

**(TERMS OF REFERENCE)**

**Data collection for Impact Assessment of CSR  
project for Tech Mahindra Foundation**

<b>Project Title</b>	Impact Assessment of TMF’s interventions in skilling and upskilling in Allied Healthcare Sector
<b>Project location</b>	<ul style="list-style-type: none"> <li>● <b>TMF’s Eight SMART Centers, Five SMART Academies and Banasthali College of Nursing across eleven Indian locations (Bhubaneshwar, Chennai, Hyderabad, Kolkata, Visakhapatnam, New Delhi, Mohali, Mumbai, Pune, Navi Mumbai, and Banasthali Vidyapeeth in Rajasthan)</b></li> </ul>
<b>Objectives of the impact assessment study</b>	<ul style="list-style-type: none"> <li>● To evaluate the quality, effectiveness, and contribution of skilling initiatives in the allied healthcare sector across TMF’s SMART Academies, SMART Centres and Banasthali College of Nursing.</li> <li>● To understand the impact of the skilling courses in the alumni in terms of the qualitative as well as quantitative outcomes in their lives.</li> <li>● To identify the potential areas of improvement in overall healthcare skilling programs across TMF.</li> <li>● Identify the hospitals &amp; industry partner who are willing to partner with the Healthcare Academy in upskilling initiatives.</li> <li>● Identify hospitals and diagnostic centers willing to offer On-the-job training and placements to trained students in different job roles that the SMART Healthcare Academy and SMART Centres caters to.</li> </ul>

**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 1 Lakh.

## SCOPE OF WORK

For the purpose of primary study in various cities, IICA requires deployment of **at least 7 Investigators who are proficient in CAPI, who are Social Science/Humanities graduates and 11 Supervisors**. The Field Investigators should be proficient in local languages of the respective field locations. At least 30% 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.
- Investigators are required to have basic understanding of social science research and data collection methods using CAPI.
- 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. Applicants are required to have proficiency in local languages across 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:

**Key Informant Interviews/FGDs:** Training Centre Officials, Beneficiary Groups etc.

**Beneficiary Survey:**

<b>SMART Centres/Academies/ College</b>	<b>Location</b>	<b>Proposed Sample size for CAPI</b>	<b>Sample size for KII</b>	<b>Sample size for FGD</b>
8 SMART Centres (at 5 locations)	Bhubaneshwar	50	2	1
	Chennai	50	2	1
	Hyderabad	50	2	1
	Kolkata	50	2	1
	Visakhapatnam	50	2	1
	6 <sup>th</sup> Centre	50	2	1
	7 <sup>th</sup> Centre	50	2	1
	8 <sup>th</sup> Centre	50	2	1
5 SMART Academies (at 5 locations)	New Delhi	50	2	1
	Mohali	50	2	1
	Mumbai	50	2	1
	Pune	50	2	1
	Navi Mumbai	50	2	1
Banasthali College of Nursing	Banasthali Vidyapeeth in Rajasthan	50	2	1
<b>Total</b>		700	28	14
<b>Total Sample Size: 742</b>				

**Duration and Timeline**

The field Investigators and Supervisors are expected to complete the data collection process simultaneously through CAPI, KIIs and FGDs at all 11 field locations and the field visits have to be coordinated with the field visits of the IICA’s officials.

## **Quality assurance & Monitoring**

The Principal Investigators/ Senior Research Associates/ Research Associates and other designated members from CfE2E (IICA) will supervise the field visits to ensure quality of data through backchecks 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 data set 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/organizations are requested to share their technical and budget Proposal with the subject line “Data Collection for TMF Project” **latest by midnight of 1<sup>st</sup> Aug, 2023**.

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. Any clarification related to the assignment may be directed to the following email ID.

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