

(TERMS OF REFERENCE)

Data collection for Impact Assessment of Community Development Programmes of BPCL in Select States (Part II)

Project Title	Data Collection for Impact Assessment of seven projects in select Indian States undertaken by Bharat Petroleum Corporation Limited. (Part II)
Project locations	Multiple locations in Tamil Nadu, Karnataka, Delhi, Chattisgarh, Uttar Pradesh, West Bengal, Andhra Pradesh, Assam, Arunachal Pradesh, Odisha, Haryana, Punjab, Kerala
Objectives of the Impact assessment study	<ul style="list-style-type: none"> ● To prepare a comprehensive target area profile of the villages and identified beneficiaries ● To ascertain impact created on project specific thrust areas including Health & Hygiene, Skill Development, Community Development and Education

ELIGIBILITY CRITERIA

1. The agency must be registered in India as a legal entity and have a strong network of resource persons in the project locations.(CVs to be provided at the time of application as proof)
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. The application should accompany a self declaration on the organization's letterhead stating that the agency has not been blacklisted by any organization.
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 **approx fifteen field Investigators who are Social Science/Humanities graduates and four Supervisors (preferably residing in project locations)**. At least thirty percent of the field investigators should be women.

- 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.

Kindly share CVs of the Enumerators and Supervisor to ascertain their qualification and experiences in your application. In addition, applicants are required to have proficiency in local languages as per project locations.(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:

Target audience for qualitative data collection activities such as Key Informant

Interviews/FGDs/In depth Interviews: Panchayats, School Officials, Beneficiary Groups, Sanitation stakeholders etc.

Target audience for quantitative data collection activities such as beneficiary survey: project based specific beneficiary groups and service providers

Thrust Area	States	District/Area	Project Brief	Survey Sample	In depth Interviews Sample	FGD Sample	KII Sample
Health & Hygiene	TN,KR, DL	Chennai, Vellore, Bengaluru, Delhi	Financial Support for Cancer Patients in empanelled hospitals	90	4	0	8
Skill Development	MH, CG, UP, WB, TN, AP	Nashik, Champa, Faizabad, Bankura, Vadathorasalur, Vizianagaram	Financial Support for Vocational Training of Leprosy affected & underprivileged youth	240	10	6	12
Health & Hygiene	AS, ArP	Dhubri and Papum Pare	Financial Support for medical assistance on train (Lifeline Express)	400	10	0	8
Health & Hygiene	OD	Cuttack	Financial Support to purchase MRI & CT Scan machines at GIMSAR	0	4	2	8
Skill Development	UP, HR	Shrawasti, Mewat	Financial Support for Vocational Training of Youth	300	16	8	4

Community Development	PB	Ludhiana , Barnala	Financial Assistance and Awareness Generation for Crop residue management	400	6	4	8
Health & Hygiene	KR	Ernakulam	Financial Assistance to support ICU unit in government medical college	0	6	2	6
Education	KR	Kadavallur, Thrissur Dist.	Financial Assistance to construct laboratory in government school	60	8	6	4
Total				1490	64	28	58

Duration and Timeline

The field Investigators and Supervisors are expected to complete the data collection process within ten days in the field, and submit the dataset within fifteen days from the start of data collection activities.

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.

PROCESS OF APPLICATION:

Interested applicant agencies/organizations are requested to share their technical and budget Proposal with the subject line “Data Collection for Impact Assessment of projects in select Indian States undertaken by BPCL (Part II)” at mukesh.kumar@iica.in **latest by midnight of May 12th, 2021.**

Please Note: The application should accompany a self declaration on the organization's letterhead stating that the agency has not been blacklisted by any organization.

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