

# **Request for Proposal**

## **Appointment of Consultant for Conducting Impact Evaluation Study of RKVY-RAFTAAR scheme**

**Government of India**

**Ministry of Agriculture and Farmers Welfare**

(Department of Agriculture, Cooperation and Farmers Welfare)

No. 3-60/2016-RKVY  
Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agriculture, Cooperation and Farmers Welfare  
RKVY Division, New Delhi

TENDER NOTICE

This Department had uploaded Request for Proposal (RFP) on 18<sup>th</sup> January, 2019 on Central Public Procurement (CPP) Portal inviting bids from the eligible and interested institutions/ organizations for selection of an agency to conduct impact evaluation study (IES) of ongoing RKVY-RAFTAAR scheme for 2017-18 to 2019-2020 (up to December,2019). None of the bidders, who had submitted online bids, have been found eligible at technical stage. Therefore, RFP published on 18<sup>th</sup> January 2019 stands terminated.

In view of the above, online bids are again invited from interested and eligible reputed organizations/ institutions to select an agency to carry out the task of Impact Evaluation Study (IES) of Rashtriya Krishi Vikas Yojana- Remunerative Approaches for Agriculture and Allied Sector Rejuvenation (RKVY-RAFTAAR) - a Centrally Sponsored Scheme (CSS) of Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture & Farmers Welfare. The detailed Terms of Reference (ToR) of Request of Proposal are available on the website of the Department of Agriculture & Cooperation's website [www.agricoop.nic.in](http://www.agricoop.nic.in) (under section "tender") and <https://rkvy.nic.in/>.

**Submission of proposal**

Interested Institutions/organizations may submit their proposals online in two bid system (i.e. technical bid and financial bid) at <https://eprocure.gov.in/> by 5:30 PM of 11<sup>th</sup> September 2019. The organization/ institute who had already submitted the required Earnest Money Deposit in response to previous tender, need not to submit the required EMD in case they again submit online bid for the present tender. The technical bids shall be opened on 13<sup>th</sup> September 2019 at 12 pm in Room No. 527, Krishi Bhawan in the presence of tenderers who wish to be present there. Henceforth, any modification/ information, if any, on opening of technical bids / financial bids etc shall be uploaded on the above stated two websites addresses (i.e. [www.agricoop.nic.in](http://www.agricoop.nic.in) and <https://rkvy.nic.in/> ). It is in the interest of prospective bidders to keep on checking these websites regularly in their own interests.

The employer (i.e. D/o Agriculture, Cooperation & Farmers Welfare) shall apply evaluation parameter for bids as mentioned in RFP.

Department of Agriculture Cooperation and Farmers Welfare reserves the right to accept/reject any offer in part or full received without assigning any reason whatsoever.

Dated: 27<sup>th</sup> August 2019

Under Secretary (RKVY)  
Room No.442 Krishi Bhawan,  
New Delhi. Ph: 23070964, 23384322

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**No. 3-60/2016-RKVY**  
**Government of India**  
**Ministry of Agriculture and Farmers Welfare**  
**Department of Agriculture, Cooperation and Farmers Welfare**  
**RKVY Division**

TERMS OF REFERENCE /SCOPE OF WORK FOR THE AGENCY TO CONDUCT  
IMPACT-CUM- COUCURRENT EVALUATION STUDY OF RKVY- RAFTAAR FOR  
2017-18 and 2019-2020 (upto Dec 2019)

**1. Objective:**

The main objective of the Impact Evaluation Study is to examine the extent to which the components and activities under the RKVY- RAFTAAR have actually met or/are meeting their stated objectives as well as efficiency and effectiveness in each of the States in implementing of RKVY- RAFTAAR. Impact evaluation must come out with corrective and remedial measures. The main objectives of the scheme are as under -

- (i) To strengthen the farmers' efforts through creation of required pre and postharvest agri-infrastructure that increases access to quality inputs, storage, market facilities etc. and enables farmers to make informed choices.
- (ii) To provide autonomy, flexibility to States to plan and execute schemes as per local/ farmers' needs.
- (iii) To promote value chain addition linked production models that will help farmers increase their income as well as encourage production/productivity
- (iv) To mitigate risk of farmers with focus on additional income generation activities - like integrated farming, mushroom cultivation, bee keeping, aromatic plant cultivation, floriculture etc.
- (v) To attend national priorities through several sub-schemes.
- (vi) To empower youth through skill development, innovation and agri-entrepreneurship based agribusiness models that attract them to agriculture.

**2. Scope of Evaluation**

- Planning Process in the State: Adequacy and relevance of State and District Agriculture Plans, State Agriculture Infrastructure Development Programme (SAIDP).
- Functioning of State Level Committees: State Level Project Screening Committee (SLPSC), State Level Sanctioning Committee (SLSC).
- Process of Project formulation: How the States are preparing and screening projects, level of convergence linkage with DAP, SAP, SAIDP etc.

- Fund Flow in the State (from State to Implementing Agencies) – How efficient or inefficient is the process, extent of delay, why and how?
- Level of monitoring by States: Mandated by para 11 of RKVY - RAFTAAR Guidelines.
- Field Level project execution and their impacts (major projects): Field Survey in all implementing States. Field level study will cover sub – sector wise impact / evaluation for production growth of major projects (e.g., crop, horticulture, animal husbandry, mechanization, etc.,) as well as evaluation of major multi-sectoral infrastructure projects like Dairy development, Custom Hiring Centres, Cold Storage, Soil Testing Laboratory etc.

### 3. Coverage and Sample Size:

- a) All States
- b) Major components and activities
- c) At least 10% of RKVY- RAFTAAR projects shall cover five programme components (stream) given below in the study which will include both production growth and infrastructure & assets projects.
  - I. Infrastructure and assets,
  - II. Value Addition linked Production projects,
  - III. Flexi funds,
  - IV. Sub-schemes
  - V. Innovation and agri-entrepreneur development

Study shall also cover project related to Public Private Partnership for Integrated Agriculture Development (PPPIAD) where such projects have been undertaken.

Selection of RKVY- RAFTAAR projects should be such that it will cover maximum types of scheme under RKVY- RAFTAAR with due focus on innovative projects undertaken by the states. In Infrastructure and assets category, the sample should also include appropriate mix of projects continued from previous year in the year of study, projects substantially completed or completed during the year of study. In completed projects, it may be seen whether benefits have actually started flowing to intended beneficiaries.

- d) Sample size should be at least 20% of districts in the State but not less than 5 districts in any State or all the districts if a state has less than 5 districts.
- e) Unit of study should normally be beneficiary household / producer / farmer within a taluka or cluster of villages (for production oriented projects). The sample size/number of household to be surveyed should be representative of the village or cluster of villages (General/SC/ST/Gender) as per Census 2011. For infrastructure & community projects, the unit would be the concerned implementing agency. In case of a cluster project, the whole cluster shall be included for study as unit.

#### **4. Methodology:**

The selected agency/organization/institution would finalize evaluation methodology, questionnaire etc. for the study.

#### **5. Deliverables:**

The evaluation study shall, inter-alia, include performance on ‘Output-Outcome’ of various components of the scheme mentioned in para 1 ( i.e. Objective) of this document. This analysis on output – outcome indicators shall be in a separate section of the evaluation report. In this regard, an indicative format is given at Annex-A. The Impact Assessment Study shall be completed within a period of 10 months from the date of release of the first instalment. There will be three reports given below

- i. **First report** shall be based on secondary data on major RKVY- RAFTAAR schemes/projects related to allocation and utilisation of funds, outcomes and outputs of the programme, divergence from stated goals and actual implementation etc. at all India and state level.
- ii. **Second report** shall be based on primary data RKVY-RAFTAAR projects inter-alia highlighting outcome of projects in terms of increase in production and productivity, income, living standard of farmers etc. in various states. Report should identify shortcomings in implementation, corrective measures and success stories.
- iii. **Third report shall highlight** impact analysis at state level which specifically identifies benefits, strengths and weakness etc of the scheme as compared to similar projects sponsored by states. State level strengths and weaknesses to be brought out to improve the programme.

Timeline for submission of Reports from the date of release of First instalment would be - First Report -**within 4 months** ; Second Report - within **8 months** ; Third Report - within **10 months**. Third and final report shall include an All India Report and State wise report. Selected agency will submit 20 hard copy of final All India report and 50 hard copy of State wise report to Deptt of Agriculture, Cooperation &FW. Besides, agency will also submit soft copy of all reports to DAC&FW.

#### **6. Budget/ Payment Schedule:**

The terms of payment for assignment under this Scheme will be as under:

- (i) First instalment: 25 per cent of the contract amount on signing of the agreement shall be made as mobilization advance.
- (ii) Second instalment: 25 per cent of the budget on submission of first report.
- (iii) Third instalment: 25 per cent on submission of second report.
- (iv) Fourth instalment: 25 per cent on submission of third report.

#### **7. Period of Engagement**

The Agency will be expected to finish its study survey and report submission within 10 months from the date of signing of MoU for undertaking Impact Evaluation.

## **8. Method of selection of the evaluation agency:**

The bids should be submitted in two separate sealed envelopes for (Envelope-1 for Technical Bid and Envelope-2 for Financial Bid) by the prescribed closing date/ time fixed by DAC&FW. In case, any bidder submits more than one bid his bid will be summarily rejected without assigning any reason.

### **8.2 (A) Technical Bid shall Contain:**

- (i) Details of the methodology to be used for evaluation of the Scheme like study design, methodology of collection of data, field team composition, work plan, etc. for each component of the scheme separately; and
- (ii) Details of the experience of the applicant institution including–
  - a. Name & Short C.V. of Principal Officers/ Team Leader including his educational qualification & experience etc. in years etc.
  - b. Ownership details & organizational Structure
  - c. Audited Financial Statement for the last three years with year-wise turnover and Net Profit/Loss (PAT)
  - d. List of at least one or more completed evaluation studies of Central Government Schemes undertaken during the last 6 years (i.e 1.4.2013 to 31.3.2019) along with documentary evidence (i.e. work order/ Memorandum of Understanding etc). Preference will be given for experience of conducting evaluation studies of schemes of Agriculture & Allied sectors covering various States across the country.
  - e. Location of branches through the country
  - f. C.V. of all the Consultants/Subject Experts to be engaged from outside on study
  - g. Detailed methodology to be adopted
  - h. Any other information to highlight their strength and the claim to undertake the Consultancy.

Number & Educational Qualification of key personnel of the team shall be as under:

- I. Two (2) persons with Doctorate with post doctoral experience of minimum Five (5) years in agriculture and/or allied subjects/statistics/economics as Team Leader.
- II. Six (6) persons- Research Associate/Researcher with M.A. /M.Sc in Economics/Statistics/Agriculture and allied sectors/ Rural Development.

Along with the above information, details regarding agency's credentials, research team's composition, infrastructure, qualitative and quantitative research skills and experience of the organization/institution in undertaking similar evaluation studies, names and addresses of at least three clients from whom the experience/ competency of the applicant can be ascertained, is also required to be provided. The organisation should also provide evidence in support of their experience in evaluation of Government programmes and schemes.

Technical bid should be given as per **Annexure - B** in addition to the details in the project documents.

### **8.3 (B) Financial Bid shall contain:**

- (i) Detailed break-up of the cost of the study; giving unit-wise break-up of the estimate under the following broad heads:
  - (a) Travel cost;
  - (b) Training and briefing;
  - (c) Preparation of evaluation report;
  - (d) Other overhead costs, etc;
  - (e) Salary/Consultation fee
- (ii) The financial bid should include all liabilities including GST etc. The cost bid should be given as per **Annexure - C**.

### **8.4 Selection process:**

- a) Opening of Technical Bids (Envelope-1) will be done on the prescribed / intimated date and time in the Department of Agriculture Cooperation and Farmers Welfare in presence of bidders, if they desire to be present.
- b) Evaluation of technical bids will be done by the Screening Committee / Tender Evaluation Committee of the Department of Agriculture Cooperation and Farmers Welfare.
- c) Financial bids of only the technically qualified agencies / organizations / institutions will be opened in their presence, if they desires to be present, on the prescribed / intimated date and time.

### **8.5 Methodology & Sample Size of Survey**

Methodology and sample size of survey is enclosed at **Annex-D**

## **9. Bid Evaluation**

The bids will be evaluated as per Combined Quality Cum Cost Based System (CQCCBS) method based on Manual of Policies and Procedure of Employment of Consultants, Ministry of Finance, Government of India.

**9.1** Under CQCCBS, the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%.

**9.2** Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.

**9.3** The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. The proposed weightages for quality and cost shall be specified in the RFP.

**9.4 Highest point's basis:** On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure can be followed. In a particular case of selection of consultant, It was decided to have minimum qualifying marks for technical qualifications as 75 and the weightage of the technical bids and financial bids was kept as 70 : 30. In response to the RFP, 3 proposals, A,B & C were received. The technical evaluation committee awarded them 75, 80 and 90 marks respectively. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal	Evaluated cost
A	Rs.120
B	Rs.100
C	Rs.110

Using the formula  $LEC / EC$ , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

A :	$100 / 120$	= 83 points
B :	$100 / 100$	= 100 points
C :	$100 / 110$	= 91 points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A:	$75 \times 0.70 + 83 \times 0.30 = 77.4$ points.
Proposal B:	$80 \times 0.70 + 100 \times 0.30 = 86$ points
Proposal C :	$90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A:	77.4 points	: H3
Proposal B:	86 points	: H2
Proposal C:	90.3 points	: H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

**9.5 Evaluation of Quality** Technical Bids will be evaluated by awarding marks for the following parameters. Format of marking sheet of technical bid is annexed (**Annexure-E**)

- (i) Past experience including number of assignments handled by the firm similar to the area of assignment (40 marks).
- (ii) Methodology, work plan and understanding of ToR (35 marks)
- (iii) Educational qualifications and experience of the key professionals (25 marks).



- 9.6 Financial bids should not have any negotiation clause or condition else, it shall be summarily rejected. However, other terms and conditions viz. discount etc. must be specifically indicated in clear terms, if any.
- 9.7 The Department of Agriculture Cooperation and Farmers Welfare reserves the right to accept/reject any offer in part or full received without assigning any reason whatsoever.
- 9.8 The agency/organization/institution would also give the undertaking that the information collected in respect of the schemes of Department of Agriculture Cooperation and Farmers Welfare will not be disclosed / presented anywhere without obtaining prior permission of the Ministry. The report, material etc. generated/collected during the study shall be the property of Department of Agriculture Cooperation and Farmers Welfare who will have proprietary rights.
- 9.9 Along with the above detailed information, organization may also submit a summary of information as per format annexed herewith (**Annexure- F**)

## **10. Penalty**

If the agency/organization/institutions is not able to complete the evaluation in time and/or is unable to furnish the reports in time the agency would be liable to be penalized as follows:

- For delay: 0.50 % of the fee (excluding taxes) per half month or part of it subject to maximum of 10% of contract value.

## **11. Saving Clause**

The **Department of Agriculture, Cooperation & Farmers Welfare** has the right to terminate the contract at any time if it comes to know that the contract has been procured fraudulently or misrepresented and corrupt practices and forfeit the security / bank guarantee etc.

## **12. Court Jurisdiction**

In case of any dispute, this shall be subject to the exclusive jurisdiction of Court at Delhi/New Delhi.

## **13. Data, Services and Facilities to be Provided by the Department of Agriculture, Cooperation and Farmers Welfare**

To facilitate undertaking of the study, the Department of Agriculture Cooperation and Farmers Welfare will provide all the available relevant documents/information to the Evaluating Team.

## **14. Earnest Money Deposit**

The Earnest Money Deposit (EMD) amounting to Rs. 20,000/- (Rupees twenty thousand) in the form of Demand Draft/Bankers cheque drawn in favour of '*PAY & ACCOUNT OFFICER* Department of Agriculture Cooperation and Farmers Welfare, and payable at New Delhi should be deposited with Under Secretary (RKVY), Room No-527, Krishi Bhawan, New Delhi by 5:00 P.M. of the prescribed closing date for submission of the technical bid. The EMD would be forfeited if the bidder withdraws his/her bid during the validity period. EOI/Bid received without EMD shall not be considered. *PSUs, State/Central Government*

*organizations are exempted from furnishing EMD.* EMD of unsuccessful bidders will be returned immediately, but not later than one month, after process of selection is over.

## **15. Payment Terms and conditions**

All payment will be made in INR.

## **16. Submission of Bank Guarantee**

The selected agency shall be required to furnish a performance bank guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of PAO (Sectt.I), Department of Agriculture, Cooperation & Farmers Welfare payable at New Delhi for the period of contract with 60 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/ recovering any dues recoverable / payable from / by the Consultant on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

## **17. Conflict of Interest**

The consultant shall not receive any remuneration in connection with the assignment except as provided in the contract. The consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the client under the contract and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the “Services” under the ongoing contract. It should be the requirement of the consultancy contract that the consultants should provide professional, objective and impartial advice and at all times hold the client’s interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Employer. Without limitation on the generality of the foregoing, consultants shall not be hired, under the circumstances set forth below:

**a) Conflict between consulting activities and procurement of goods, works or services:** A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.

**b) Conflict among consulting assignments:** Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in

the privatization on public assets shall neither purchase nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

**c) Relationship with Government Ministry / Department's staff:** Consultants (including their personnel and sub-consultants) that have a business or family relationship with such member(s) of the Ministry or Department's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of ; (i) the preparation of the ToR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of consultant's work.

## 18 Overall Liability

“The overall liability for claims connected with the services or this agreement (including but not limited to negligence) whether in contract, tort, statute or otherwise is limited to the professional fees paid for the services. The overall liability under the engagement would not exceed the fees paid to agency/consultant hereunder without any exceptions. Also, agency/consultant will not be liable for indirect/consequential losses of any nature whatsoever”.

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**Indicative Format on performance on the output-outcome indicators of the Scheme ( to be done year wise and state wise separately for 2017-18 to 2019-20 (upto Dec 2019)**

Green Revolution: Rashtriya Krishi Vikas Yojana (CSS)							
OUTPUTS				OUTCOMES			
Output	Indicator(s)	Target set by state during 2017-18 to 2019-20	Achievement	Outcome	Indicator(s)	Target during 2017-18 to 2019-20	Achievement
1. Provide flexibility & autonomy to states in planning & executing agriculture & allied schemes	1.1. Projects taken up under RKVY scheme in the concerned State			No. Of projects completed out of project taken up during 2017-18 to 2019-20	Sector wise number of projects taken up	Sector-wise actual to be completed by the State	
2. To ensure preparation of agriculture plans for districts and states based on agro-climatic conditions	2.1. No. of states with 100% districts having DAPs and SAPs						
3. Consistency on the part of states in financial resource allocation	3.1. No. of states being eligible for RKVY schemes						

**LETTER OF PROPOSAL SUBMISSION**

**Location:**

**Date:**

To,

Under Secretary (RKVY),  
Ministry of Agriculture & Farmers Welfare,  
Room No. 527, Krishi Bhawan,  
New Delhi -110001

Dear Sir,

We the undersigned, offer to provide the Consultancy assignment/job for Impact Evaluation of Centrally Sponsored Scheme (CSS) - of Rashtriya Krishi Vikas Yojana-Remunerative Approaches for Agriculture and Allied Sector Rejuvenation (RKVY-RAFTAAR) being implemented from the year 2017-18 to 2019-20 (up to Dec 2019) in accordance with your Request for Proposal dated \_\_\_\_\_. We have uploaded our proposal online and are hereby submitting hard copies of the same, which includes this technical Proposal, and a Financial Proposal sealed under a separate envelope, and requisite EMD. We hereby declare that all the information and statements made in this Proposal are true and we understand that any misinterpretation contained in it may lead to our disqualification.

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

Yours sincerely,

Authorized signature (in full and details):

Name and Title of Signatory:

Name of Organisation/Entity:

Address:

**CONSULTANT’S ORGANISATION AND EXPERINCE**

**A- Consultant’s Organization**

(Provide here a brief description of the background and organization of your firm/institution/entity and each associate for this assignment/job. The brief description should include ownership details, date and place of incorporation of the consultancy (attach certificate), objectives of the consultancy etc.)

**1. General Information**

**1.1 Information about the Consultancy (s)**

Name  
Address  
Telephone Number  
Fax Number  
Email Address

**1.2 Size of the Consultancy(s)**

Provide turn-over figures and employee strength for the last three financial years.

**1.3 Geographic Presence**

Provide geographical spread of your firm/entity, especially presence in different regions in India

**B- Consultant’s Experience**

**2.1 Specific experience of Programme Evaluation with Central Government, State Government and International organizations**

(Using the format below provide information on each assignment for which your consultancy have provided support to program evaluation as required under this assignment. In case, the information required by MoA & FW is not provided by the consultant, MoA & FW shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.)

Please cite only maximum 3 relevant projects. If more than 3 projects citations are provided, only the first three will be considered for the purpose of evaluation.

Assignment Name:	Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: Upto Rs. .... lakh, Rs ..... lakh, Rs ..... Cr, Rs ..... > ..... Cr.
Country Location within the country	Duration of assignment (months):
Name of the Employer:	Total no. of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultancy under the contract: (In INR):
Start Date (month/year) Completion date (month/year):	No. of professional staff-months provided by associates Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultancy involved and functions performed
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

## 2.2 Experience of working with Central Government and State Government projects.

(Using the format below provide information on each assignment for which your consultancy have provided consultancy support to Central Government / State Government Projects. In case, the information required by MoA & FW is not provided by the consultant, MoA & FW shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.)

Please cite only maximum 3 relevant projects. If more than 3 projects citations are provided, only the first three will be considered for the purpose of evaluation.

Assignment Name:	Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: Upto Rs. .... lakh, Rs ..... lakh, Rs ..... Cr, Rs ..... Cr. To ..... Cr. > ..... Cr.
Country Location within the country	Duration of assignment (months):.....
Name of the Employer:	Total no. of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultancy under the contract: (In INR):
Start Date(month/year) Completion date (month/year):	No. of professional staff-months provided by associates Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultancy involved and functions performed
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE**

**A – On the Terms of Reference**

(Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point}

**B- On Inputs and Facilities to be provided by the Employer**

The Employer would render necessary support in terms of information/discussions/documents/ field visits/ coordination with other agencies and logistics, wherever considered necessary in completion of the Project. The employer will interact with the Consultant for exchange of documents/ information and discussion



**TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS**

**Professional Staff**

<b>S. No.</b>	<b>Name of Staff</b>	<b>Area of Expertise</b>

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position:
2. Name of Firm/entity:  
(Insert name of consultancy proposing the staff):
3. Name of Staff:  
(Insert full name):
4. Date of Birth:
5. Nationality:
6. Education:
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages Known:
11. Employment Record:  
[Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From-To	Employer	Positions Held	Work Undertaken*

\*Work Undertaken that best illustrates capability to handle the Tasks assigned: [Among the Assignment/jobs in which the staff has been involved, indicate the information for those Assignment/ jobs that best illustrate staff capability to handle the tasks ]

**Financial Proposal Submission Form**

Location

Date

To

Under Secretary (RKVY)  
Ministry of Agriculture & Farmers Welfare,  
Room No. 527, Krishi Bhawan,  
New Delhi -110001

Dear Sir,

We, the undersigned, offer to provide the consultancy assignment/ job for Impact Evaluation of Centrally Sponsored Scheme (CSS) - of Rashtriya Krishi Vikas Yojana-Remunerative Approaches for Agriculture and Allied Sector Rejuvenation (RKVY-RAFTAAR) being implemented from the year 2017 -18 to 2019-20 (up to Dec 2019) in accordance with your Request for Proposal dated \_\_\_\_\_. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures]*. This amount is inclusive of all taxes and duties. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

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

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

Yours sincerely,

Signature [In full and initials] of Authorized signatory:

Name and Title of Signatory:

Name of Consultancy:

Address:

**Summary of Costs**

<b>S. No.</b>	<b>Particulars</b>	<b>Amount in Indian Rupees(In words)</b>	<b>Amount in Indian Rupees  (In figures)</b>
1	Remuneration		
2	Reimbursable		
3	Miscellaneous expenses		
4	Taxes and Duties		
5	Total		

Authorized Signature:

Name:

Designation:

Name of firm/entity:

Address:

Name of Assignment/ job or project:

Year:

Location:

Main project features:

Positions held:

Activities performed:

**Certification:**

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

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

## **Annex D – Methodology & Sample Size**

The evaluation involves various aspects that need to be implemented at multiple levels. The three levels at which we conceptualize our evaluation are:

- State-level evaluation
- District-level evaluation and
- Field (beneficiary unit) level evaluation

### **1.1.State –level evaluation**

The state-level evaluation will be conducted for all the states. The state-level evaluation will be related to evaluate the preparation of plans, screening and sanctioning of projects, fund flow for projects and monitoring of projects. The scope of this evaluation is across all the projects in the all sectors and across Infrastructure & assets, Value Addition linked Production projects, Flexi funds, Sub-schemes and Innovation and Agri- Entrepreneur Development. For this purpose, the analysis will be conducted using secondary data available in RKVY MIS (<http://rkvy.nic.in>) and primary survey of different stakeholders involved in RKVY implementation at state level. Inputs from some members of state level project screening committees and state level sanctioning committees will be taken in this process.

### **1.2.District –level evaluation**

The district-level evaluation should be conducted across sample districts spanning over all the states. The scope of this study is to evaluate all projects in these selected districts. The tentative number of districts are to be selected in each state as provided in Table 1 below. The total number of districts according to this calculation works out to 172. The exact number would be decided in consultation with this Ministry. The following sampling strategy should be used to select the number of districts in a state:

- Select 5 districts or 20% of the districts in a state, whichever is greater if number of districts in the state is greater than 5.
- Select all the districts in the state if the number of districts in the state is less than or equal to 5.

As far as possible, districts varying in performance of RKVY (say good, average and poor districts) will be selected. Inputs for performance will be based on the state monitoring of the programme so far. The district-level evaluation will include evaluation of district agriculture plan, its formulation, selection process of the projects, involvement of Panchayati Raj Institutions (PRI) in planning and implementation and monitoring measures by the district.

<b>Table 1. Number of Sample Districts across Indian States</b>	
<b>State</b>	<b>Number of Districts that will be evaluated</b>
Andhra Pradesh	5
Arunachal Pradesh	5
Assam	7
Bihar	8
Chhattisgarh	5
Goa	2
Gujarat	7
Haryana	5
Himachal Pradesh	5
Jammu & Kashmir	5
Jharkhand	5
Karnataka	6
Kerala	5
Madhya Pradesh	10
Maharashtra	7
Manipur	5
Meghalaya	5
Mizoram	5
Nagaland	5
Odisha	6
Punjab	5
Rajasthan	7
Sikkim	4
Tamil Nadu	7
Telangana	6
Tripura	5
Uttarakhand	5
Uttar Pradesh	15
West Bengal	5
<b>Total</b>	<b>172</b>

### 1.3. Field (beneficiary unit) level evaluation

The field-level evaluation will provide insights into the impact that different RKVY projects has had on farm households/villages/co-operatives/producer co-operatives.

- In this evaluation, beneficiaries are to be selected in sample districts in the district-level evaluation.
- The evaluation will be restricted to only 10% of the total projects sanctioned under RKVY. Emphasis will be to focus on a few projects in the sample districts.
- Not more than 2 projects will be evaluated in the same district. The projects could be short-term projects which end in the season of survey or long-term projects which span for more than a year. Care will be taken such that at least 50% of the projects selected for the study are of the long-term type (involving infrastructure and asset-creation projects).
- For example, if 1400 projects are sanctioned in a particular year. This would mean there will be at least 140 projects evaluated across 172 districts. While doing so, not more than 2 projects will be evaluated in the same district. Also, at least 70 projects (e.g. 50%) will be of long-term type. Also, the distribution of projects based on sector type will be based on distribution of all the projects in the year. For example, 140 of 1400 projects in a particular year were in the crop development sector, which is approximately 10% of the total projects sanctioned in the year. Accordingly, in the sample of 140 projects, 14 projects (10% of the total sampled projects) should be in crops development sector.
- Once the projects are finalized, sampling will be done according to the type of beneficiaries intended by the project. We intend to have a non-beneficiary sample in our study as that will help capture the vagaries of the particular season/year that is studied. Also, it will be ensured that the characteristics of non-beneficiary group (in terms of land-holding, cropping pattern, livestock holding, asset ownership, caste, religion, etc.,) are not different from that of the intended beneficiaries.
- The beneficiary could be farm household, group of farmers or a village. The selection of sample for the evaluation will be based on the following criteria:
  - o If the beneficiary of the project is a farm household, 25 beneficiary household will be selected to understand the impact and 25 non-



beneficiary households will be selected who will act as the control group. The difference in outcomes of the two groups will be the impact of the project.

- If the beneficiary of a project is a group of farmers (co-operative/producer company/SHG or any other form of group), either 5 members of a group or 10% of group, whichever is maximum, will be selected from groups selected randomly. We will select total 25 farmers in such a way. If a particular project targets its programme towards groups formed by the farmers, 5 groups will be selected randomly and 5 farmers will again be selected randomly in each of the 5 groups. Here again 25 non-beneficiary farmers will be selected who will be the control group. The difference in outcomes of the two groups will be the impact of the project.
- If the beneficiary of a project is a village, 25 households from the beneficiary village will be randomly selected for the study. Also, 25 households from a non-beneficiary village will be randomly selected who will form the control group. The difference in outcomes of the two groups will be the impact of the project.

*The total sample size, therefore, will be 50 per project (beneficiaries plus non-beneficiaries). So, if 140 projects are to be evaluated, the total sample size should be 7000.*

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**Annexure-E**

RFP for Impact Evaluation Study of RKVY-RAFTAAR for 2017-18 to 2019-20 (upto Dec2019)

The following evaluation criteria shall be used for technical evaluation.

<b>S.N.</b>	<b>Criteria</b>	<b>Total marks</b>
<b>1</b>	<b>Past experience including number of assignments handled by the firm similar to the area of assignment</b>	
i)	Experience of successfully completing at least one or more evaluation studies of Central Government Schemes in last 6 years ending 31.03.2019	<b>40 marks</b>
ii)	For one assignments completed with i) All States coverage ii) Ten or more States coverage iii) Five to nine States coverage iv) Less than five States coverage	(Max 10 marks) 10 marks 7.5 marks 5.0 marks 2.5 marks
iii)	For two assignments completed with i) All States coverage ii) Ten or more States coverage iii) Five to nine States coverage iv) Less than five States coverage	(Max 10 marks) 10 marks 7.5 marks 5.0 marks 2.5 marks
iv)	For three or more assignments completed with i) All States coverage ii) Ten or more States coverage iii) Five to nine States coverage iv) Less than five States coverage	(Max 10 marks) 10 marks 7.5 marks 5.0 marks 2.5 marks
v)	Evaluation studies of Agriculture & Allied sectors scheme a) For three or more assignments b) For two assignments c) Less than two assignment	(Max 10 marks) 10 marks 7.5 marks 5.0 marks
<b>2</b>	<b>Methodology, Work Plan and Understanding of ToR</b>	<b>35 marks</b>
i)	Understanding of ToR	10 marks
ii)	Approach and Methodology	15 marks
iii)	Work Plan +Time Schedule	10 marks
<b>3</b>	<b>Educational qualifications and experience of the key professionals</b>	<b>25 marks</b>
i)	Key Personnel (two) – (doctorate with post doctoral experience of minimum five years in agriculture and / or allied subjects / statistics / economics).	5 marks for each
ii)	Research Associate / Researcher ( six)- with MA /M.Sc in Economics/Statistics/Agriculture and allied sectors/ Rural Development	2.5 marks for each RA/ Researcher
	<b>Total ( 1+2+3)</b>	<b>100 marks</b>

**Annexure-F**

**Summary of information to be submitted by the organization**

<b>Name of the Agency &amp; details</b>	<b>Past experience including number of assignments handled by the firm similar to the area of assignment and short details of MoU/Work order in few lines</b>  <b>(Marks: 40)</b>	<b>Methodology, work plan and understanding of TOR</b>  <b>(Marks:35)</b>	<b>Educational qualifications and experience of the key professionals</b>  <b>(Marks: 25)</b>
	i)  ii)  iii)		