

(TERMS OF REFERENCE)

**Data collection for Needs Assessment Survey (NAS) for
CSR- Community Development Programme of NTPC**

Project	Need Assessment Survey of Peripheral Villages of Talcher Kaniha, Odisha
Project location	<ul style="list-style-type: none"> ● Twenty five villages in the vicinity NTPC Talcher, Distt Angul, Odisha
Objectives of the impact assessment study	<ul style="list-style-type: none"> ● To prepare a comprehensive target area profile of the villages including demography, quality of life, infrastructure available, education status, economic status and others. ● To identify problems faced by the target area population, and explore possible solutions. ● To make recommendations to NTPC regarding further community development work in the target areas

ELIGIBILITY CRITERIA

1. The agency must be registered in India as a legal entity.
2. Individuals are not eligible for bidding. Bids received from individuals will be rejected
3. Registration with GST is mandatory for all bidding agencies. No consortium is allowed
4. The agency needs to have conducted at least three similar surveys in the field in the past five years (proof of work orders required). The value of at least one of such surveys should be a minimum of 3 Lakh.

SCOPE OF WORK

For the purpose of primary study in various villages, IICA requires **twelve field Investigators who are Social Science/Humanities graduates and two Supervisors**. At least two of the Field

Investigators should be women. Kindly share CVs of the Enumerators and Supervisor to ascertain their qualification and experiences.

- Supervisor is required to have at least two years of experience in supervising/monitoring data collection related to social sciences topics such as education, health and gender/women empowerment.
- Field Enumerators are required to have basic understanding of social science research and data collection methods.
- All applicants are required to be familiar with working on digital devices such as phone/tablet etc.
- The enumerators must carry their own smartphone/tablet or suitable electronic device to capture data electronically.

In addition, applicants are required to have proficiency in languages as per the following table:

S. No.	Language	Required Proficiency
1	Odia	Proficiency both in writing as well as speaking
2	Hindi	Working Knowledge
3	English	Working Knowledge

***Aforementioned language proficiency requirements are non-negotiable.**

The details of data collection tools will be shared once the team for the study is finalized. Below is the tentative list of methods that will be used for the purpose of data collection along with the sample size:

Key Informant Interviews/FGDs: Panchayats, School Officials, Beneficiary Groups etc.

Household/ Beneficiary Survey:

Name	GP Name	HH Survey Sample	FGDs	Key Informant Interviews-School	Key Informant Interviews-PRIs	Key Informant Interviews-Health
Bhimakanda	Bijigol	30	1	1	1	1
Lodhabandha	Bijigol	30	1	1	1	1
Rangabeda	Bijigol	30	1	1	1	1
Bijigol	Bijigol	30	1	1	1	1

Ambapal	Bijigol	30	1	1	1	1
Baradangua	Bijigol	30	1	1	1	1
Derang	Derang	60	1	1	1	1
Karadei	Gadasila	30	1	1	1	1
Kateni	Gadasila	30	1	1	1	1
Gadasila	Gadasila	30	1	1	1	1
Jadunathpur	Hariharpur	30	1	1	1	1
Sibarampur	Hariharpur	30	1	1	1	1
Telisinga	Kamaeri	30	1	1	1	1
Gandaberena	Kamaeri	30	1	1	1	1
Tentuibereni	Kamaeri	30	1	1	1	1
Kamarei	Kamaeri	30	1	1	1	1
Nakanaka	Kamaeri	30	1	1	1	1
Dandasinga	Kamaeri	30	1	1	1	1
Kaniha	Kaniha	30	1	1	1	1
Takua	Kaniha	60	1	1	1	1
Masunihata	Kaniha	60	1	1	1	1
Bhuinpur	Kaniha	60	1	1	1	1
Tolokabeda	Kaniha	30	1	1	1	1
Sarathipal	Kaniha	30	1	1	1	1
Patharamunda	Kaniha	30	1	1	1	1
TOTAL	-	870	25	25	25	25

Duration and Timeline

The field Investigators and Supervisors are expected to complete the data collection process within 5 days in the field.

Quality assurance & Monitoring

The Project Managers/ Senior Research Associates/ Research Associates and other designated members from CfE2E (IICA) will supervise the field visits to ensure quality of data through back checks and spot checks. The study tools would be so constructed by CfE2E in such a way that there would be an internal check on erroneous data. Once selected, CfE2E will train the enumerators with respect to carrying out the data collection process.

TERMS OF PAYMENT

1. Payment will be made upon submission of complete dataset in electronic form to IICA
2. No advance payment will be made.
3. The agency is expected to quote an all-inclusive rate (including Honorarium, travel expenditure, accommodation of field enumerators, food and local expenses etc.)
4. GST will be paid extra.

EVALUATION CRITERIA:

1. Only the bids of agencies meeting the eligibility criteria will be evaluated
2. Out of the eligible bidders, the bidders quoting the lowest bid, will be selected.
3. Proposals that meet the eligibility criteria will be evaluated against capability and experience in providing services and availability of suitable human resources. This evaluation will be conducted with respect to the agency as a whole, and with respect to the team proposed.

Interested applicant agencies/organisations are requested to share their technical and budget Proposal with the subject line “Data Collection for NAS Study: NTPC Talcher” at the following email addresses **latest by 7th January, 2021.**

- mukesh.kumar@iica.in

For any further queries, please feel free to get in touch with IICA over email.