

(TERMS OF REFERENCE)

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

Project Title	Data Collection for Impact Assessment of projects in select Indian States undertaken by Bharat Petroleum Corporation Limited. (Part I)
Project locations	Multiple locations in Maharashtra, Madhya Pradesh, Gujarat
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 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 ten field Investigators who are Social Science/Humanities graduates and three 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	GJ,MH	Vadodara, Mumbai	Financial Support for Cancer Patients in empanelled hospitals	45	2	0	4
Health & Hygiene	MH	Thane, nashik, Dhule, Jalgaon	Financial Support for operating four MMUs	240	12	4	8
Health & Hygiene	MH	Chembur, Mahul	Financial Assistance for building community toilets	0	4	2	12
Health & Hygiene	MH	Thane	Financial Assistance for building community toilets	0	4	2	10
Education	MH, MP	Nandurbar, Sagar	Financial Support for Assisted Learning	720	8	8	16
			Total	1005	30	16	50

Duration and Timeline

The field Investigators and Supervisors are expected to complete the data collection process within seven days in the field, and submit the dataset within ten 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 I)” 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.