrition security for a total of 62,356 households. Beneficiary households would comprise 32,090 PTGs, 13,970 other Scheduled Tribe (ST) households, 5,486 Scheduled Caste households and 10,810 others.

The project has 4 main components as follows:

Component 1: Community Empowerment: This component will have two sub-components: (i) promotion of village development associations for the planning and execution of need-based activities of the community that cover natural resources management, community-based paralegal services, community-based health, hygiene and nutrition education and community infrastructure; and (ii) promotion of SHGs and rural finance services to enable social development of the SHG members through facilitating group savings and credit and through building their capacity.

Component 2: Natural Resources Management and Livelihoods Enhancement: This component will have three sub-components: (i) NRM, (ii) Food and nutrition security and (iii) Livelihoods improvement. This component will also have facilities for vocational training for the PTG youth and promoting PTG culture and values.

Component 3: Community Infrastructure and drudgery reduction: Interventions under this component will include inter alia: building critical social infrastructure such as schools, health clinics, child-care centres (that are not included under any of the mainstream infrastructure development programmes), storage structures along with drying yards, threshing floors, provision of weighing scales, household storage bins for promoting value-addition and fair trade in villages, small market yards and aggregation centres, facilities for food and NTFP processing units including small rice hullers, upgrading village link roads, rural water supply, supply of smokeless wood-stoves and support to operations and maintenance of village fuel-wood reserves.

Component 4: Programme Management: This component will have three sub-components as follows: (i) a Programme Management Unit (PMU) will be set up within the ST and SC Development Department, Government of Odisha in Bhubaneswar, (ii) the programme will strengthen the 17 existing MPAs with staff and facilities; and (iii) a Programme Monitoring and Evaluation and Knowledge Management unit to be housed within the PMU. The policy initiatives aspects of the programme will be part of PMU responsibilities.

OPELIP interventions will be implemented in all 17 Micro Project Agencies(MPAs) located in twelve districts of Odisha namely Malkangiri, Rayagada, Angul, Deogarh, Ganjam, Nuapada, Keonjhar, Sundergarh, Gajapati, Kandhamal, Kalhandi and Mayurbhanj. This covers 13 PVTGs living in some 542 villages within the MPA areas and another 477 villages outside the MPA jurisdiction but within

the 89 MPA Gram Panchayats (GPs). The table below summarizes the district, block and MPA where OPELIP will be implemented:

No	District	Block	Name of Micro Project Agency
1	Mayurbhanj	Suliapada&Moroda	Lodha Development Agency, Moroda
2		Karanjia&Jashipuir	Hill Khadia&Mankirdia Development Agency
3	Sundargarh	Lahunipada	Paudi Bhuyan Development Agency, Khuntgaon
4	Angul	Pallahara	PaudiBhuyan Development Agency, Jamardihi
5	Deogarh	Barkote	Paudi Bhuyan Development Agency, Rugudakudar
6	Keonjhar	Banspal	Juang Development Agency, Gonasika
7	Kandhamal	Tumudibandha	Kutia Kandha Development Agency, Belghar
8	Kalahandi	Lanjigarh	Kutia Kandha Development Agency, Lanjigarh
9	Rayagada	BisamCuttack &Muniguda	Dangria Kandha Development Agency, Kurli, Chatikona
10		Kalyansingpur	Dangria Khanda Development Agency, Parsali
11		Gunupur	Lanjia Saora Development Agency, Puttsing
12	Gajapati	Mohana	Saora Development Agency, Chandragiri
13		Gumma	Lanjia Saora Development Agency, Seranga
14	Ganjam	Patrapur	Tumba Development Agency, Tumba
15	Malkanagiri	Khairaput	Banda Development Agency, Mudulipada
16		Kudumulguma & Khairput	Didayi Development Agency, Kudumulguma
17	Nuapada	Komna	Chuktia Bhujia Development Agency, Sunabeda

Rationale:

PTGs in Odisha constitutes 13 tribes namely; Bonda, Didayi, Dongoria Kandha, Lanjia soura, Paudi Bhuyan, Soura, Chuktia Bhunjia, Juang, Kutia Kandha, Lodha, Hill Kharia, Mankirdia and Birhor. The economic life of the PTGs revolves around the forest. Forest nurtures their life and the biotic components of forest ecology fulfil their socio-economic, bio-social, religious-cultural and psycho-social needs. Agriculture, shifting cultivation, collection of NTFP, wage earning, with supplementation from animal husbandry and handicrafts provides livelihoods for the PTG communities. Cropping in the area is predominantly rain fed. PTGs mostly practice single cropping and the production is dominated by upland crops like cereals and pulses. The majority of households are dependent on both shifting and settled cultivation. Those families who depend upon shifting cultivation (*podu*) are able to meet their food requirement for only 2-3 months from own cultivation.

Agriculture is largely dependent on availability of land and labour. Most PTGs are late settlers and hence most of the low land suitable for cereal crop cultivation is generally in the hands of a few households. Most households are dependent on shifting cultivation. With the reduction in forest cover over years, supplies of collected food from the forest that used to help households to bridge the lean season gap have become inadequate. At the same time, families are shifting increasingly to other sources of income like wage labour and at times also borrowing from others. However, the livelihood systems of PTGs vary greatly from one group to the other. STSCDD conducted a survey of the villages being serviced by the MPAs covering 542 villages. The major livelihood systems of each of various PTGs are provided below:

Table 1: Sources of Livelihoods and seasonality

Name of PTG	Livelihood System
Birhor	Food gathering, hunting and monkey catching, rope making and basket making and agriculture labour
Mankirdia	NTFP collection, monkey catching, rope and basket making, small stock rearing and agriculture labour
Bonda	Agriculture, shifting cultivation, collection of NTFP, settled cultivation, animal husbandry, wage earning, crafts, weaving and bead necklace making
Didayi	Food gathering, fishing, shifting cultivation, settled cultivation and wage earning
Hill Kharia	Collection of NTFP, food gathering, broom making, leaf plate making and mat making
Lanjia Saora	shifting cultivation, terrace cultivation and collection of NTFP and wood carving
Saora	Collection of NTFP, hunting, fishing, animal husbandry, terrace cultivation, shifting cultivation , wage earning and mulberry cultivation
Juang	Collection of NTFP, hunting, fishing, shifting cultivation, settled cultivation, wage earning, wood carving and comb making
Dongaria Kandha	Horticulture, shifting cultivation, settled cultivation and NTFP collection, comb making and wood carving
Kutia Kandha	NTFP collection, shifting cultivation, animal husbandry, horticulture and wage earning, broom making and leaf plate making
Lodha	Collection of NTFP, sabai rope making, , animal husbandry and small business
Paudi Bhuyan	Collection of NTFP, shifting cultivation, settled cultivation, horticulture, animal husbandry, mat and basket making, sericulture and wage earning
Chuktia Bhunjia	Collection of NTFP and food gathering

The focus of the cultivation undertaken by the PTG households is to cultivate food grains mostly for self-consumption. PTGs grow rice either on ancestral low lands or sharecropping farms as they are fertile and suitable to rice cultivation. Millets are grown on podu land using shifting cultivation practices. Rice and Millets are mostly consumed whereas pulses, oilseeds and fruits are mostly sold in the market or to the traders. Fruit trees (mango, citrus, jackfruit, banana, papaya, and cashew) are grown inside forests or on revenue land.

Forest plays major role in the PTGs economic cycle. Food, feeder and fuel are the three most important requirements met from the forest. PTGs collect wild fruits, roots, fibre, leaves and scrubs and use them as food. They also collect wood from the forest for construction of house and for manufacture of agricultural equipments. PTGs also collect minor forest produces like siali leave, sal leaves, broom, honey, mahua seeds, mahua flowers, etc., for sale at the local market. Livestock is slowly becoming a part of the PTG livelihood portfolio. PTGs mostly rear goats, sheep, poultry and pig. In many cases livestock management is never considered a full time employment as in case of agriculture and wage labour. PTGs often treat livestock as their investment for immediate need and also as saving. The data indicates that most of the PTGs are highly dependent on forest and wage labour to address their food security needs.

In respect of PTGs, Non forest timber products contribute to about 45% of their revenue stream. Agriculture and wage labour contribute to 25% and 20% respectively. The contribution from agriculture increases considerably in respect of PTGs with settled agriculture.

Many of the PTG communities inherited traditional skills which has become a supplementary occupation for some of PTG households. Inadequate skill development, market

exposure and inability to use of modern tools and implements are the main reasons for the inability of PTGs to sustain these skills for improving their livelihoods.

Purpose & Objective of Livelihoods Improvement:

- The purpose of the component is to ensure income security and access to fair markets for the PVTGs by expanding income generating opportunities and developing marketing collectives.
- The objective is to enhance the knowledge and skills of PVTG households with regard to traditional home based income generating activities, expand the scale and scope of these activities, create sustainable service and support systems for these activities, enhance the value of the NTFPs collected by the PVTGs, establish viable collectives to realise fair prices for NTFPs and create opportunities for employment in the urban industrial economy.

Objective of the Consultancy

The overall objective of OPELIP is to conduct a detailed and systematic Livelihood resource mapping analysis in 17 MPAs to suggest area & cluster based options for income generating activities for PVTGs, forest dependent and other poor communities in the area. The specific objectives are

- To assess and analyse the macro level market environment i.e. state and higher level market scenario with respect to forest/tribal/rural/SHG products
- To assess and analyse the field situations with respect to resources i.e. natural, human, social, physical, and financial along with current and potential market demand in the context of existing and potential forest/tribal/rural/SHG products with assistance of partner-NGOs and staff of MPA working at project operational units.
- To provide a final shortlist of potential IGA options for different Micro Project Areas for the enhancement of livelihoods of PVTGs and poor communities.

Baseline data will be collected on households benefiting from the project living in the targeted MPAs. The selection of the Agency will be based on the **Quality and Cost Based Selection** procurement method.

The Scope of Services

Scope of Work:

The specific **scopes of work** for the assignment are as specified hereunder:

1. Inception meeting with the **Project Management Unit (PMU)** staff
2. **Development of Detail Methodologies for feasibility reports on Livelihood resource mapping and submission of Inception Report :**

The agency will undertake desk review, peer consultation with organizations and individuals, Reconnaissance visit to project area followed by review and analysis of information collected to submit an 'Inception Report' with following chapters and contents

(1) Existing Livelihood profile of Micro Project Areas: This chapter will describe MPA wise information and analysis on existing resources, skills, infrastructure, institutions and the current livelihood portfolios along with brief division-wise SWOT (Strength, Weakness, Opportunity & Threat) analysis

(2) First list of potential area-wise IGA options: This chapter will present a first list of potential MPA wise IGAs based on the analysis of the existing Livelihood Profiles, understanding of the OPELIP objectives and processes and also drawing from the experiences of other such projects, schemes etc. in the state

(3) Detailed Methodology: This chapter will describe among others sampling methods and samples for follow up field study, methodology of data collection and consultations, data analysis and reporting procedures, time line of the study and stakeholders to be consulted etc. Methodologies followed for developing the Inception Report will also be included in this chapter.

The **required services include** the following parts:

1. In collaboration with the PMU, finalize the design of adequate questionnaires, data entry programs, and training materials;
2. Identify list of households in the primary sampling units (PMU);
3. Administer quantitative household level surveys;
4. Administer quantitative community-level surveys where appropriate;
5. Administer qualitative surveys of community leaders and key respondents (for instance through focus group discussions, key informant interviews or other methods for qualitative inquiry); and
6. Identify using geographic information system (GIS) services where appropriate.

Specifically, the **services required include:**

1. Adaptation of the questionnaire to the local conditions in consultation with OPELIP;
2. Translation of the questionnaire into local languages including quality controls (e.g. reverse translation);
3. Adaptation of manuals;
4. Adaptation and development of educational material for the training of the field personnel;
5. Data entry approach with adequate quality control systems;
6. Production of questionnaires, manuals, and final data entry program;
7. Organization plan of the fieldwork including all logistic arrangements;
8. Pre-selection of the field personnel;
9. Selection of the field personnel
10. Training of the field personnel;
11. Production of the list of households/communities to be surveyed;
12. Performance of surveys according to the methodology agreed for the survey;
13. Periodic deliveries of the partial datasets to OPELIP according to the agreed quality standards and adhering to the agreed format;
14. Implementation of the supervision program;
15. Production of consolidated data sets according to the agreed quality standards and adhering to the agreed format.
16. Production of the draft and final report.

Field Work:

(A) The field work is expected to be carried out by the agency following approach of comprehensive value chain analysis of the commodities/IGAs prioritized in inception report to develop the draft-final list of MPA-wise list of commodities/IGA and to prescribe key points of interventions along the value chain of these commodities

(B) Following could be some of the prescriptive steps in that direction:

1. Field visits to carry out comprehensive value chain analysis of these key commodities/options for IGA through surveys and stakeholder interactions.
2. Conducting macro-level analysis of markets of the commodities/options for IGA selected in

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3. The inception report with reference to market types, structure, competition, dynamics, stakeholders etc.
 4. Assessing and analyzing field level situations with respect to livelihoods improvement and IGA with assistance from NGOs working in the project (VDA level Village Development Plan, already prepared in the project, can also be referred to)
 5. Identifying the institutional obstacles, social processes, vulnerabilities and risks impeding the PVTG, forest dependent poor and tribal from benefiting adequately from the IGAs selected
 6. Identifying the infrastructure availability, institutional arrangements, feasibility and viability of the selected IGAs and also a brief SWOT analysis
 7. Screening the list of IGAs selected on the limitations and potentials as found above and drawing up of a draft-final list of MPA-wise IGAs
 8. Identifying potential critical intervention points with respect to these draft-final lists of IGAs (along the value chain) for effective livelihood improvement of the PVTG and other poor communities
 9. Delineating desired institutional set up at different project levels (group-village-MPA-state) for implementation of these draft-final list of IGAs in the existing framework of the project along with prescriptions and working arrangement for convergence

The agency will plan all field work well in advance and inform field work schedule to PMU, along with details of the team members.

Preparation of Final Report: The draft report will be checked by a designated committee in the project and suggestions for modification and/or queries if any will be informed to the agency. The agency will incorporate those suggestions and/or clarify the queries after which the report will be accepted by the PMU.

General Roles & Responsibilities of the Agency:

In addition to the above mentioned scope of work the general roles & responsibilities of the agency will include the followings:

1. The involvement of the agency will start from the time of signing the contract with PMU and continue till final reports have been finalized and accepted by PMU, OPELIP.
2. The agency will make sure that all PMU Information used or held by the professionals engaged by it during the period of the Agreement shall be and remain at all times property of OPELIP. Upon the termination or expiration of the Agreement, the agency shall promptly deliver to OPELIP all such tangible items related to this agreement, which is in its possession or control of the agency and which either belong to OPELIP or contain information related to this agreement.
3. The agency will ensure that the professionals engaged by it shall not disclose or use or cause to be disclosed or use, at any time during or subsequent to the Agreement, any secret or confidential information of OPELIP and keep all the information collected during the study strictly confidential.
4. The agency is required to extend the necessary cooperation to the monitoring personnel from OPELIP and other collaborating agencies.
5. The agency shall provide information on the progress of the work to PMU on weekly basis that will include the details about the work completed, work in progress, future plan etc. with respect to the scheduled work plan.
6. OPELIP has engaged teams from facilitating NGOs at MPA level & CRP at VDA level to assist field level project implementation. The agency shall request NGO Team members with consent from the concerned Special officer of MPA, for arranging group discussions/personal interviews for data collection with villagers and also to have interactions with them.

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7. Any other tasks as may be required by the Authority. Authority means Office of the Programme Director, OPELIP.
 8. The above roles and responsibilities are tentative. At the time of final MoU, there may be changes.

Outputs/Deliverables:

1. Profiles of the MPAs in terms of local resources and skills; existing institutional and infrastructural facilities for livelihood promotion including that for capacity building, technical back up, credit, storage, processing and marketing etc.
2. Final short list of area-based IGA options along with earlier such lists developed at different stages of the assignment.
3. Comprehensive Value Chain Analysis with respect to these IGA options (commodities or services/skill)
4. Key intervention points and institutional framework required for promotion of these IGAs by the project (in line with the existing framework) along with a workable convergence framework with other such schemes/programs to gain from existing facilities.
5. Business development plans/strategies for the IGAs prescribed.
6. Any other outputs as required by the authority.

Institution must submit the original and 3 hard copies of the Technical Proposal, and the original of the Financial Proposal. In addition to the hard copies, the agency will make available 1 electronic copy on compact Disks (CD) of all reports in MS Word File format. It will also submit all raw data in tabulated form, together with relevant summary tables, in MS Excel Files/MS Access Database at the time of submission of draft report and revised final report

Timeframe of services

The feasibility report on Livelihood resource mapping study is expected to start on 15.08.2018 and complete within 45 days from the starting date. This duration includes the questionnaire design and pre-testing, the study administration, the initial analysis of the data and the preparation of the report.

The total duration for the assignment will be approximately 45 days.

Schedule of Payment

1. 30% of the total payment at the time of signing of MoU.
2. 40% of the total payment during the work under progress.
3. 30% of the total payment after submission of final report to PMU.

The payment modalities may be revised basing upon the overall performance.

Reporting

The Consultancy firm will be required to submit the following:

- 1) An inception report describing the sample, the questionnaire, the enumerator training, the quality control of data collection/entry/ analysis, and updating the work plan for the execution of the services. It may help to analyse results from the first 50 questionnaires to check that useful and reliable information are being obtained, before proceeding with the rest of the survey. The initial findings and data analysis will be shared with the project.
- 2) Preparation of the draft report and submission of this report to the project with geo-reference of all areas/locations and inclusion of relevant maps.
- 3) Workshop with project stakeholders to discuss findings.

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- 4) Preparation of the final report incorporating comments from OPELIP.
 - 5) Any other report as required by the authority.

Selection criteria for the Agency

The Consultancy Services for the preparation of feasibility reports on livelihood resource mapping in 17 MPAs under OPELIP will be procured following the Quality and Cost Based Selection method. The Agency will be required to submit a full technical proposal and financial proposal as per the information in the Instruction to the Agency in the Request for Proposal.

The technical proposal will contain the following information:

- Details or profile of the Agency, internal structure/organgram and CVs of key staff in the organization.

Description of the capabilities of the Agency to develop the requested activities, in particular demonstration of the Agency's experience in experience of carrying out similar assignments in recent past, the agency will have the skills within its team with each member having a minimum of 5 years and the team leader should have 10 years of experience. Agency will have to indicate the Indian States of experience and expertise. The relevant experience in this regard must be included in the proposal.

- Description of the workflow related to the Services described in this Terms of Reference will have to be provided as part of the proposal.
- Reference letters or contracts from previous clients in the private, public and development sector certifying satisfactory completion of the study/ livelihood resource mapping conducted.
- Any other documents which may support your Proposal.

The technical proposal will be evaluated taking into consideration of the criteria below:

- 1) Qualification of the Agency based on the following:
 - 1.
 2. Academic institution that is duly registered. The entity is required to submit proof of registration and existence.
 3. The audited financial statements for the period 2014/15, 2015/16, 2016/17 are to be submitted.
 4. Experience in tribal development action/research projects for the government and international agencies.
 5. Advantage will be given to the service providing institution with proven expertise in tribal research and action in remote tribal areas.

Criteria, sub-criteria, and point system for the evaluation of Simplified Technical Proposals are:

	<u>Points</u>
(i) Specific experience of the institution relevant to the assignment:	[40]
(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	
a) Technical approach & methodology	[10]
b) Work Plan	[10]
c) Organisation	[10]
d) Staffing	[10]
Total points for criterion (ii):	[40]
(iii) Power Point Presentation	[20]
Total points for the four criteria:	100

The minimum technical score required to pass is: 70 Points

The weights given to the Technical and Financial Proposals are:

T = 0.75, and F = 0.25

- i. Points on Technical Proposals - 75%
- ii. Points on Financial Proposals - 25%

Services provided by the PMU

OPELIP will provide the following assistance to the Agency:

- Official documents required for conducting the study and authorization from State authorities.
- The sample size and selection of the survey including the counterfactual to adequately attribute impact to the project.
- The organization of the workshop for the presentation and discussion of the draft feasibility reports on livelihoods opportunity in 17 MPAs.

Proposals must be submitted no later than the following date and time: By 15.00 PM, 03.08.2018.