

(TERMS OF REFERENCE)

**Data collection for Impact Assessment of CSR project
for Engineers India Limited (EIL)**

Project Title:	Impact Assessment of CSR project for Engineers India Limited (EIL) – Pan India Locations
Project location	<ul style="list-style-type: none"> ● Training Centers of Central Institute of Petrochemicals Engineering & Technology (CIPET) located across ten Indian States
Objectives of the impact assessment study	<ul style="list-style-type: none"> ● To undertake an assessment of the project in terms of its relevance, thrust area and contribution to the development of the community and beneficiaries ● To gauge the relevance and effectiveness of the project strategy and approaches for achievement of the project activities ● To assess the performance of the project in terms of effectiveness, efficiency and timeliness of the expected outcomes ● To assess the impacts of the project activities on communities and beneficiaries (on environment wherever applicable) ● To ascertain the sustainability of the project after its completion

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 2 Lakhs.

SCOPE OF WORK

For the purpose of primary study in various villages, IICA requires **at least ten field Investigators (one each across project locations) 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.
- 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.

Household/ Beneficiary Survey:

CIPET Centre	Proposed Sample Size for Beneficiary Survey	Sample Size for KII	Sample Size for FGD
Aurangabad, Maharashtra	24	3	1
Baddi, Himachal Pradesh	36	3	1
Hajipur, Bihar	31	3	1
Hyderabad, Telengana	15	3	1
Jaipur, Rajasthan	48	3	1
Kochi, Kerela	12	3	1
Lucknow, Uttar Pradesh	36	3	1
Murthal , Haryana	48	3	1
Valsad, Gujarat	15	3	1
Vijaywada, Andhra Pradesh	15	3	1
TOTAL	280	30	10

Duration and Timeline

The field Investigators and Supervisors are expected to complete the data collection process within 5 days in the field, and submit the dataset within 8 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.

Interested applicant agencies/organizations are requested to share their technical and budget Proposal with the subject line “Data Collection for EIL Project” at the following email addresses **latest by midnight of July 17th, 2022.**

- mukesh.kumar@iica.in

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.