

**Ministry of Rural Development (MoRD), Department of Rural Development, Government of India**

**7th Floor, NDCC-II Building, Jai Singh Road, New Delhi 110001, INDIA**

*Web: <https://aajeevika.gov.in>*

**Hiring of Technically Qualified Consultancy firm for Process Monitoring**

**RFP No. J-11060/54/2021-RL**

**Replies to pre-bid queries No.1**

**Dated: 15<sup>th</sup> March 2020**

<b>S No</b>	<b>Page No/ Section</b>	<b>RFP Text</b>	<b>Clarification Sought/ Change requested</b>	<b>MoRD's Response</b>
1.	Page no.- 45 Section-3	TECH 6 - Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV), Page Limit 20	We would request you to kindly increase the page limit for CVs to 30 pages.	CVs may be provided within 30 pages.
2.	Page no.- 42 Section- 2	Key Staff: Analyst Quantitative (1): Data base management, data cleaning and data analysis using STATA/ or R...	IBM SPSS is a widely use data cleaning and analysis software for social research studies. Thus, it should also be included along with STATA/or R.	Yes, SPSS could be considered. Regardless of the software application, self-contained codes/scripts/do-files used for data cleaning and data analysis should be furnished to the MoRD.

3.	Page no.- 55 Section-3	CV format- Certification I, the undersigned, certify that...	Please allow the CV to be signed only by authorized representative or please allow using e-signature. The consultant can provide the originally signed copies at the time of contract negotiations	Digital signatures of the proposed experts are acceptable, however signatures of both the expert and authorised representative of the bidder are required.																												
4.	Page no.- 36 &60 Section-2 Clause- 14.1.3	The consultant's proposal must include the minimum key experts' time input of...  Form Fin-3 Breakdown of Remuneration	Number of days per round for team leader is 15 and there are 4 rounds, so total number of days over contract period should be 60, but in the RFP total number of days over contract period for team lead is 80. Similarly, number of days per round for evaluation specialist is 10 and there are 4 rounds, so total number of days over contract period should be 40, but in the RFP total number of days over contract period for evaluation specialist is 60.	<p>The corrected table may be seen as below:</p> <table><tr><th>S.N o.</th><th>Position in Core Team</th><th>Num ber of days per roun d</th><th>Numb er of days over contr act perio d</th></tr><tr><td>1.</td><td>Team Leader</td><td>20 days</td><td>80 days</td></tr><tr><td>2.</td><td>Evaluation Specialist (Quantitative) I</td><td>15 days</td><td>60 days</td></tr><tr><td>3.</td><td>Evaluation Specialist (Qualitative) II</td><td>15 days</td><td>60 days</td></tr><tr><td>4.</td><td>Analyst -Quantitative I</td><td>10 days</td><td>40 days</td></tr><tr><td>5.</td><td>Analyst -Qualitative II</td><td>10 days</td><td>40 days</td></tr><tr><td>6.</td><td>Field manager</td><td>30 days</td><td>120 days</td></tr></table>	S.N o.	Position in Core Team	Num ber of days per roun d	Numb er of days over contr act perio d	1.	Team Leader	20 days	80 days	2.	Evaluation Specialist (Quantitative) I	15 days	60 days	3.	Evaluation Specialist (Qualitative) II	15 days	60 days	4.	Analyst -Quantitative I	10 days	40 days	5.	Analyst -Qualitative II	10 days	40 days	6.	Field manager	30 days	120 days
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5.	Page no.- 60 Form Fin-3	Grand total fee for 24 months spread over the contract period of 3 years	Please clarify whether the period of works is spread across two years or 3 years. In page 70, it is written 2 years.	The contract period will be for a period of 24 from the date of contract signing.  The fee needs to be proposed for 24 months.
6.	Page no.- 36 Clause- 14.1.3	The Consultant's Proposal must include the minimum Key Experts'...	Is there flexibility in the number of the core team position that has been mentioned? If the bidder proposes a slightly higher number of core team members within a reasonable budget, will that be acceptable?  Can the firm propose more than the prescribed number of days?	The number of Core Team numbers and number of days of input cannot be changed later as proposed in the TOR. The firm has to propose the minimum number of core team members and the minimum number of days specified in the TOR  However, it is up to the discretion of the firm to deploy more which would not fetch extra marks
7.	Page no.- 36 Clause- 16.1	If required by the Client, reimbursable costs such as an indicative...	In this section it is mentioned that per diem allowance, hotel, cost of travel will be reimbursable, if required by the client, does this mean that while estimating the cost the agency should not keep any provision of these cost in the quote.	Please refer to FIN-2 page 59 of the RFP, which states that:  <ul style="list-style-type: none"> <li>• <b>The above total cost will be considered final and will be used for commercial scoring.</b></li> <li>• <b>No cost whatsoever will be considered by MoRD before contract signing or during the contract life, the Consultant should ensure that all possible costs are included in the above offer.</b></li> </ul> <p><i>*For example, travel &amp; accommodation cost of the core team, training cost for the field team, fees and per diem for the field travel cost for the field (local and</i></p>

				<p>otherwise), data entry and analyses cost, and other miscellaneous cost associated with the study. All costs associated to this assignment has to be quoted. Financial bids should be unconditional and absolute.</p> <p>Hence all such costs have be part of the financial quote. No additional cost will be considered by MoRD.</p>
8.	<p>Page no.- 39</p> <p>Caluse- 21.1</p>	<p>Agency's specific experience in similar* projects...</p>	<p>In this section it is mentioned that similar experience can in large scale evaluation or process monitoring, however, in page no. 50 it the table has a separate column on experience in process monitoring. Please clarify if the agency can show all the 10 studies in evaluation only and no process monitoring? Will this impact the marks awarded to the agency.</p> <p>It is mentioned to submit proof of completion of 10+ similar evaluation or process monitoring studies to be able to achieve full marks for this. Can 10+ number of similar studies be lessened to 5+ studies? Can on-going studies being undertaken by agency be included in it? Can studies undertaken in other countries outside of India be included?</p> <p>Can an evaluation/monitoring study covering one state but having multiple rounds of evaluation/process monitoring be considered?</p>	<p>The requirement as specified <b>remains same</b>. Only following explanation to <b>large scale studies</b> is slightly modified</p> <p><b>Similar projects would mean:</b></p> <p>Large scale evaluation studies or Process Monitoring studies either exclusively quantitative (at least 3000 sample size), or exclusively qualitative (at least 40 FGDs &amp; 80 In-depth interviews) and mixed methods (at least 3000 sample size for quantitative, and 40 FGDs and 80 In-depth interviews for qualitative) covering more than <b>3 States for Evaluation Studies, both quantitative and qualitative but <u>one or more states for large scale process monitoring studies</u> for each of the studies considered</b></p>
9.	<p>Page no.- 86,87&amp;88</p> <p>Section-7</p>	<p>Key Deliverables - Submission of monthly process monitoring reports to</p>	<p>The RFP mentions that monthly process monitoring reports will be submitted to SRLMs and NMMU as part of the key deliverables, but Duration of Consultancy &amp; Tentative Timeline in the RFP does not talk about it. Please confirm if monthly process</p>	<p>The process monitoring will happen in 4 rounds. During the tenure of rounds monthly reports have to be submitted mentioning progress of the study as per plan. These monthly reports would be kind of progress</p>

		SRLMs and NMMU.	monitoring reports will be required.	reports as per the defined plan at the outset of each round
10.	Page no.- 11 Clause- 3.1	The Consultant is required to provide professional, objective, and impartial advice...	We request you to modify it as: The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments of the Consultant with the Client or its own corporate interests, and acting without any consideration for future work.	<b>Terms/condition of the RFP &amp; Contract cannot be changed.</b> By participating in this tender Bidders accept all terms & conditions of the RFP & the Contract.  <b>Technical and/or Financial proposals should be unconditional and absolute otherwise liable to be disqualified.</b>
11.	Page no.- 16 Clause- 12.9	The Consultant shall not subcontract the whole of the Services	Can we assume that some of the activities like field interactions / surveys can be sub-contracted? Please confirm	Yes, component such as surveys may be through sub-contractors, however overall accountability for the entire assignment will remain with the lead agency/bidder.
12.	Page no.- 71 & 75 Section- 7	However, in the 2nd year the TSA will train 2 community monitors per districts... The TSA will provide training to community monitors during the first year...	We understand that training needs to be taken up by the TSA at 2 per district. Can we presume that it is limited to the sample districts of 41 under the process monitoring during 2nd year?. Please clarify when and how many community monitors to be trained by the TSA. What will be the support or facilitation provided by SRLM in this study? Will the agency provide training to community monitors only in the districts which would be selected for the process monitoring or in the other NRLP districts which would not be selected for the process monitoring? What exactly is expected from agencies in terms of content of the training and number of days training in each district? Who will be responsible for recruitment of the community monitors? Will the agency be required to pay these community	It has been specified -82 monitors will be trained It is expected that 3 days training in 2 batches have to be conducted. The selection of monitors would be facilitated by MoRD The training cost will be borne by the agency.

			<p>monitors during the training period?</p> <p>Can the Community Monitor training be centralized for each state?</p> <p>If yes, will the costs for logistics and travel be borne separately or as part of this bid?</p> <p>After centralized training, the Community Monitors can be engaged in the process monitoring to give them hands on experience.</p>	
13.	Page no.- 71 Section-7	It must be noted that the proposed states are tentative and will be finalized after consultation with concerned stakeholders...	<p>Please clarify if the total number of states may also change?</p> <p>And if yes then will the agency would be able to ask for additional payment (amount) if the addition of states, or change of state impact the cost calculation?</p>	No. there will be no change to the <b>number</b> of states, districts or samples and sampling structure
14.	Page no.- 73 Section- 7	For each of the district/block (within a district one block is chosen), 2 model CLF...	Kindly confirm whether the Block / CLF selection will be varying across the rounds within a district or remain the same.	As specified there will no change in the number of sample but locations within the specified states could differ as per need of NRETP programme
15.	Page no.- 75 Section- 7	Hence, It is expected that around 120 interviewer persons days and 30 supervisor-person...	We assume that interviewer costs are over and above the number of days stipulated in table 14.1.3 page 13. Moreover it is also not captured in the finance proposal Form Fin-3.	Please refer to clarification no 7 above. All costs have to be part of the financial proposal.
16.	Page no.- 75 Section- 7	10 detailed case studies should be developed...	Are there any similar number of cases for other thematic as well? Please confirm	Clarification is <b>15 case studies</b> covering all the thematic areas across the country <b>in first 2 rounds in 1<sup>st</sup> year</b>

				<b>25 case studies</b> covering all the thematic areas across the country <b>in the last 2 rounds in 2<sup>nd</sup> year</b>
17.	Page no.- 137 Section- 8	Appendix C – The table shall be based on [Form FIN-3 and FIN-4] of the Consultant's Proposal...	There is no FIN-4 available in RfP. Please confirm.	There is no FIN-4 (Page No 137 refers to sample contract).
18.	Page no.- 89 Section- 7	Responsibilities...	What will be the support or facilitation provided by SRLM in this study?	Facilitation in communizing to the location where the survey in the district and block will take, if agency finds difficulty Support in providing the secondary data No manpower support will be provided by the SRLM under any condition
19.	Page no.- 70 Section- 7	Objectives of process monitoring...	Can the input/output matrix or project log frame be shared at the RFP stage. It will help to detail the methodology in the proposal.	It is available in the public domain  <a href="http://documents1.worldbank.org/curated/en/423081524967216619/pdf/India-National-Economic-PAD2789-PP-04092018.pdf">http://documents1.worldbank.org/curated/en/423081524967216619/pdf/India-National-Economic-PAD2789-PP-04092018.pdf</a> (pp 29 -34)
20.	Page no.- 73 Section- 7	For each of the district/block (within a district one block is chosen), 2 model CLF will be selected...	Are 2 model CLF available across all blocks in the project districts? If not, will Blocks be purposively selected to ensure presence of 2 Model CLF? Does the study of the functioning of CLF include study of all registers and financial formats? If two model CLF is not available in any of the blocks, will the sample shortfall be acceptable?	At least 2 model CLFs <b>per district</b> would be available in most States.  Sample shortfall is not desirable as samples are small. All aspects necessary to monitor the CLF will have to be covered.

21.	Page no.- 73 Section- 7	Continuous feedback over their functioning and performance will be reported...	<p>What is constituted as continuous feedback – of CLF, VO and SHG members? How many times are these organizations to be visited and what should be the gap between visits?</p> <p>It is assumed that in one round of data collection, the contact will be once during the data collection period. In which case, will some process data be shared monthly by CLF, VO and SHG members?</p> <p>What kind of follow up is envisaged to get the data shared timely by these institutions?</p>	Processes will be established as per requirement
22.	Page no.- 74 Section- 7	Farmer producer companies will be extensively studied to understand...	<p>FPOs may not be available in the sample districts/blocks. Will they have to be covered, wherever available in the state?</p> <p>Is there state level distribution of 12 – 15 FPOs – for the first 2 round and the third and fourth rounds?</p>	Care will be taken that the selected districts have FPOs, but in case of unavailability which is unlikely, the closest location have to be visited
23.	Page no.- 74 Section- 7	The one stop facility centres as well as nodal CLFs will be visited...	<p>Will the one stop facility centres be across the state – i.e. it can be outside the sample district/blocks?</p> <p>In each, a nodal CLF will have to be visited along with the one stop facility centres?</p>	Not necessarily -It will be within the specified blocks /district
24.	Page no.- 74 Section- 7	Project Implementing Agencies (PIAs) responsible for the cluster ...	PIA for the non-farm cluster will be outside the sample district/blocks?	No it will be working for the programme in the district
25.	Page no.- 75 Section- 7	Indicative Field Team and its Tentative operation strategy	<p>The indicative field team is primarily for the quantitative work.</p> <p>This team may not be appropriate for qualitative data collection and for higher order institutional calls like CLF, FPOs, etc.</p>	An overview of the minimum qualification of field team has been mentioned. But it will depend on the prudence of the agency to deploy teams who would



			Separate qualitative field personnel will be required for state and district interviews, as well as for CLF and FPO interviews.	be able to execute a project which have very new and challenging concepts and target groups
26.	Page no.- 76 Section- 7	The sampling of the units will be done after the key parameters for selection under each thematic vertical is decided...	It is not clear, whether districts/Blocks, and model CLF selected will continue as a panel for 2/4 rounds, or will there be fresh selection of sample for each round.	We have never mentioned anywhere it to be panel study for all the 4 rounds. It is a process monitoring structure of the sampling will remain same but locations would be chosen as per the intensity of the programme intervention over the years
27.	Page no.- 70 Section- 7	The process monitoring exercise will be completed over 4 rounds across 2 years...	When round-1 is expected to start and what would be the gap between round 1 and round 2?	2 <sup>nd</sup> round is expected to start 6 months from the start of the 1 <sup>st</sup> round . Specifically 1 <sup>st</sup> Round -1 <sup>st</sup> 6 months 2 <sup>nd</sup> Round -2 <sup>nd</sup> 6 months 3 <sup>rd</sup> Round -3 <sup>rd</sup> 6 months 4 <sup>th</sup> Round -4 <sup>th</sup> 6 months From the start of the project
28.	Page no.- 52 Section- 3	Evaluation specialist quantitative II...	Evaluation specialist quantitative -1 and Evaluation specialist quantitative -2 is mentioned. Would Evaluation specialist quantitative -2 would be Evaluation specialist qualitative -2? Please confirm?	There would be 2 specific persons having 2 different skill sets of qualitative and quantitative All the positions are unique, and one cannot be named for 2 positions
29.	Page no.- 12 &13 Clause- 6.1 &6.2	The Bank permits consultants...	Whether consortia are allowed to participate or only JV is permitted.	Joint Ventures or Consortiums are not allowed. All the aspects of the Evaluation Criteria have to be met by the bidding agency.

**General Queries:**

<b>S No.</b>	<b>Clarification Sought/ Change requested</b>	<b>MoRD's Response</b>
1.	By when do we expect key parameters for selection of sample to be ascertained for each thematic vertical?	After the study is commissioned and all the research tools are ready, the sample district/block will be communicated
2.	Should we need to take the concurrence from the respective State missions before submitting the report to the Ministry?	Not necessarily, but a discussion/communication with state team will be highly appreciated before final submission
3.	Generally, a lot of time lag is witnessed in data collation in such exercise across many agencies (SRLMs, DMMUs, BMMUs, CLFs etc). Will the Ministry assist us in collating all such data in soft copy on a timely basis? Please confirm	Agency's proactiveness is expected in this regard. It is the primary responsibility of the agency to coordinate and liaise. However, in case of genuine difficulty Ministry can intervene, otherwise not
4.	Understand that some of the blocks/ districts to be visited could be remote locations. Will the ministry facilitate our unrestricted access to such locations and provide necessary physical security (if need be)	It is not a large-scale quantitative study and hence possibility of distribution of sample getting falling in far flung areas is not a usual probability. Hopefully there will be no need
5.	Understand that some of the blocks/ districts to be visited could be remote locations. Will the ministry facilitate our unrestricted access to such locations and provide necessary physical security (if need be)	Answer given in 4
6.	Will a global group company be considered as one for the turnover and similar project experience requirements?	It is not clear. The agency should demonstrate experience in India and irrespective of being global or non-global. The global firm could show turnover of the India operation
7.	If a company is registered outside India and has operations in India, is it acceptable to state the company's turnover in another currency or does it specifically need to be in INR, and if so what is the exchange rate that we must use?	Agencies registered in India are allowed to participate in this assignment.
8.	With regard to the similar project experience criteria, kindly clarify what is meant by 'covering more than 4 states.' Does this	Already clarified earlier, To reiterate once more, each project should have covered at

	mean that across all similar projects stated by the bidding firm, more than 4 states must be covered or does it mean that each similar project stated by the bidding firm must cover more than 4 states?	<p>least 3 states (rectified from 4 to 3) for all evaluation studies, qualitative and qualitative</p> <p>A process monitoring study would be accepted if worked in one or more states</p> <p>But the minimum sample remains same as specified earlier</p>
9.	How will the scoring for the additional years of experience over the minimum requirement for the quantitative analyst 1 and qualitative analyst 2 be considered, since the RfP states that 1 mark will be awarded for every additional year over and above the minimum requirement up to the maximum possible which is the remaining 25%. However, the remaining 25% is 1.75 marks, not a whole number.	Additional 2 years of experience will result in full marks.