

**Directorate of
Sch. Castes & Sch. Tribes Research and Training Institute (SCSTRTI)
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No.37

Dated 04.01.2020

Advertisement

Requirement of project personnel on short term assignment basis for conducting Annual Outcome Survey (AOS) of Odisha PVTG Empowerment and Livelihood Improvement Program (OPELIP).

Odisha PVTG Empowerment and Livelihood Improvement Program (OPELIP) is an externally aided program funded by IFAD and operating in 17 Micro Project Areas (MPA) of 12 districts covering 20 blocks with the objective of enhancing living conditions and reduction of poverty of PVTG communities.

As per the statutory requirements of the funding agency, Annual Outcome Survey (AOS) needs to be conducted for each year of program implementation.

In this connection, after a joint meeting of IFAD and OPELIP under the Chairpersonship of Principal Secretary to Government in SSD Department, it was decided that the AOS for OPELIP for the FY 2019-20 will be taken up by SCSTRTI.

The SCSTRTI, to conduct the Annual Outcome Survey requires project personnel on short term assignment basis for stipulated number of days. The detailed **Terms of Reference (ToR)** is attached and can be found in the website, www.scstrti.in , www.atlcodisha.org , www.opelip.org . The interested candidates in respect of different positions as mentioned in the ToR should apply by 5 pm of 10th January 2020 in prescribed application form (attached) on the address as mentioned. Persons having experience relevant to the assignment shall be given due weightage.

Sd/-

Advisor-cum-Director
& Spl. Secy. to Govt.

Memo No. 38(4) Date 04.01.2020

Copy forwarded to Notice Board of ST & SC Dev. Deptt., SCSTRTI, OPELIP and ATLC, Bhubaneswar for information.

Sd/-

Advisor-cum-Director
& Spl. Secy. to Govt.

Memo No. 39(3) Date 04.01.2020

Copy along with copy of the ToR forwarded to Luminous, OPELIP and ATLC, Bhubaneswar for uploading the advertisement in the respective official websites for wide circulation.

Sd/-

Advisor-cum-Director
& Spl. Secy. to Govt.

TERMS OF REFERENCE

Background

Government of Odisha in partnership with International Fund for Agriculture Development (IFAD) has taken up Odisha PVTG Empowerment & Livelihoods Improvement Program (OPELIP) meant for livelihoods Improvement of 13 Particularly Vulnerable Tribal Groups in the State. The goal is to improve their living condition and reduction of poverty.

The program is being implemented through 17 Micro Project Agencies in 12 districts, 89 Gram Panchayats covering 1125 habitation villages. The program targets to cover 96651 households during 8 years program period. The key objectives of the program are: Food & nutrition security, ensuring livelihoods opportunities, capacity building of PVTGs, entitlements over land & forest, improved agriculture practices for increase in production, establishment of micro enterprises as alternative source of livelihoods and ensuring community infrastructure.

The overall goal of OPELIP is to achieve 'enhanced living conditions and reduced poverty of the target group households. This is sought to be achieved through realizing the development objective of enabling improved livelihoods and food and nutrition security primarily for 27308 PVTG households, 39969 other tribal households and 29374 other poor and Schedules Caste (SC) households. This in turn will be achieved via building the capacity of the target households, securing them their entitlements over land and forest, improving their agricultural practices for enhanced production, promoting income-generating micro-enterprises for alternate livelihoods and ensuring access to education, health and other services and improving community infrastructure.

Purpose of Annual Outcome Survey:

Outcome monitoring measures the immediate changes coming about as a result of Program interventions. The outcome indicators to be monitored are outlined in the Program logical framework. The 7 outcome indicators to be covered in the Annual Outcome Survey are listed below

- Empowered community institutions access their entitlements
- Strengthened women SHGs access financial services
- Secured access to land for cultivation and homestead and improved land productivity
- Improved access to inputs and increased production
- Improved access to livelihood opportunities and rural market
- Improved access to social and economic community infrastructure
- Reduced drudgery to women

The AOS would entail annually measuring and assessing whether the program is moving towards achieving the objective of empowering and enabling the PVTG/tribal communities to take up livelihood opportunities based on sustainable and equitable use of natural resources. Outcome monitoring are not always easy for M&E staff in the program to collect information, the program will conduct Annual Outcome Surveys (AOS) as per IFAD's guidelines, interviewing a sample of farmers/households to gather data on key program indicators.

The AOS is a household survey that is undertaken annually and covers a small sample of households selected randomly in Program areas (Program beneficiaries) and non-Program areas (non-beneficiaries, to be used as a comparison group). The Annual Outcome Survey (AOS) is a tool to

monitor how well a program is doing through a systematic process of learning by doing annually. More specially, the AOS is intended to set out to identify positive and negative changes taking place at the household level, provide early evidence of program success or failure, provide time performance information so that corrective actions may be taken as required, and also assess targeting efficiency.

Scope of Annual Outcome Survey

The households will be the unit of study in entire 17 MPAs. As per the IFAD guidelines total 400 households (200+200) in 40 villages (20+20) will be studied in both program and non-program areas. This will be carried out following the IFAD guidelines.

- Collection of primary data through a pre-defined questionnaire from selected 200 sample households of 20 programme villages and 200 sample households of 20 control villages in 17 OPELIP operational MPAs. Random sampling method will be used by the survey team while selecting sample households from sample programme and control village.
- Total of 20 FGD (Two FGDs per village – one with women and one with PVTG) to be conducted as per pre-set guidelines and questionnaire in each village for 20 sample programme villages.
- Total of 40 Key Informant Interviews (KII) will be conducted taking into account of two KII per village for 20 sample programme villages.
- Selection of the sample beneficiary household will be done by the agency during the data collection process in the villages. Simple random sampling process will be followed for the selection of the sample household.
- The pre-defined fixed set of questionnaires for household survey, focused group discussion and key informant interview will be administered.

Note:

1. Data from randomly selected 10 families from each sample village will be collected.
2. 2 to 3 sample villages per MPA shall be surveyed.
3. 4 teams will be formed comprising of 4 enumerators in each team to be participated by two field coordinator under the guidance of one Team Leader.

Time Schedule of AOS:

Particulars of Activity	Time line
Training to the enumerators, field coordinator, team leader and DEO /MIS assistant at SCSTRTI, Bhubaneswar.	3 days
Survey will be started and completed within 12 days of starting (including to &fro)	12 days
Data entry will take 7 days after completion of 12 days field work	7 days
Completion of draft report writing and sharing within 7 days.	7 days
Submission of final report & publication within 7 days	7 days
Total	36 days

Deliverables:

The agency (SCSTRTI) will submit the following deliverables after the completion of the assignment.

- a. Submission reports (soft & hard), excel sheet, word file & photographs
- b. Sharing reports with the program team
- c. Publication of documents/reports at least 100 copies to be shared with the program.
- d. Submission of completed set of all questionnaires, FGD, GD & KII copies.

Methodology

Selection of Study Area and Sample Units:

The survey will be carried out in all 17 Micro Project Areas. As per the IFAD guidelines total 40 villages (20+20) of both programme and control villages will be selected. The programme villages shall be selected on random sampling method. It is noteworthy that as per Project Design Completion Report (PDCR) of OPELIP, total 1140 villages have been identified for coverage under OPELIP. However, out of 1140 villages, 15 were found uninhabited, and in 81 villages (56 in Jashipur and 25 in Morada MPA) no intervention has been made so far. Thus, the AOS would cover samples out of 1044 habitations within the geographical scope. Out of the 1044 villages 561 villages are considered as PVTG villages, for the respective micro-project agencies have been working with these villages before OPELIP was initiated.

To make the sample representative systematic random sampling procedure shall be followed MPA wise so as to ensure that the AOS covered all the MPAs. Systematic random sampling is a type of probability sampling method in which sample members from a larger population are selected according to a random starting point but with a fixed, periodic interval called sampling interval (SI). The 20 sample villages shall be drawn from program villages MPA wise. Each sample village shall be selected with respect to the concerned MPA following systematic random sampling method. Since, in each sample program village 10 random household survey would be conducted it is essential that the sample program village should have more than 20 households. To make the sample villages adequate for household survey the villages having less than 20 households shall be deducted before doing systematic sampling. However, considering situations if required, the pre-decided sample program villages may be changed.

Formula:

Total villages = 1044 distributed under 17 MPAs.

Total eligible villages after deducting villages having less than 20 households = 904 distributed under 17 MPAs, MPA wise

Samples to be drawn (S) = 20

System Interval (SI) = Total eligible villages under each MPA/ sample villages (program villages having more than 20 households)

System generated Random Number shall be used (R)

Starting point (SP) = SI x R

The sample control villages shall be drawn from the list of control villages covered under the baseline survey done by the OPELIP in 2018. The simple random sampling method shall be followed for selection of the sample control villages. In case of inadequate representation of control villages in

any MPA area, the control village (reference baseline) nearest to or convenient to be covered from the sample program village shall be considered for AOS. Considering such situations sampling rectification shall be done during the field survey.

As per the AOS guideline, 10 households from each village will be picked up on random basis. Hence a total of 400 households to be surveyed. To conduct the survey for 10 households in a village, we need to select at least 15 households in that sample villages in order to avoid non-benefitted households in any cases.

Data will be collected through primary sources and wherever required the secondary sources shall be consulted.

Tools & technique

The study will use Interview Schedule, Key Informant Information (KII), Focused Group Discussion (FGD), Group Discussion (GD), Observations etc. to collect the data at field level through using enumerators.

Sampling Frame of the Survey.

Particulars	Figures
Districts	12
Blocks	22
MPAs	17
No of programme villages	20
No of non-programme villages	20
No of households in each village (programme & control villages)	10

Sources of Data

Secondary Data

The secondary data will be collected from the programme at MPA/PMU level on various expenditures and physical progress made. The village profile and progress in overall.

Primary Data

Primary data will be collected from the selected beneficiaries through Interview, focused group discussion, and structured questionnaire. In addition, information will be also collected through discussions and interviews with local NGOs level workers.

Data Analysis

The data collected form primary and secondary sources will be analyzed using both qualitative and quantitative methods depending on the nature of the field data and will be interpreted through statistical tools. Quantitative analysis will involve Descriptive and analytical statistics. Descriptive statistical tools like frequency, percentage, mean, and standard deviation will be used to analyze the primary data. The analyzed data shall be presented in the form of tables, diagram, Pie chart, flow charts and texts with suitable interpretations, generalization and implications. Microsoft excel tools will be used to process the data.

Presentation of the Report

The tentative chapter plan will be as follows:

1. Acknowledgements
2. Introduction
3. Objective, Methodology and Samples
4. Main impact assessment questions
5. Outcome indicator wise impact assessment
6. Results – Effectiveness of the project
7. Conclusion and suggestions for future action
8. Appendix

Team Composition

A team comprising **1 Team Leader, 2 Field Coordinators, 16 Enumerators & 2 DEO/MIS Assistant** will be hired by SCSTRTI to carry out the survey. Four teams will be constituted comprised of 4 enumerators in each team. These teams will be facilitated by the two-field coordinators under the guidance of a team leader. The data entry will be done by the 02 DEO/MIS assistant.

Remuneration and entitlements for different personnel engaged in the survey

Remuneration structure (per diem) for Annual Outcome Survey of OPELIP 2019				
Sl No	Particulars	No of units	No of days	Amount per day (Rs.)
1	Team Leader	1	36	3000
2	Field coordinator	2	15	1250
3	Enumerators	16	12	600
4	DEO/MIS assistant	2	10	500
5	TA			As per actual/ govt approved rate
6	Accommodation for Project Staff			As admissible
7	DA for Team Leader	1	4	500
8	DA for Enumerator & field coordinator	18	12	300

APPLICATION FORM

1. Position Applied For:

2. PERSONAL DETAILS

Name of the Candidate	
Father's Name	
Correspondence Address	
Mobile/ Phone No.	
Telephone - Residence/ Office	
E-mail ID	
Category	
Sex	
Age (as on 1 st Jan 2020)	

3. EDUCATIONAL QUALIFICATION (Recent First: Graduation Onwards)

Qualification	Board/ University	Subjects/ Specialization	Year of Passing	Division/ Grade	Percentage of Marks

Documents as proof of educational qualification must be attached

4. OTHER QUALIFICATION (Including Relevant Short term certificate/ professional courses)

Course Name	Duration (From date to date)	Year of Passing	Institution	Course Details

5. RELEVANT EMPLOYMENT / WORK EXPERIENCE (Current Employment First)

Name of Employer/ Organization	Duration of Employment	Major Professional Responsibilities held, relevant to the scope of work

6. COMPUTER LITERACY (Please tick the Appropriate Column)

Software Package/ Application	Level of Knowledge		
	Basic	Working	Expert
Word Processing			
Spread Sheet			
Database			
Presentation			
Web/E-mail			

7. LANGUAGE PROFICIENCY (Please Tick the Appropriate Column)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									

8. ANY OTHER INFORMATION* (May be provided by Applicant on professional capacity to Strengthen Candidature)

*May include Publication, Paper presented in Seminar, Membership etc. & Continue in separate sheet

9. REFERENCE (Two Persons to whom you have Professionally reported)

Reference 1 (Name, Official Address, Phone & E-mail)	Reference 2 (Name, Official Address, Phone & E-mail)

10. DECLARATION

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without assigning any notice.

Date: -----

Place: Bhubaneswar

(Signature of the Applicant)