

Proposal Reference: MBMA/MLAMP/M&E/144/2026/550, Date of issue of Proposal Documents: September 8, 2024

Response to Pre-Proposal queries held virtually for “Engagement of Consultancy Firm for Impact Assessment Survey under Meghalaya Livelihoods and Access to Market Project (Megha-LAMP)”

Place: MBMA, Shillong, the pre-proposal meeting was conducted virtually using Google meet Platform with firms who have shown their interest with the link (as mentioned in the RFP document)

Date: September 14, 2026

Time: The meeting was scheduled for 11:30 AM as mentioned in the proposal.

Participants from MBMA and other agencies: Attendance Sheet Attached

Queries submitted in written and raised by the consultants during the pre-proposal meeting held on September 14, 2026 and clarifications with regard to RFP for **Minutes of Pre –Proposals Meeting held virtually for Engagement of Consultancy Agency Firm for Impact Assessment Survey under Meghalaya Livelihoods and Access to Market Project (Megha-LAMP)** are as follows:

Sl. No	RFP Clause	Page No.	Queries	MBMA Response
1	Section IV, Stage II, Criterion 1(c) – "Organization of the consultant (as per Tech 3) & Experience of the Consultant (Tech 4)"	42,56,57	20 marks are allotted jointly to "Organization of the consultant" and "Experience of the Consultant" without a stated sub-split between the two elements. Kindly provide the individual mark allocation/weightage between "Organization of the Consultant" and "Experience of the Consultant" within the combined 20 marks, to enable Bidders to prepare Forms TECH-3 and TECH-4 appropriately.	Organization of the consultant (as per Tech 3): 10 Marks & Experience of the Consultant (Tech 4) : 10Marks Total = 20 Marks
2	Section IV, Stage II, Criterion 2 (Key Experts)	42	Marks are allocated for Project Manager (15), Field Manager (15) and Data Manager (10); no marks are separately allocated for positions such as Field Supervisors, Translators/Interpreters or Statisticians that are referenced elsewhere in the document (e.g., Annex II budget template, TOR narrative on Section V.B page 76). Kindly confirm the complete list of Key Expert positions to be evaluated for Stage II scoring, and whether CVs of non-scored positions (e.g., Field Supervisors, Translators) are still mandatorily required to be submitted, and if so, under which form.	Marks are being allocated only to the Key Experts/Key Positions. Field Supervisors/Enumerators and Translators are considered non-key personnel and, therefore, no marks are being assigned to these positions. However, the Agency shall ensure that qualified, competent and suitably experienced personnel are deployed for these roles to effectively carry out the assignment.
3	Section VI. Terms of Reference. The Commercial	76	The illustrative budget format references costs in "currency as per LTA" and an equivalent in US\$, and mentions IFAD being VAT-exempt.	The currency shall be Indian Rupees (INR) only . Bidders are requested to refer to Corrigendum No. 1, Sl. No. 4 for the revised provision.

	Proposal must include the following		Since PDS ITC 18.1 specifies that both the currency of proposal and of payment shall be Indian Rupees (INR) only, kindly confirm that the US\$ column and VAT-exemption note in Annex II are not applicable to this assignment and that Bidders should submit the Financial Proposal in INR only, inclusive of applicable GST as a separate line item.	
4	TOR — Time Frame of the Assignment vs. SCC GCC 17.2/17.3	74,102	The TOR states the assignment is to be completed "within a maximum period of six months (24 weeks)" from contract signing, with milestones extending to T+16 weeks. However, SCC (GCC 17.2 17.3) states the contract commencement date is within 10 days of signing and the contract "shall expire on: after 120 days of the commencement date" (i.e., approximately 17 weeks/4 months). Kindly clarify the actual total contract duration/validity - six months (24 weeks) as per the TOR milestones, or 120 days as per the Special Conditions of Contract.	The assignment shall be completed within a maximum period of 4 months (16 weeks) . Bidders are requested to refer to Corrigendum No. 1, Sl. No. 6 for the revised provision.
5	TOR: Outputs 1 to 8 referenced in Payment Schedule	74	The payment schedule refers to "Outputs 1–3," "Outputs 4–7" and "Output 8" as the basis for staged payments (20%/25%/35%/20%), but a consolidated numbered list defining Outputs 1 through 8 individually is not clearly set out against the milestone table in the copy of the RFP available to Bidders. Will the individually numbered list of Outputs 1–8 (e.g., Inception Report, Questionnaire, Training Report, Cleaned Dataset in Stata with codebook, Draft Report, Final Report, etc.) with the specific output(s) shall be associated with which payment tranche or milestones.	The payment schedule will be as per the time frame of the assignment. Kindly refer to Corrigendum No.1; Sl. No.2.
6	Annex IV — Enumerator deployment	85	Annex IV suggests an indicative deployment of 50–60 enumerators to complete household data collection in about 30 fieldwork days but also notes these are indicative planning assumptions only. For Staffing Plan, responsibility of recruitment will lie with MBMA or the hired agency?	Recruitment and deployment of enumerators and other field staff are the responsibility of the Agency. The updated ToR does not prescribe a fixed number of enumerators; it states that approximately 50–60 enumerators are an indicative deployment and requires the Agency to determine sufficient staffing based on the sample, expected productivity, terrain, logistics and timeline. Each enumerator is expected to complete approximately 2–3 household interviews per day for planning purposes.
7	GCC 34.1- Insurance	124	Professional liability insurance is required with "a minimum coverage of amount equivalent to the total value of the awarded contract." Whether submission of an insurance quotation at the time of contract negotiation is acceptable, and whether this cost should be built into the Financial Proposal?	The insurance certificate is not required to be submitted along with the proposal.
8	TOR (Section VI); Annex IV; Section IV & V.B Evaluation Criteria		The objectives, background and scope of the assignment are spread across the Milestone table, Annex IV and the evaluation-criteria sections rather than set out as a distinct TOR/Scope of Work; no baseline, logframe or Theory of Change is included in the RFP. a) The client is requested to share the baseline study, log frame, Theory of Change, or any other evaluation framework/ reports currently exists for Megha-LAMP; b) The client may clarify whether the survey and assessment are expected to be aligned with IFAD's RIMS indicators or a Megha-LAMP specific indicator framework. If the latter, kindly share the relevant indicator list/framework; and	All project related documents are confidential and will be shared with the awarded agency only after signing of contract agreement.

9	Annex IV (indicative 3,000 households);	85	No district/ block/ village coverage, sampling-frame source, or qualitative component requirement is specified anywhere in the RFP for the survey. Kindly confirm the sampling framework and geographic coverage for this survey covering 3,000 households - specifically, (a) the districts/ blocks/ villages of Meghalaya to be covered under the assignment, since the RFP does not specify this; (b) whether the survey universe is limited to direct Megha-LAMP beneficiaries or should also cover non-beneficiary/control households in the same villages; (c) the source of the sampling frame (Megha-LAMP's beneficiary MIS, Census villages, or other), and whether it will be provided to the Consultant or must be developed independently; and (d) whether a qualitative component (FGDs/KIIs/case studies) is expected alongside the household survey, and if so, its indicative coverage.	The list of areas to be interviewed and the final set of questionnaire will be shared to the awarded agency only after signing of contract agreement.
10	Section IV, Stage I eligibility criterion ("electronic/tablet based data collection"); Annex II Financial Proposal Form ("Data Collection Tools" budget line)	75,78	The RFP refers to a data collection tool but does not name any specific platform/software, nor state whether one already exists with Megha LAMP/MBMA. (a) Will the questionnaire need to be translated into and administered in local languages/ dialects (Khasi, Garo, Pnar, War, etc.), given the geographic spread of the project area? (b) Does Megha-LAMP/MBMA already have an existing MIS platform, mobile data-collection app, or software system as referenced by the RFP's own budget line for "Data Collection Tools" that the Consultant is required to use for this survey, or is the Consultant free to independently design and deploy its own data-collection and tabulation tools? Who will be responsible for data entry and tabulation, the Consultant's own team, or Megha LAMP/MBMA staff using project systems. If an existing tool/platform is to be used, will its details and access be shared with bidders?	Data collection app has to be developed by the hired agency and the data collection tools is being mentioned in the Terms of Reference (ToR). a) Yes, the questionnaire need to be translated in local languages and its clearly mention in the ToR. b) MIS of Megha-LAMP is for internal usage. The data collection tools have to be developed by the hiring agency and the tools is mentioned in the ToR
11	TOR (Section VI)		No clause addressing field-level coordination support from Megha LAMP/MBMA staff, or access to the project's own MIS/monitoring data, is included in the RFP. Will Megha-LAMP/MBMA field functionaries assist with village-level entry, respondent mobilization, or introductions to local administration, or is this entirely the Consultant's responsibility to arrange? Should survey findings be triangulated or validated against Megha LAMP's own project MIS/monitoring data, and if so, will access to that MIS be provided to the Consultant.	Megha-LAMP/MBMA field functionaries will assist the hired agency with village-level entry, respondent mobilization, also facilitate introducing to local administration.
12	Section IV, Stage I eligibility criterion ("electronic/tablet based data collection"); Annex II Financial Proposal Form ("Data Collection Tools" budget line)	75,78	The RFP refers to a data collection tool but does not name any specific platform/software, nor state whether one already exists with Megha LAMP/MBMA. (a) Will the questionnaire need to be translated into and administered in local languages/ dialects (Khasi, Garo, Pnar, War, etc.), given the geographic spread of the project area? (b) Does Megha-LAMP/MBMA already have an existing MIS platform, mobile data-collection app, or software system as referenced by the RFP's own budget line for "Data Collection Tools" that the Consultant is required to use for this survey, or is the Consultant free to independently design and deploy its own data-collection and tabulation tools? Who will be responsible for data entry and tabulation, the Consultant's own team, or Megha LAMP/MBMA staff using project systems. If an existing tool/platform is to be used, will its details and access be shared with bidders?	Data collection app has to be developed by the hired agency, and the data collection tools is being mentioned in the Terms of Reference (ToR). a) Yes, the questionnaire needs to be translated in local languages and its clearly mention in the ToR.

13	PDS ITC 15.2(c)–(d) (Fixed Budget Selection, ceiling of INR 90,00,000); Section IV/V.B Technical & Commercial Evaluation Criteria (marks-based scoring out of 100)	36,42,66	The RFP prescribes Fixed Budget Selection (FBS) as the selection method, with the Financial Proposal capped at INR 90,00,000. At the same time, the Technical Proposal is evaluated on a detailed marks-based system (Approach & Methodology, Work Plan, Key Experts, etc., totalling 100 marks with a qualifying threshold), which is more typical of Quality and Cost Based Selection (QCBS). Kindly clarify the selection/ranking mechanism under this Fixed Budget Selection method - specifically, (a) whether award will go to the Bidder scoring the highest technical marks among those whose Financial Proposal is within/ at the INR 90,00,000 ceiling (technical-quality-driven ranking), or whether Bidders are simply screened for a minimum qualifying technical score and then ranked/ awarded on lowest-cost or full-utilization of-budget grounds (standard FBS ranking); and (b) whether the INR 90,00,000 ceiling is inclusive or exclusive of GST, since this affects how Bidders build up their itemized Commercial Proposal within the ceiling.	The selection method shall remain Fixed Budget Selection (FBS). The Bidder achieving the highest technical score among those Bidders whose Financial Proposal is within the fixed budget of INR 90,00,000/- shall be selected for the assignment. The Financial Proposal shall not exceed INR 90,00,000/-, which shall be inclusive of all applicable taxes, including GST. Bidders shall accordingly submit their Financial Proposals within the stipulated fixed budget.
14	TOR (Updated, dated 14.09.2026) "Quantitative household and community level surveys... at least 3000 households... and 155 communities"; RFP Section IV, Stage I eligibility criterion (minimum sample size of 2,000 households)		The TOR fixes an indicative /minimum target of at least 3,000 households and 155 communities, split across treatment and control groups, to be finalized by the IFAD Team based on its own sampling strategy and secondary data. However, a sample size that is independently determined to be statistically significant at the desired confidence/power level for the project's key outcome indicators could, depending on assumptions (e.g., design effect, intra-cluster correlation, expected effect size), be considerably smaller (e.g., in the range of 300–400 households) than the indicated 3,000. The sample size is quite large, and it is not clear from the ToR on how the sample size is derived, what is the enumeration unit – village/ clusters/ districts/ zone/ project. The client may allow the bidders to propose their sample size as part of the technical proposal. In case the sample size is fixed and non negotiable, having already been determined by the IFAD Team based on the desired statistical power/ significance for this specific assignment, the client is requested to share the sample estimation approach and distribution for better planning for the survey.	The sample size has been determined and finalized by project as per the project requirements.
15	TOR (Updated, dated 14.09.2026) - "Duties and Responsibilities" (Staffing) and "Deliverables" (full list of enumerators, Data Manager, Field Manager and Project Manager "provided for approval to the IFAD Team")		The TOR requires the full staffing list (Project Manager, Field Manager, Data Manager, enumerators) to be submitted to the IFAD Team for approval, and requires the team to "liaise and communicate effectively... with IFAD Team," but does not clearly state the day-to-day administrative/performance reporting line for field staff (enumerators, supervisors) during the course of data collection. Kindly confirm the reporting line for field staff during the assignment, i.e., whether enumerators, field supervisors and other field staff report administratively and functionally to the Contractor's own Project Manager/Field Manager (with only deliverables and quality approvals routed to IFAD), or whether IFAD/MBMA-PMU will also directly supervise or issue instructions to field staff during data collection.	The hired agency will report to Megha-LAMP-PMU on regular basis to update on the progress of the assignment. The reporting line for your field staffing will be your internal arrangements.
16	TOR (Updated, dated 14.09.2026), "Key Personnel" table and Annex IV (Indicative Staffing and		The Key Personnel structure proposes only a single Field Manager for the entire assignment, who is expected to be "present in the field together with the data collection team for the duration of the project." Given the scale of the survey — 3,000 households and 155 communities across up to 11 districts of Meghalaya, much of it hill/hard-to-reach terrain - a single Field Manager may not be	Kindly refer to Corrigendum No.1. Sl. No. 9

	Fieldwork Requirements)		operationally sufficient to directly supervise all field teams simultaneously across such a wide geographic spread. Considering the geographic spread across up to 11 districts and the difficult terrain, kindly confirm whether Bidders may propose more than one Field Manager (e.g., one per district-cluster/ zone) and additional Field Supervisors as part of their staffing plan, over and above the single Field Manager position indicated in the Key Personnel table, to ensure adequate field-level supervision and data quality. We would suggest that the RFP allow for a scalable field management structure (Field Manager(s), Regional Field Supervisors) rather than a single Field Manager, given the scale of this assignment. The client is also requested to include subject matter/ technical specialists including the key technical areas of the project to ensure that professional input from these experts are factors during the evaluation design, tool development, training, technical oversight, data analysis and report drafting.	
17	Stage II: Technical Evaluation Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		2. Key expert's qualification and competence for the assignment: a. Project Manager – 1 No. : 15 Marks b. Field Manager – 1 No. : 15 Marks c. Data Manager – 1 No. : 10 Marks Total points for criterion 2 : 40 Marks	1. Key expert's qualification and competence for the assignment: a. Project Manager – 1 No. : 15 Marks b. Field Manager – 2 No. : 15 Marks (7.5 Marks for each position) c. Data Manager – 1 No. : 10 Marks Total points for criterion 2 : 40 Marks
18	Terms of Reference TOR (updated)-Time Frame of the Assignment		The RFP under “Time Frame of the Assignment” in Updated TOR page 12, states that the assignment is to be completed within a maximum period of six months (24 weeks) from the date of signing the contract. However, in the Milestone/Deliverables Table, the milestone for submission of the “Report with data summary and IFAD Team’s feedback/compliance, followed by final report and published” is indicated as T+16 weeks. We request clarification on the applicable timeline for completing the assignment	The assignment shall be completed within a maximum period of 4 months (16 weeks). Bidders are requested to refer to Corrigendum No. 1, Sl. No. 6 for the revised provision.
19			The RFP under “Minimum Requirements” in Updated TOR page 13, requires the firm to have conducted at least two large-scale quantitative survey assignments, each covering a sample size of 2,000 households or larger, in rural agrarian settings during the last three years, including electronic/tablet-based data collection, field supervision and data-quality assurance. It further states that such assignments should preferably be in North-East India/Meghalaya and should have been conducted for international financial institutions, UN agencies or comparable international development organizations. Further, under the Technical Proposal Evaluation Criteria, experience in conducting large-scale quantitative surveys for impact assessment in rural agrarian settings in North-Eastern India, particularly Meghalaya, and/or India or other hilly regions in Asia and the Pacific, is considered. In this regard, we request you to kindly consider the following:	RFP criteria/condition shall prevail.

			Ongoing Assignments: Allow ongoing assignments, where substantial work has already been undertaken and the assignment meets the prescribed scope, scale, geographical and technical requirements, to be considered as relevant experience. Government/PSU Assignments: Allow relevant assignments conducted for Central Government Departments, State Government Departments, Government agencies and PSUs, in addition to assignments conducted for international financial institutions, UN agencies and international development organizations. Relevant PAN-India Experience: Consider large-scale assignments implemented across India, including assignments covering North-Eastern States and/or hilly regions, even where the assignment was commissioned by a Central/State Government Department or PSU. Documentary Evidence: Kindly permit bidders to substantiate the claimed experience through any of the following documents: Work Order/Letter of Award/Contract Agreement issued by the Client; Completion Certificate/Experience Certificate issued by the Client; or CA-certified certificate of completed/executed value and relevant assignment details, where a client-issued Completion Certificate is not available. Reason: The proposed relaxation would enable participation of agencies having demonstrated capability in undertaking large scale, technology enabled household surveys, field supervision and data quality assurance, including in rural, remote and North-Eastern geographies. For example, AMS has successfully completed large scale assignments, including: . NABARD All India Rural Financial Inclusion Survey (NAFIS 2.0) for National Bank for Agriculture and Rural Development (NABARD) covering 1,00,000 households across 28 States and 2 UTs, Evaluation of Pradhan Mantri Matsya Sampada Yojana (PMMSY) for National Fisheries Development Board (NFDB) Department Of Fisheries covering 18,238 respondents across 35 States/UTs, and Evaluation of Pradhan Mantri Kisan Samman Nidhi (PM Kisan) for NITI Aayog, Development Monitoring & Evaluation Office (DMEO) covering 5,150 farmer households across 515 villages in 103 districts and 24 States. AMS is also undertaking World Bank funded assignments in Assam and Tamil Nadu, demonstrating experience in large scale development sector assignments and working with international development financing requirements. Assam State Secondary Healthcare Initiative for Service Delivery Transformation (ASSIST) Project covering 25 Facilities for 25 times, 6250 Health Workers, 40,650 patients in Assam for Assam Health Infrastructure Development & Management Society starting from 04 August 2023 for 6 years Verification of results of the Disbursement Linked Indicators (DLI) for TNWESAFE project for Special Programme Implementation Department, Government of Tamil Nadu starting from 28 August 2025 for 6 years Allowing relevant Government/PSU assignments, ongoing assignments with substantial progress, and multiple forms of documentary evidence would broaden competition while continuing to	
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			ensure that bidders possess the requisite technical and field implementation capabilities. We request you to kindly provide clarifications at your earliest convenience so that we may finalize our proposal accordingly.	
20	Section IV. Qualification and Evaluation Criteria Stage 1: Minimum Eligibility Criteria Pre-Qualification Criteria	41	The RFP document mentions that the Completion Certificate/ Performance Certificate issued by the client confirming successful completion of the assignment. We would like to respectfully submit that international donor agencies such as UNDP, the World Bank, as well as many government agencies, do not issue completion certificates. Further, there is no provision for completion certificates for service contract under GFR 2017. In view of this, we request that a copy of the contract agreement be accepted as valid documentary evidence. Additionally, the consultant may provide the contact details of the client counterpart to enable verification of the quality and completion of the assignment, if required.	Completion Certificate/Performance Certificate or any other document issued by the client substantiating the successful completion of the assignment.
21	Section IV. Qualification and Evaluation Criteria Stage 1: Minimum Eligibility Criteria Pre-Qualification Criteria and Section V1: ToR	41,75	The RFP document specifies under Section IV that: “The Bidder shall have successfully completed at least two (2) Impact Assessment Survey assignments in the field of Agriculture and/or Rural Livelihoods for Government or Semi-Government organizations in India during the seven (7) years preceding July 2026.” However, under Table 1: Technical and Commercial Proposal Evaluation Criteria, Clause 1 states that: “The firm must have conducted at least two large-scale (a sample size of 2,000 households or larger) quantitative survey data collection assignments focusing on rural agrarian settings within the last three years, including electronic/tablet-based data collection, field supervision and data-quality assurance.” In view of the above, we kindly request you to consider the experience requirement specified under Section IV, i.e., experience gained during the past seven (7) years preceding July 2026, for the purpose of assessing the firm’s eligibility and past experience.	The experience requirement will be as per as per Section IV. Stage 1: Minimum Eligibility Criteria/Pre-qualification Criteria; Mandatory Criteria; Sl. No. 4. May refer to Corrigendum No.1; Sl. No.7.
22	Section IV. Qualification and Evaluation Criteria Stage 1: Minimum Eligibility Criteria Pre-Qualification Criteria	41	The RFP document specifies under Section IV that: “The Bidder shall have successfully completed at least two (2) Impact Assessment Survey assignments in the field of Agriculture and/or Rural Livelihoods for Government or Semi-Government organizations in India during the seven (7) years preceding July 2026.” <i>It is requested to please consider the ongoing multiyear assignments of the agencies with 1 or 2 completed rounds of survey for the evaluation</i>	RFP criteria/condition shall prevail.
23	Section V1: ToR:		Experience of at least two assignments completed on End line survey/Household survey/Impact assessment covering minimum 4000 households of nation-wide/ inter-state/ state-wide development projects funded by Government of India /State governments/ Multilateral Funding Institutions (MFIs) other sector during the past 5 years (2020 onwards) or externally aided projects. Preference will be given to agencies that have successfully completed at least 2 impact evaluations of externally aided projects. <i>It is requested to please consider the ongoing assignments of the agencies with 1 or 2 completed rounds of survey for the evaluation.</i>	RFP criteria/condition shall prevail..

24	Section VI. Terms of Reference, Time Frame of the Assignment	74	Time Frame of the Assignment Milestones - Report with data summary and IFAD Team's feedback/ compliance. Followed by final report and published. While the RFP speaks of data collection and survey as the primary activity to be taken up, we seek your clarification if analysis of the collected data and preparation of Draft and Final Reports (as indicated in the Milestone table in page 74) are also part of this scope.	The Consultant is required to undertake data processing/cleaning, tabulation, graphical presentation and preliminary descriptive analysis, and to prepare a report on the data collected. This includes submission of cleaned Stata datasets, do-files and a codebook to support data interpretation and analysis. However, the IFAD Team will take the lead in the substantive analysis of the collected data for the Impact Assessment and relevant logframe indicators. (ToR, pp. 1, 6–7 and 12; Outputs 7–8).
25	Section IV. Qualification and Evaluation Criteria	41 & 75	a.)Page 41- The Bidder shall have successfully completed at least two (2) Impact Assessment Survey assignments in the field of Agriculture and/or Rural Livelihoods for Government / or Semi-Government organizations in India during the seven (7) years preceding July 2026. Page 75 - The firm must have conducted at least two large-scale (a sample size of 2,000 households or larger) quantitative survey data collection assignments focusing rural agrarian settings within the last three years, including electronic/tablet-based data collection, field supervision and data-quality assurance. b.)We found minimum criteria mentioned in pages 41 and 75. The minimum criteria in page 41 mentions of impact assessment experience for government as well as semi-government bodies. Does semi-government experience include public sector units and public sector banks? However, the minimum criteria mentioned in page 75 is different from page 41. It speaks of studies in agrarian settings and doesn't mention government experience. Considering the minimum criteria mentioned, can you please clarify which one is to be followed? Can market studies for government (with minimum sample size of 2000) be considered? c.) We also request your kind clarification if projects funded by multilaterals like IFAD, World Bank, JICA, KfW, ADB, etc. and projects for government/semi-government can both be considered together, as most often externally aided projects have a mediating government supporting implementation.	a.) The experience requirement will be as per as per Section IV. Stage 1: Minimum Eligibility Criteria/Pre-qualification Criteria; Mandatory Criteria; Sl. No. 4. May refer to Corrigendum No.1; Sl. No.7. b.) To follow as per Section IV. Qualification and Evaluation Criteria; Minimum Eligibility Criteria; Point No. 4 from the RFP. Any agricultural and rural livelihood aspects that fall under govt and semi govt. entity will be considered. c.) Yes.
26	Section VI. Terms of Reference Submission of Technical and Commercial Proposal	76	If the potential Contractor intends to sub-contract any part of the service, indicate at least two references, contact information, of firms or institutions for whom the potential Sub contractor6 has provided these services; We kindly seek your clarification if joint venture is permitted in case of this RFP.	Sub-contract and joint venture is not allowed for this assignment. Kindly refer to ITC 15.2(b) of the RFP and Corrigendum No.1; Sl. No.8.
27	Section VI. Terms of Reference Annexure-III An example questionnaire module on agriculture production	74, 79 and 80	The RFP provides sample questionnaire in pages 79 and 80, however the Milestone table in page 74 mentions the development of Questionnaire as an activity aligned to payment schedule. We request kind clarification if questionnaire development forms part of the scope of services for the consulting agency.	The questionnaire is being developed by IFAD. However, the agency needs to find tune, add, finalize, translate questionnaires and hosted in the app.
28	Section VI. Terms of Reference Time Frame of Assignment	74	The proportion (%) of payment mentioned under Payment Schedule and Time Frame of assignment in page 74 doesn't match. Can you please help with the payment schedule to be followed? Additionally, the time frame on the same page (74) mentions of 24 weeks and	May refer to Corrigendum No. 1; Sl No. 2.

			the milestone table mentions it as 16 weeks, can you please clarify the overall project duration to be followed.	
29	Form TECH-3. Organization of the Consultant	56	The Form Tech 3 mentions - the proposal shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. We kindly request to let us know the type of proof that may be submitted to demonstrate this capacity.	The bidder may demonstrate this through its organizational structure, staffing/resourcing plan, availability of qualified personnel, deployment arrangements, relevant organizational experience and a brief contingency/replacement staffing plan. Any evidence should remain consistent with Form TECH-3 and the RFP; no additional mandatory evidence should be introduced unless formally specified.
30	Section III. Proposal Data Sheet (PDS) ITC 21.1	37	TC 21.1 Proposals must be submitted no later than 1700 Hrs (local time in country), India on September 29, 2026. As the proposal requires physical/hard-copy submission, we kindly request an extension of the submission deadline by five business days. Courier deliveries from locations such as Delhi and Mumbai require adequate transit time, including a reasonable buffer for potential delays, which we request to be factored into the proposal preparation and submission timeline.	RFP criteria/condition shall prevail.
31	General queries		In case if analysis and reporting form part of the scope of services under this TOR, we request inclusion of at least 2 team members in the capacity of Research Analysts with experience of impact studies and analysis (3-5 years).	The Consultant is expected to provide preliminary descriptive analysis, including data tabulation, graphs, descriptive statistics and a summary of the data collected, as part of the final field/data collection report. The Consultant is not expected to undertake the substantive impact-assessment analysis, which will be led by the IFAD Team. (ToR, pp. 6, 10–12; Outputs 7–8 and payment milestone 3).
32	General queries		Additionally, we would like to request an extension of the proposal submission deadline by one week, i.e., until 6 October 2026, to allow us sufficient time to prepare and submit a comprehensive proposal. Also, please share the link for the pre- bid meeting that is scheduled on 14th September 2026 for this opportunity.	RFP criteria/condition shall prevail.

Addendum No. 1

Sl. No	RFP Clause	Page No.	Amended Clause
1.	Section VI. Terms of Reference	74	Updated TOR attached at Annexure - A

Corrigendum No. 1

Sl. No	RFP Clause	Page No.	Amended Clause																												
1.	Section III. Proposal Data Sheet(PDS); ITC 2.3	35	Reference number of the assignment is: <i>MBMA/MLAMP/M&E/144/2026/550</i>																												
2.	Section VI. Terms of Reference Payment schedule;	74	(i) <table> <tr> <th>#</th><th>Milestone</th><th>Time Frame (weeks)</th><th>Payment (%)</th></tr> <tr> <td>1.</td><td>Submission of inception report</td><td>T+1 Week</td><td>5%</td></tr> <tr> <td>2.</td><td> - Identification of sample size focus areas and completion of development of Questionnaire. - Training to the enumerators, field coordinator, team leader, etc (as decided by the agency concern) </td><td>T+ 2 Week</td><td>10%</td></tr> <tr> <td>3.</td><td> - Field Exercise (Data Collection) - Data entry, tabulation, graphs, and analysis after completion of field work. </td><td>T+ 8 Week</td><td>40%</td></tr> <tr> <td>4.</td><td> - Data processing/ cleaning and preliminary descriptive statistics - Cleaned data in Stata format, together with 'do' files with a clear code book delivered </td><td>T+ 13 Week</td><td>15%</td></tr> <tr> <td>5.</td><td>Report with data summary and IFAD Team's feedback/ compliance. Followed by final report and published</td><td>T+ 16 Week</td><td>30%</td></tr> <tr> <td></td><td>Total</td><td>16</td><td>100%</td></tr> </table>	#	Milestone	Time Frame (weeks)	Payment (%)	1.	Submission of inception report	T+1 Week	5%	2.	- Identification of sample size focus areas and completion of development of Questionnaire. - Training to the enumerators, field coordinator, team leader, etc (as decided by the agency concern)	T+ 2 Week	10%	3.	- Field Exercise (Data Collection) - Data entry, tabulation, graphs, and analysis after completion of field work.	T+ 8 Week	40%	4.	- Data processing/ cleaning and preliminary descriptive statistics - Cleaned data in Stata format, together with 'do' files with a clear code book delivered	T+ 13 Week	15%	5.	Report with data summary and IFAD Team's feedback/ compliance. Followed by final report and published	T+ 16 Week	30%		Total	16	100%
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2.	- Identification of sample size focus areas and completion of development of Questionnaire. - Training to the enumerators, field coordinator, team leader, etc (as decided by the agency concern)	T+ 2 Week	10%																												
3.	- Field Exercise (Data Collection) - Data entry, tabulation, graphs, and analysis after completion of field work.	T+ 8 Week	40%																												
4.	- Data processing/ cleaning and preliminary descriptive statistics - Cleaned data in Stata format, together with 'do' files with a clear code book delivered	T+ 13 Week	15%																												
5.	Report with data summary and IFAD Team's feedback/ compliance. Followed by final report and published	T+ 16 Week	30%																												
	Total	16	100%																												
3	Section VI. Terms of Reference: Submission of Technical and Commercial Proposal; The	76	Itemized budget proposal in the currency of the INR. The Contractor must submit an itemized budget proposal disaggregated by each output item as specified in this TOR and as per example provided in Annex II;																												

	Commercial Proposal must include the following:		
4.	Section VI. Terms of Reference: Annex II: Example of itemised budget	78	Cost per Unit (as per currency in INR) Total Cost (as per currency in INR)
5.	Section VI. Terms of Reference: Annex IV. Indicative Staffing and Fieldwork Requirements for Household Data Collection	85	The Contractor is suggested to propose a sufficiently large and operationally manageable field team, to complete Data collection on time. As an indication, a deployment of approximately 50-60 enumerators would allow the household data collection to be completed in approximately 30 fieldwork days, subject to actual field conditions.
6	Section VI. Terms of Reference: Time Frame of the Assignment	74	The assignment is to be completed within a maximum period of four months (16 weeks) from the date of signing the contract.
7	Section VI. Terms of Reference; Submission of Technical and Commercial Proposal; Table 1	75	The firm must have conducted at least two large-scale (a sample size of 2,000 households or larger) quantitative survey data collection assignments focusing in Agricultural and/or Rural Livelihoods for Government or Semi-Government Organizations within the last seven years preceding July, 2026, including electronic/tablet-based data collection, field supervision and data-quality assurance.
8	Section VI. Terms of Reference; Submission of Technical and Commercial Proposal; The Technical Proposal must include the following:	76	Sub-contract is not allowed for this assignment.
9	Section IV. Qualification and Evaluation Criteria; Stage II: Technical Evaluation; 2. Key expert's qualification and competence for the assignment:	42	b. Field Manager-2 Nos. : 15 Marks i. Field Manager (Khasi, Jaintia & Ribhoi Region)-1 No. 7.5 marks ii. Field Manager (Garo Region)-1 No. 7.5 marks

Annexure A

Terms of Reference (TOR)

Data collection services in India as part of the impact assessment of the Meghalaya Livelihoods and Access to Markets Project (LAMP)

Project context

The Meghalaya Livelihoods and Access to Markets Project (LAMP) aims to enhance the livelihoods of rural households across Meghalaya, a hilly and predominantly tribal state in north-eastern India. The project, implemented between 2014 to 2025, seeks to improve incomes and resilience of rural communities by promoting sustainable, climate-adapted livelihoods. LAMP builds on the earlier Meghalaya Livelihood Improvement Project in the Himalayas (MLIPH) but adopts a new approach under the state's Integrated Basin Development and Livelihoods Programme (IBDLP), shifting focus from self-help groups to enterprise development, market access, and natural resource management.

LAMP's development objective is to expand sustainable livelihood opportunities tailored to the hill environment. The project covers all 18 blocks in the state and targets approximately 1350 villages, with a strong focus on reaching poor, tribal, women, and youth beneficiaries through a saturation approach.

The project has three operational components. **Component 1: Integrated Natural Resource Management** aims to strengthen the sustainable management of soil, water, and biodiversity resources across villages in Meghalaya through participatory planning and targeted interventions in land, water, and forestry. **Component 2: Rural Finance** focuses on expanding rural households' access to financial services, including savings, credit, and payments, by establishing village-level cooperative societies, facilitating credit linkages for local investments, and providing technical assistance to rural entrepreneurs. **Component 3: Integrated Supply Chain and Enterprise Development** seeks to increase real net incomes by developing inclusive and competitive value chains and supporting micro and small enterprises. This component is built on three pillars: institution building, value chain promotion, and market access. Following the mid-term review, the project adopted a holistic value chain approach, concentrating on key leverage points such as producer groups, financial cooperatives, market infrastructure, and support services to promote sustainable rural enterprise development.

Objective

The main objective of this tender is to identify a suitable company to gather high quality data at household and community level for use in carrying out an impact assessment of the LAMP project as better specified below.

The impact assessment will be based on quantitative data collected at the household and community levels. The key outcome indicators of interest in this impact assessment are:

- Economic mobility indicators (income, assets)
- Food security (household dietary diversity, household food consumption, minimum diet diversity for women, subjective food insecurity experience)
- Livestock and agricultural production and economic activities
- Access to market and local food economy
- Women's empowerment
- Resilience
- Social capital
- Employment type including from agricultural and non-agricultural sources as well as from self and wage earnings disaggregated by age group (youth versus non-youth)

Key staff members from the Project Management Unit (PMU) and IFAD will provide supervisory support in the implementation of the impact assessment including setting up the implementation design and data collection. The IFAD Team - housed in the Impact Assessment cluster of the Impact Assessment, Knowledge, and Innovation (IKI) Unit - is composed of technical experts with a distinguished background in economics and statistics and extensive experience in the field of impact assessment and applied research. The IFAD Team, in consultation with PMU and country team - will take the lead in activities related to sampling, survey design, questionnaire design and analysis of collected data to inform certain logframe indicators.

Survey implementation, which includes collection of quantitative data at household and community levels, is the focus of these Terms of Reference. The IFAD Team has already a well-developed questionnaire programmed in Survey Solutions, enumerator manual, and enumerator training guidelines. These will need to be fine-tuned and adapted to the specific logic and theory of change of the LAMP project and to the context of Meghalaya, India in which the project has been implemented.

In parallel, the PMU will provide the IA team with: a) secondary data available for the country and the project (baseline and midline data, annual outcome surveys, agricultural and population census if available); b) a list of eligible sites based on targeting criteria to serve as comparison for project sites; c) validate the selection of beneficiaries and comparison site through the use of secondary data and of local experts; d) full list of households eligible for project targeting in the selected sites. Using the list as a sampling frame, the IFAD Team will provide the Contractor with the sample of randomly selected and replacement households along with their location information to carry out the quantitative survey from both treatment and comparison groups. Taking into consideration these inputs from the IFAD Team and from the PMU, the Contractor will have to complete activities and outputs/deliverables as indicated below.

Duties and responsibilities

The primary responsibility of the Contractor is to work in close collaboration with all counterparts, including members of the PMU and IFAD IA Team for data collection through household and community surveys. Specifically, the Contractor will be responsible for the following aspects of Impact Assessment:

- 1) **COMMENTS AND INPUTS TO THE SURVEY STRATEGY:** Provide the PMU and IFAD Team with comments and inputs to the approach for data collection prepared by IFAD Team (providing context specific inputs on developing methods, tools to use, timing, workplan, identification of focal points and logistical aspects).
- 2) **DATA QUALITY SYSTEM:** The Contractor must take the lead role, in parallel with and approved by the IFAD Team, in compiling a means of ensuring data quality and progress tracking using the Survey Solutions online management and tracking system on a daily basis. In this respect, it is expected that the Contractor fine-tunes automated feedback files that highlight errors¹ of interviews which, in turn, should be used to follow-up with enumerators, on a daily basis during data collection. Furthermore, the Contractor is expected to define - clearly and in a detailed manner - the field management, organization, roles, responsibilities, as well as type and number of devices used for data collection etc. before the start of the data collection. **A progress tracking system** should clearly explain the approach to track the progress of the respective quantitative surveys throughout the duration of the data collection.
- 3) **COMMENTS AND INPUTS TO THE SURVEY TOOLS FOR QUANTITATIVE DATA COLLECTION:** The Contractor is expected to fine-tune the questionnaire, designed by the IFAD Team, to the country setting and logic of the project and to provide accurate and professional translation to the appropriate local languages of the survey instruments and manual² ensuring good quality and professional translation. The survey tools include a) finalized tablet-based household and; b) community level questionnaires, c) enumerator guidelines to help with the understanding and practicalities of the data collection including conversion tables and codes and, d) a well-functioning data collection program. The questionnaires will serve the purpose of collecting geo-referenced data, at household and community level, needed to measure key outcome and output indicators. The household questionnaire administered as part of this survey will consist of questions regarding general household characteristics, such as household demographic characteristics, land use, on-farm and off-farm employment, income, resilience and asset ownership, among others. The length of surveys may vary depending on what is grown by the respondents and the number of plots they have access to (i.e. own, rent, borrow, etc.), however, on average it is expected that one household level questionnaire should take approximately 1.5- 2 hours to complete (see an example module from the questionnaire in Annex III for reference). For planning and budgeting purposes, the Contractor should assume that each enumerator will be able to complete approximately 2–3 household interviews per day. This assumption reflects both the expected average time taken to conduct each household questionnaire and the logistical requirements associated with reaching sampled households, such as potentially long distance travel, remote and difficult to access locations, and limited road connectivity. The Contractor must consider these when determining the required number of enumerators, field teams, and the number of days required for the field activities (See Annex II for more details).

The community questionnaire administered as part of this survey will consist of questions regarding general access to infrastructure and facilities, general land allocation, resilience measure as well as other socio-economic information at community level. Each community level questionnaire is expected to take on average 1 hour to complete.

Although the IFAD Team is responsible for providing the Contractor with the programmed CAPI version of the questionnaire in Survey Solutions only to be fine-tuned and finalized by the Contractor, the Contractor is responsible for using tablets suitable for administering the questionnaire, for managing the data collection and for ensuring proper geo-reference of household dwelling and of communities. If tablets are not suitable for geo-referencing, it is the Contractor's responsibility to ensure proper GPS devices are used. The PMU and IFAD team reserves the right to check the correctness of GPS coordinates reported by Contractor and may require the latter to re-run the data collection for the observations for which these GPS are missing or fall outside the target area.

¹ These files should check for consistency errors, missing answers and outliers among others.

² The IFAD Team will provide the Contractor with an Excel file created by the Survey Solutions software that contains the English text of the respective draft questionnaires. The text to be translated consists of two parts: narratives and survey program logic (HTML-codes). The Contractor is responsible for providing accurate and professional translation of the narratives into the appropriate local languages while preserving the survey program logic in the same way it has been programmed in English. The translation has to be submitted to the PMU and IFAD Team at least three days before the pre-testing to address problems if necessary.

4) **CONDUCT QUANTITATIVE DATA COLLECTION:** The Contractor is expected to provide a clear strategy for ensuring staffing and recruitment, pre-testing of the survey tool, training of supervisors and enumerators, piloting and carrying out the data collection. The Contractor must provide clear plan to comply with this timeline, by ensuring sufficient staffing (enumerators, supervisors, and other staff) and resources (tablets, extra chargers, and other related equipment). Data quality is essential and, therefore, the strategy should include the quality control linked to the responsibilities and role for data collection using tablets, for data quality check and for supervision of data uploading. This strategy will be approved by the PMU and IFAD Team. In particular, this component includes:

- **Staffing:** Prompt recruitment of an experienced team consisting of a project manager, field managers, questionnaire and data manager and enumerators. The staff recruited must be able to liaise and communicate effectively within the areas they are assigned and with IFAD Team. The structure of the team is suggested as follows, with those recruited possessing proven experience in the role of:
 - *Project Manager:* Responsible for planning, supervising and managing the entire project with the assistance of the field manager. The project manager will work in close collaboration with the field manager for the data collection and implementation of project activities, he/she will also serve as the main liaison with the PMU and IFAD Team.
 - *Field Manager:* Responsible for directly planning, closely supervising and managing the field work. The field managers will be present in the field together with the data collection team for the duration of the project.
 - *Data Manager:* Responsible for managing the electronic data collection using Survey Solutions Headquarter management and tracking system, including assigning surveys to supervisors and supporting supervisors' allocation of surveys to enumerators, tracking the progress of the collection, ensuring adherence to the sampling strategy, ensuring quality of interviews approved by Supervisors, and submitting of processed data to IFAD.
 - *Enumerators:* Responsible for completing the surveys and following the agreed post-survey quality checks and processing procedures.

Key Personnel

Position	Minimum Qualification	General Experience	Specific / Relevant Experience
Project Manager (1 No.)	Master's degree in Economics, Statistics, Social Sciences, Development Studies, Management, Agriculture, or related discipline	Minimum 12 years	Minimum 8 years of specific experience in managing large-scale quantitative surveys, impact assessments, monitoring & evaluation, socio-economic research or similar assignments. Experience in managing field teams and coordinating survey activities across multiple geographical locations.
Field Manager(2 Nos.)	Bachelor's degree in Social Sciences, Economics, Statistics, Management, Agriculture, Development Studies, or related discipline	Minimum 5 years	Minimum 3 years of specific experience in planning, managing and supervising field-based quantitative surveys, household/community surveys, impact assessments or similar assignments. Experience in managing enumerators, field logistics, survey progress and data-quality control.
Data Manager(1 No.)	Bachelor's degree in Statistics, Computer Science, Data Science, Mathematics, Economics, or related discipline	Minimum 5 years	Minimum 3 years of specific experience in electronic/tablet-based data collection and data management, including survey monitoring, data-quality checks, data processing, cleaning and validation. Experience with Survey Solutions or similar CAPI/data-collection platform is mandatory.

Non- Key Personnel

Enumerators (number to be specified by the agency)

Qualification: Bachelor's degree in any discipline.

Experience: Minimum 1 year of experience in mobile/app-based data collection, field surveys, or household interviews; ability to speak local languages is essential.

The full list of staff, including enumerators, along with basic information on the team and the data quality system must be approved by the PMU and IFAD Team, at least two weeks prior to the pre-testing of the survey tools. Experience in data collection through tablets is required, and experience in using the Survey Solutions data collection software is desirable.

- **Verification and testing plan:** Preparing a plan to verify and test the quality and capability of enumerators at the end of the pre-testing, training and pilot phase of the survey questionnaires, and submit it to the IFAD Team for review at least one week before the start of the enumerator training.

- **Equipment:** Data collected using tablets with the following specifications: version of Android Operating System that is 8.0 or better, minimum 2GB of RAM, 16GB of flash memory storage with at least 1GB of available space, a Wifi module, 3G/4G connectivity, and GPS technology plus, GPS devices and tape recorders or other required electronic devices.³ It is not recommended that the enumerators use their personal mobile phones or tablets for data collection.
- **Logistics:** Arranging transportation and equipment related to household and community survey interviews, pre-testing, enumerator training, and piloting of data collection; ensuring proper maintenance and functionality of all vehicles and equipment.

- 5) **PRE-TESTING, ENUMERATOR TRAINING AND PILOT:** The Contractor is responsible for arranging the pre-testing, the enumerator training as well the pilot phase of the survey tools. The pre-testing has the function of: (i) verifying the accuracy of translation; (ii) identifying questions that are difficult to understand for respondents; and (iii) identifying where improvements can be made in the general questionnaire design and flow⁴. The pre-testing team should include all the supervisors, a few local experts (i.e. agronomist or agricultural experts), and if deemed necessary, a few key enumerators.

During the pre-testing the IFAD Team will work in conjunction with the pre-testing team to refine and finalize the survey tools prior to the enumerator training and the pilot phase to make sure it is very well-tailored to the country context, both from an agricultural as well as a cultural point of view. The pre-testing should take 2 days in total. It is required that the pre-testing is conducted in the field with respondents from households that resemble, but are not part of, the final sample area. Each supervisor (and enumerator if present) should conduct at least two complete surveys in the field. It is responsibility of the contractor to organize and manage the logistic and arrangements needed for pre-testing the survey.

Once the pre-testing is completed and the survey tools are finalized and translated, the enumerator training and the pilot phase with the entire group of enumerators is conducted. The Contractor is responsible for arranging the logistics for the enumerator training as well as the piloting of the survey tools in the field. This implies organising the location, accommodation, transport, and materials. The Contractor is expected to provide at least one professional interpreter/translator for the IFAD Team during the entire duration of the pre-testing and of the enumerator training and pilot. The role of the interpreter/translator are (1) to support the IFAD Team during the pre-testing, enumerator training, and pilot to ensure effective communication between the IFAD Team and the supervisors and enumerators, (2) to translate the texts in the survey tools according to the major changes made during the pre-testing and the minor changes made during the enumerator training and pilot, and address any wording issues that may have arisen during pre-testing, training, and pilot.

The Contractor is also fully responsible for arranging the pilot, during which each enumerator must complete at least three questionnaires and upload at least the third interview to the server. Note that during the pilot phase, it is expected that each questionnaire will take around double the time that it will take during the live data collection⁵.

The enumerator training and the pilot should be conducted sequentially. The Contractor is responsible for devising the training schedule given the specific needs of the project (i.e. sample size, logistics, type and level of complexity of the intervention, etc.) and the training schedule should be as rigorous as the following proposed example, but cannot be less than 7 full days (including pre-testing, training and pilot):

Days 1 – 2: Pre-testing of questionnaire in Survey Solutions

Days 3 – 4: Revision and finalization of the questionnaire in Survey Solutions including translation into local language(s)

Days 5 – 7: Classroom training on Survey Solutions questionnaire

Day 7: Mock interviews of Survey Solutions questionnaire including addressing minor translation and/or wording issues

Day 8 (morning): First pilot of Survey Solutions questionnaire

Day 8 (afternoon): Debriefing on first pilot and addressing issues that arose

Day 9 (morning): Second pilot of Survey Solutions questionnaire

³ Compatible tablet models are listed on this webpage.

<http://support.mysurvey.solutions/customer/en/portal/articles/2505822-what-tablets-should-i-buy->

⁴ Pre-testing of the survey tool might entail major changes to the questionnaire.

⁵ Minor changes to the survey tool are expected during training and pilot.

Day 9 (afternoon): Final debriefing and final recommendations for data collection

A training schedule should be devised and shared with the PMU and IFAD team at least five days before the pre-testing of the survey tools starts. It is required that the enumerator training is undertaken in the **same location for the entire team**, and that all enumerators, supervisors and managers are present. The Contractor is required to ensure enumerator's capability to collect high quality data within the average amount of time indicated for household survey. To this purpose, the Contractor must elaborate a plan to verify and test the quality and capability of enumerators and must be prepared to substitute enumerators as needed. This may require higher number of enumerators attending the enumerator training and pilot, after which, the Contractor will screen out enumerators based on their performance during training and pilot.

- 6) **QUANTITATIVE HOUSEHOLD AND COMMUNITY LEVEL SURVEYS:** Administer these surveys which will cover **at least** 3000 households (for the household questionnaire) and 155 communities (for the community questionnaire), split across treated and control group, residing in up to 11 districts including East Garo Hills, East Jaintia Hills, East Khasi Hills, North Garo Hills, Ri Bhoi, South Garo Hills, South West Garo Hills, South West Khasi Hills, West Garo Hills, West Jaintia Hills, West Khasi Hills. Within these districts, a list of villages and/or households will be provided to the Contractor, from which the Contractor will need to interview the treated (beneficiaries) and the control households following the approach designated by the PMU and IFAD team. The Contractor is responsible for setting up a Server on which the Survey Solutions software tools will be hosted. The Contractor must ensure that the IFAD Team has access to the Server, throughout data collection. The IFAD Team will, in parallel with the Contractor, conduct quality checks on a daily basis. Detailed geographic location information of the households and villages should be captured - without any additional cost to IFAD – using built-in GPS device in the tablets, or other suitable GPS devices, is required. Average time taken to conduct household and community level surveys, both overall and disaggregated by module, should be recorded and reported.

The IFAD Team will provide feedback and comments on the data throughout the data collection activities and after they have been completed. The Contractor is required to incorporate the feedback and comments provided by the IFAD Team in a timely manner and ensure that any issues related to the collected data are addressed on an ongoing basis.

- 7) **CLEANED DATA:** Submit **cleaned data** files in Stata format, complete with any 'do' files or other relevant material and of a clear and complete codebook and guidelines for data interpretation and understanding. Data files submitted should perfectly reflect Survey Solutions exporting structure, ensuring each module of the questionnaire corresponds to its specific data file, including the related roster to which observations correspond (i.e. the identification of each observation collected must be kept in each data file).
- 8) **REPORT:** Provide a **final report** on field activities after completion, incorporating comments and feedback received from the PMU and IFAD Team, providing preliminary descriptive statistics once the data are cleaned and ready for analysis. This report should be submitted within 30 days following the completion of the data collection.

In-kind input from IFAD

Technical staff from the IFAD Team, with assistance from the PMU, will develop the sampling strategy as well as questionnaires and survey tools for the collection of the quantitative data and will also provide support during the pre-testing, training of enumerators and pilot. This will include class and field exercises and cover both community and household level surveys. Key IFAD Team members will also provide some supervisory support in the field during the training.

The Contractor will be responsible for acquiring all permissions necessary for conducting the surveys and for ensuring a smooth data collection process. Furthermore, the Contractor will be responsible for ensuring equipment such as tablets or GPS devices are working and have sufficient storage space to collect data over multiple days before uploading, that there is back-up equipment, and that appropriate measures are taken to keep the data safe and ensure that back-ups are made.

Deliverables

Under the supervision of PMU and IFAD Team, the Contractor will be responsible for the following deliverables:

- 1) **Comments and inputs to the survey strategy developed by the IFAD Team provided:** The survey strategy includes:
 - a) the sampling strategy, based on proposed sample size and strategy from the IFAD Team, and its practical construction including acquisition of secondary data and of other information as needed; and
 - b) the approach for data collection (method, tools to use, timing, workplan, focal points and logistical aspects).
- 2) **Data quality system fine-tuned:** a means for ensuring data quality on a daily basis and progress tracking using the Survey Solutions online management and tracking system, including field management, organization, responsibilities, type and number of devices used for data collection etc. The data quality system should include also a progress tracking system that clearly explains the approach to track the progress of the quantitative surveys throughout the duration of the data collection.

- 3) **Fine-tuning tools for quantitative data collection:** this requires contextualization to the country setting and accurate and professional translation of the survey tools for quantitative data collection of household and community level questionnaires and of a well-functioning data collection program for collecting the data using tablets as well as the fine-tuning of enumerator guidelines on the basis of the questionnaire provided by the IFAD team to help with the understanding and practicalities of the data collection including conversion tables and codes.
- 4) **Data collection system and organization developed:** Data collection system developed and shared with the PMU and IFAD Team. This includes:
 - a) The full list of the team of experienced enumerators, Data manager, Field manager and Project manager, provided for approval to the IFAD Team, at least two weeks prior to the pre-testing of the survey tools;
 - b) A plan to verify and test at the end of the pre-testing, training and pilot phase the quality and capability of enumerators elaborated and submitted;
 - c) Equipment secured: tablets with required specifications, GPS devices and tape recorders or other electronic devices;
 - d) Logistics arranged: transportation and equipment related to household survey interviews; ensuring proper maintenance and functionality of all vehicles and equipment. A clear plan to ensure data collection and uploading of data using tablets in the absence of electricity and internet connection.
- 5) **Pre-testing, enumerator training and pilot phase successfully conducted:** ensuring logistics, tools, equipment, location, accommodation, transport, and materials (including enumerator guidelines). A training schedule should be devised and shared at least ten days before the pre-testing of the survey tools starts. The Contractor is responsible for ensuring that all the supervisors, a few local experts (i.e. agronomist or agricultural experts), and if deemed necessary, a few key enumerators participate in the pre-testing of the survey tools.

It is **mandatory** that all enumerators and relevant staff (i.e. project manager, field manager, data manager, etc.) are present during the training which should be conducted in the same location and at the same time for the enumerators.

It is required that each enumerator completes at least three questionnaires during the pilot phase. *Note that during the pilot phase, it is expected that each questionnaire will take around double the time that it will take during the live data collection.*
- 6) **Quantitative household and community level data collection conducted:** data collected on **at least** 3000 households and 155 communities, split in treated and control areas, including detailed geographic location information, captured using GPS equipment, of the households and villages. The datasets of the household and the community survey questionnaires must be delivered to the PMU and IFAD separately, by module, with each module containing basic identifying information of the household or the community (*i.e. region/state, country/district, ward/sub-district, village, HH and enumerator and supervisor ID's at the minimum*).
- 7) **Clean data delivered:** Finalized and cleaned **datasets** perfectly reflecting the Survey Solutions exporting structure in Stata/ format based on the feedback and comments received from the IFAD Team, together with 'do' files with a **clear code book** for data interpretation and analysis;
- 8) **Report delivered:** a final report on the data collected incorporating input and comments from the PMU and IFAD Team, finalized and delivered within 30 days following the completion of the data collection.

Property Rights⁶

All information gathered under the contract is the property of the PMU and IFAD. The selected contractor must deliver all data, documents, background information and other relevant information gathered during the course of the activities carried out while under contract must be delivered to the PMU and IFAD in their entirety.

Professional requirements of organisation and field staff

Qualification and experience:

The requirements for this activity include previous, demonstrable experience in conducting and processing quantitative data collection in north-east India on a large scale both in terms of the number of surveys and the geographic coverage, as well as agriculture-related knowledge. If the Contractor plans to use a Sub-contractor, the same requirement applies to the Sub-contractor.

Technical Requirements:

An experienced team to oversee all aspects of the data collection exercise, fully functioning equipment and software, data storage facilities with back-up. Furthermore, the required permissions necessary for conducting the surveys in the field must be obtained by the Contractor.

⁶ Please see Article 11 of the Long Term Agreement (LTA) between IFAD and the Contractor on Copyrights, Patents and Other Proprietary Rights.

Required competencies:

- **Well organised** – The Contractor should be able to effectively plan and execute the collection of data to the exact specifications of the IFAD Team;
- **Efficient** – As there will be a tight deadline for the completion of the activities, the ability to plan and execute the tasks quickly, but to a high standard, is imperative;
- **Attention to detail** – The Contractor must be able to ensure the data collected is largely free from errors and that the sampling for the surveys is carried out to the exact specifications.

Languages:

Excellent written and verbal communication skills in English, Khasi, Garo, Jaintia, and Hindi are essential. The team of enumerators must also be fluent in the local language/dialect of the area to which they are assigned.

Work plan and timeframe (Duration)

The outputs of this contract are to be delivered according to the schedule shown below:

Outputs
1) Comments and inputs to the survey strategy: Support the PMU and IFAD Team by providing inputs and comments to the quantitative data collection plan developed by the IFAD Team including a detailed description of: a) the sampling strategy, based on proposed sample size and strategy from IFAD, and its practical construction including acquisition of secondary data and of other information as needed, and b) the approach for data collection (method, tools to use, timing, workplan, focal points and logistical aspects). 2) Data quality system: A means, developed and formulated, for ensuring quality data are collected on a daily basis and progress tracking using the Survey Solutions online management and tracking system, including field management, organization, responsibilities, type and number of devices used for data collection etc. The progress tracking system should clearly explain the approach to track the progress of the household, community, and qualitative surveys throughout the duration of the data collection. 3) Fine-tuning and finalization of tools for quantitative data collection: Support the PMU and IFAD Team fine tuning the questionnaire and providing accurate and professional translation to the survey tools for quantitative data collection. These include a) <u>finalized tablet-based household</u> and b) <u>community level questionnaires</u>, c) <u>enumerator guidelines to help with completion of data collection including conversion tables</u> and d) a well-functioning <u>data collection program</u>. 4) Data collection system and organization: Data collection system developed and shared with the PMU and IFAD Team. This includes: a) the <u>full list of a team of</u> experienced enumerators, data manager, field manager and project manager provided, for approval by the IFAD Team at least two weeks before the training of enumerators is foreseen; b) a <u>plan to verify and test</u> quality and capability of enumerators at the end of the pre-testing, training and pilot phase elaborated and submitted; c) <u>equipment</u> (secured tablets with correct specifications, GPS devices and tape recorders or other electronic devices); and d) <u>logistics</u>: arranged transportation and equipment related to household survey interviews; ensuring proper maintenance and functionality of all vehicles and equipment and a clear plan to ensure data collection and uploading of data using tablets in the absence of electricity and internet connection. 5) Pre-testing, enumerator training and pilot successfully conducted: pre-testing, enumerator training and pilot ensuring logistics, tools, equipment, location, accommodation, transport, and materials (including enumerator guidelines). A training schedule should be devised and shared at least ten days before the training starts. All supervisors, a few local experts (i.e. agronomist or agricultural experts), and if deemed necessary, a few key enumerators must participate in the pre-testing. It is mandatory that all enumerators and data collection staff are present during the enumerator training and pilot. This training should be conducted in the same location for the enumerators and the entire data collection staff. Each enumerator must complete at least three questionnaires during the pilot phase. <i>Note that during the pilot phase, it is expected that each questionnaire will take around double the time that it will take during the live data collection.</i> 6) Quantitative household and community level data collection conducted on at least 3000 households, split across treated and control group, residing in up to 11 districts including East Garo Hills, East Jaintia Hills, East Khasi Hills, North Garo Hills, Ri Bhoi, South Garo Hills, South West Garo Hills, South West Khasi Hills, West Garo Hills, West Jaintia Hills, West Khasi Hills. Within these districts, a list of villages and/or individuals will be provided to the Contractor, from which the Contractor will need to interview the treated (beneficiaries) and the control households following the approach designated by the PMU and IFAD team. The data should capture detailed geographic location information of the households and communities using appropriate tablets, GPS and other devices as necessary. The datasets of the household and the community survey questionnaires must be delivered to the IFAD Team separately, by module, with each module containing basic identifying information of the household or the community (<i>i.e. region/state, county/district, block/ward/sub-district, village, household and enumerator and supervisor ID's at the minimum</i>). A data collection verification system to track progress must also be conducted in conjunction with/or in parallel to the quality checking system developed by the IFAD Team. The IFAD Team will provide feedback and comments on the data throughout the data collection activities and after they have been completed. The Contractor is required to incorporate the feedback and comments provided by the PMU and IFAD Team in a timely manner and ensure that any issues related to the collected data are addressed on an ongoing basis and in a timely manner. Average time taken to conduct household and community level surveys, both overall and disaggregated by module, should be recorded and reported. Minimum or indicative data- quality KPIs and back check procedures to objectively assessed the performance of the contractors. 7) Cleaned data delivered: Finalized and cleaned datasets perfectly reflecting the Survey Solutions exporting structure in Stata format based on the feedback received from the IFAD Team, together with 'do' files with a clear code book for data interpretation and analysis;

- 8) **Report delivered** on the data collected and preliminary descriptive statistics, incorporating the IFAD Team's input and comments, finalized and within 30 days following the completion of the data collection.

Below is the indicative timeline of the work outputs. Although IFAD retains the right to adjust the schedule, the Contractor should aim to stick closely to this timeline. The final block of time is partly designated for follow-up correspondence between IFAD and the Contractor relating to the submitted dataset and other details. The Contractor should therefore be ready to respond to such follow-up requests up to the end of this period.

Outputs	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14 -16
1) Comments and inputs to the survey strategy (for quantitative data)														
2) Data quality system														
3) Comments and inputs to the survey tools for quantitative data collection: finalized household and community (and other when relevant) level questionnaires and as well as guidelines for the data collection.														
4) Data collection system and organization: including staffing, equipment, logistics, transport and quality check and verification.														
5) Pre-testing, enumerator training and pilot conducted														
6) Quantitative data collection of household and community (and other when relevant) surveys conducted														
7) Cleaned data in Stata format, together with 'do' files with a clear code book delivered														
8) Report on the data collected and preliminary descriptive statistics, incorporating the IFAD Team's input and comments, finalized and delivered														

Payment schedule:

Payments will be made upon receipt of the outputs listed above. All outputs will be reviewed and cleared upon approved by the Responsible Officer. The schedule of payments is as per the table below:

Time Frame of the Assignment

The assignment is to be completed within a maximum period of four months (16 weeks) from the date of signing the contract.

#	Milestone	Time Frame (weeks)	Payment (%)
1.	Submission of inception report	T+ 1 Week	5%
2.	- Identification of sample size focus areas and completion of development of Questionnaire. - Training to the enumerators, field coordinator, team leader, etc (as decided by the agency concern)	T+ 2 Week	10%
3.	- Field Exercise (Data Collection) - Data entry, tabulation, graphs, and analysis after completion of field work.	T+ 8 Week	40%
4.	- Data processing/ cleaning and preliminary descriptive statistics - Cleaned data in Stata format, together with 'do' files with a clear code book delivered	T+ 13 Week	15%
5.	Report with data summary and IFAD Team's feedback/ compliance. Followed by final report and published	T+ 16 Week	30%
	Total	16	100%

Submission of Technical and Commercial Proposal

Interested potential contractors should submit a Technical and Commercial Proposal for these data collection services, which will be evaluated by an IFAD Technical Evaluation and Commercial Panel. Proposals must meet all minimum requirements in order to be considered. Table 1 below presents the criteria that will be used to evaluate the Technical and Commercial proposals. In addition to these criteria, the Panel will also take into account potential contractors' ability to compile well-written and concise proposals.

Table 1: Technical and Commercial Proposal Evaluation Criteria	
Minimum requirements (Proposals must meet all minimum requirements in order to be considered.)	
1	The firm must have conducted at least two large-scale (a sample size of 2,000 households or larger) quantitative survey data collection assignments focusing in Agriculture and/or Rural Livelihoods for the Government or Semi-Government organizations in India within the last seven years preceding July, 2026, including electronic/tablet based data collection, field supervision and data-quality assurance.
2	Those assignments must demonstrate large-scale household and/or community survey implementation in rural or hard-to-reach settings in India and must have been conducted for international financial institutions, UN agencies, or comparable international development organizations (e.g., World Bank, IFAD, FAO, ADB, WFP, IFPRI, IRRI, etc.).

Technical Proposal Evaluation Criteria	
1	Evidence of experience conducting large-scale quantitative surveys for impact assessment in Agriculture and/or Rural Livelihoods for the Government or Semi-Government organizations in India within the last seven years preceding July, 2026 in India.
2	The firm presented a strong understanding of the requirements set out in the TOR and presented these in detail; Quality of data collection system and organization; Capacity to carry out deliverables and complete outputs according to the expected timeline of the work outputs
3	Qualifications and experience of the proposed project staff (including the data manager, supervisors and translator)
4	References provided by the contractors were valid and checked for positive feedback
Commercial Proposal Evaluation Criteria	
1	Full and accurate overall budget for quantitative data collection at household and community levels
2	Full and accurate itemized budget compared to current market rates for India including proposed rate to data collection staff

The Technical Proposal must include the following:

- Detailed proposed work plan of the project implementation including timeline and time estimation. This should be specifically linked to the Duties and Responsibilities of the work including but not limited to the details of
 1. how data quality will be ensured;
 2. how progress will be made available and traceable;
 3. how enumerators will be recruited and how their capability to collect high-quality data will be ensured;
 4. how training (including the pre-testing), pilot and data collection will be organised (including details on equipment use, household lists, and other field logistics).
- Copies of the CVs of the proposed senior data collection staff: Project Manager, Field Manager, Data Manager, Field Supervisor, and evidence of their previous experience, skills and education;
- A letter of commitment by the Contractor to execute the recruitment of the enumerators with local language/dialect skills (free format);
- At least two references, with contact information, of firms or institutions for whom the potential Contractor has carried out data collection surveys;
- A description of translation process and services back and forth between English and local language;
- Any other relevant information, which may support the technical proposal of the Contractor for the requirements specified in the TOR;
- Details of how the firm will effectively handle multiple IFAD contracts, if they have already won or are applying/intend to apply for additional IFAD tenders.

The Commercial Proposal must include the following:

- Itemized budget proposal in the currency of the INR. The Contractor must submit an itemized budget proposal disaggregated by each output item as specified in this TOR and as per example provided in Annex II;

Annex I: Map of the programme area



Annex II: Example of itemised budget

Country XX - Commercial Proposal for a XX project HH Survey on XX villages for a total of XX HH						
	Activity	Qty	No of days/units	Unit	Cost per Unit (as per currency in INR)	Total Cost (as per currency in INR)
A	Desk study, analysis of tools and strategy, acquisition of secondary data					
	Desk study review and comments			days		
	Acquisition of secondary data			person days		
	Preparation of field manual			person days		
	Interpreter/translator			person days		
	Sub-total					
B	Pretesting, enumerator training, pilot					
	Field managers			person days		
	Team leaders per diems + meal and refreshments			person days		
	Enumerators			person days		
	Training centre rental			person days		
	Drivers			person days		
	Supervisors			person days		
	Interpreter/translator			person days		
	Sub-total					
C	Fieldwork-Data Collection					
	Enumerators per diem incl. accommodation			person days		
	Drivers per diem incl. accommodation			person days		
	Data entry expert			person days		
	Field Manager			person days		
	Refreshments for FGDs/KIIs/community surveys			number		
	Incentives for household surveys			number		
	Sub-total					
D	Transport					
	Vehicle hire field activities at flat daily rate + insurance			days		
	Vehicle hire for Field Monitoring			days		
	Fuel (litres-diesel)			litres		
	Sub-total					

		Sub-total					
E	Miscellaneous, Equipment, Stationery Supplies						
	Printing paper for Field Manuals and Data Collection Tools				reams		
	Toner Cartridges				each		
	Photocopying				pages		
	Communication (Domestic calls)				units		
	Sub-total						
G	TOTAL COSTS						
H	FIRM X Administration costs (rentals, consumables and utilities						
I	GRAND TOTAL						
	Notes:						

Annex III:

An Example questionnaire module on agricultural production

D: CROPS

CROP											
%rosteritle% from question C23-C29 (questions repeated for each household's plots)											
I D c o d e	D1. INTERVIEW ER, SELECT ALL CROPS	D2. Who in your household are the main decisions makers over %rosteritle%?	D3. Were the seeds/seedlings used for %rosteritle% that you harvested in the past 12 months mainly traditional or improved?	In total, how much %rosteritle% did this household harvest from all parcels during the last 12 months?	D5. UNIT ARROBA...104 BAG...11 BASIN...16 BASKET...13 BEAM...26 BIN...14 BOTTLE...19 BOWL...17 BUNCH...7 BUNDLE...8 CAN...22 CENTNER...105 DOZEN (12 PC)...27	D6. CONVERT %crp_unit% TO ARROBA...104, BAG...11 BASIN...16 BASKET...13 BEAM...26 BIN...14 BOTTLE...19 BOWL...17 BUNCH...7 BUNDLE...8 CAN...22 CENTNER...105 DOZEN (12 PC)...27	D7. How many %crp_conv _unit% does <u>one</u> > %crp_unit % of %r_crops% weigh?	D8. Overall, would you say that your %r_crops% harvest(s) in the past 12 months was/were very good, good, normal, bad or very bad? VERY GOOD...1 GOOD...2 NORMAL...3 BAD...4 VERY BAD...5	D9. ... how many did you sell without processing? NONE...0 IN %crp_unit% IN HARVESTING CONDITION UNACCOUNT ED: %crp_unacc% %crp_unit%	D10. ... how many did you use for your own household consumption or for your animals? NONE...0 IN %crp_unit% IN HARVESTING CONDITION UNACCOUNT ED: %crp_unacc% %crp_unit%	D11. ... how many did you process with the intention to sell parts of the product? NONE...0 IN %crp_unit% IN HARVESTING CONDITION UNACCOUNT ED: %crp_unacc% %crp_unit%

					DRUM...24 HEAP...9 JAR...18 KILOGRAMS (KG)...102 LITRE...23 LOAD...10 OTHER (SPECIFY)...-96 PACKET...15 PICK-UP TRUCK...21 PIECE...6 POUND...101 QUARTER...25 SACK...12 TON...103 WHEELBARROW... 20	DRUM...24 HEAP...9 JAR...18 KILOGRAMS (KG)...102 LITRE...23 LOAD...10 OTHER (SPECIFY)...- 96 PACKET...15 PICK-UP TRUCK...21 PIECE...6 POUND...101 QUARTER...25 SACK...12 TON...103 WHEELBARROW...20					
1											
2											
3											
4											

5										
---	--	--	--	--	--	--	--	--	--	--

D: CROPS (continued)

	CROP									
I D c o d e	D12. ... how many did you lose after the harvest?	D13. ... how many do you still have in storage today?	D14. ... how many did you use for any other purpose, e.g. as seeds, gifts, payments?	D15. What products did you make from %rostartitle%?	D16. When selling unprocessed %rostartitle%, how much did you receive <u>per %crp_unit%</u> > on average?	D17. This means your household earned around %crp_sale_value % %lcu% in total in the past 12 months from selling unprocessed %rostartitle%? Does this sound correct?	D18. To which buyer did your household sell most of the %rostartitle% harvested in the last 12 months?	D19. Where did you sell most of the %rostartitle% to that buyer?	D20. How did you transport most of the %rostartitle% to where it was sold?	D21. How long does it usually take to get to this place by %crp_buyr_transp%?
	NONE...0 IN %crp_unit% IN HARVESTING CONDITION 	NONE...0 IN %crp_unit% IN HARVESTING CONDITION 	NONE...0 IN %crp_unit% IN HARVESTING CONDITION 	PROBE AND RECORD ALL THAT APPLY Please find the list of products from the APPENDIX	IN %lcu%. ON AVERAGE PER %crp_unit% IN HARVESTING CONDITION. ESTIMATE VALUE OF IN- KIND PAYMENTS	Y/N	INDIVIDUALS...1 COOPERATIVE...2 PRODUCER ORGANIZATION...3 SMALL SCALE TRADER/WHOLESA LER...4 LARGE SCALE TRADER/WHOLESA LER...5 LOCAL PROCESSOR...6 EXPORTER...7 RESTAURANT OR HOTEL...8 INSTITUTION (CHURCH, HOSPITAL,	OWN HOME OR FARM GATE...1 MARKET IN OWN COMMUNITY...2 MARKET OUTSIDE OF OWN COMMUNITY...3 ROADSIDE...4 AT THE PLACE OF THE BUYER...5 OTHER (SPECIFY)...-96	ON FOOT...1 BICYCLE...2 TAXI / BUS...3 LORRY / TRUCK...4 MOTORCYCLE...5 CAR...6 BOAT...7 ANIMAL DRAWN CART...8 HORSE / MULE / DONKEY...9 OTHER (SPECIFY)...-96	LESS THAN 5 MINUTES...0 IN MINUTES, ONE WAY

							SCHOOL, ETC)...9 DIRECT RETAILER (SHOPS, SUPERMARKETS, ETC.)...10 OTHER PRIVATE COMPANY...11 NATIONAL MARKETING BOARDS...12 OTHER (SPECIFY)...- 96			
1										
2										
3										
4										
5										

D: CROPS (continued)

	CROP LABOUR						INPUTS			

I D c o u n t	D23. In the past 12 months, who in your household has done any work to grow and harvest crops, even if just a little bit?	D24. Thinking about all the activities to grow and harvest crops, how many days in total has %roster% worked in the last 12 months?	D25. In the past 12 months, did you hire anyone to help with the activities to grow or harvest your crops?	D26. In the past 12 months, how many <u>person days</u> did you hire to grow or harvest your crops?	D27. In the past 12 months, has anyone from another household worked <u>free of charge, as exchange laborer or to assist for nothing in return</u> to grow or harvest your crops?	D28. In the past 12 months, how many <u>person days</u> of free or exchange labour did you receive to grow or harvest your crops?	D29. For all the crops harvested during the last 12 months, did your household use any...	D30. In the past 12 months, how much did you spend on <u>organic fertilizer</u>?	D31. In the past 12 months, how much did you spend on <u>inorganic fertilizer</u>?	D32. In the past 12 months, how much did you spend on pesticides (herbicides, insecticides, fungicides)?
	PROBE 'ANYONE ELSE' AND SELECT ALL THAT APPLY	IN FULL DAYS OF 8 HOURS. SUM PARTS IF WORKED LESS THAN A FULL DAY. RECORD DECIMALS IF NEEDED. EXAMPLE, IF %roster% ONLY IRRIGATED THE FIELDS ONCE PER WEEK FOR 1 HOUR FOR 3 MONTHS: 3*4=12 HOURS OR 1.5 DAYS.	Y/N	IN PERSON DAYS OF 8 HOURS. COUNT 1 FOR EVERY FULL DAY A PERSON HAS WORKED AND SUM FOR ALL PERSONS. SUM PARTS IF WORKED LESS THAN A DAY. EXAMPLE: IF HIRED 1 PERSON FOR 1 DAY PER WEEK DURING 2 MONTHS FOR WEEDING, AND 3 PERSON FOR 2 DAYS FOR HARVEST, RECORD 1*4*2 + 3*2 = 8 + 6 = 14 PERSON DAYS.	Y/N	IN PERSON DAYS OF 8 HOURS. COUNT 1 FOR EVERY FULL DAY A PERSON HAS WORKED AND SUM FOR ALL PERSONS. SUM PARTS IF WORKED LESS THAN A DAY. EXAMPLE: IF 2 PERSONS HELPED FOR HALF A DAY TO PREPARE THE FIELDS AND 5 PERSONS HELPED FOR 1 DAY FOR HARVEST, RECORD 2*0.5 + 5*1 = 1 + 5 = 6 PERSON DAYS.	organic fertilizer...1 inorganic fertilizer...2 pesticides (herbicides, insecticides, fungicides)...3 READ OUT EACH ANSWER OPTION AND SELECT YES/NO	NOTHING / DID NOT BUY...0 IN %lcu%.	NOTHING / DID NOT BUY...0 IN %lcu%.	NOTHING / DID NOT BUY...0 IN %lcu%.
1										
2										

3											
4											
5											

D: CROPS (continued)

INPUTS		IRRIGATION								
I D c o d e	D33. In the past 12 months, how much did you spend on <u>seeds or seedlings</u>?	D34. In the last 12 months, did you irrigate the crops on any of your parcels?	D35. How did you mainly irrigate your parcels during the past 12 months?	D36. What was the main source of water for the irrigation on your parcel(s) during the past 12 months?	D37. Is the main water source exclusive for the household or do you share it with other households?	D38. How does the water reach your parcels?	D39. What is the main power source for the irrigation system used on your parcel(s)?	D40. Do you pay for the water used to irrigate your parcel(s)?	D41. During the past 12 months, was the water supply from the main source ever interrupted?	D42. How many times did this happen?
	NOTHING / DID NOT BUY...0	Y/N	SURFACE IRRIGATION (BORDER, FURROW, BASIN)...1 SRINKLING IRRIGATION...2 DRIP IRRIGATION...3 BY HAND...4 OTHER, SPECIFY...-96	TRADITIONAL RESERVOIR...1 MODERN RESERVOIR (WATERPROOFED WITH PLASTIC) ...2 DAM...3 BOREHOLE/WELL...4 NATURAL SPRING...5 RIVER/STREAM ...6 POND/LAKE...7 TAP WATER...8 TANKER TRUCK/WATER	EXCLUSIVE FOR HOUSEHOLD...1 SHARED WITH OTHER HOUSEHOLDS...2	BUCKET...1 EARTHEN CANAL...2 STONE CANAL...3 CEMENT CANAL...4 PIPES...5 OTHER, SPECIFY...-96	GRAVITY / NONE...1 GRID ELECTRICITY...5 SOLAR. ...6 FOSSIL FUELS. ...7 WIND...4 ANIMA...3 MANUAL...2 OTHER, SPECIFY...-96	YES - FOR ALL...1 YES - FOR SOME...2 NO, FOR FREE...3	Y/N	Every day...1 Every week...2 Every month...3 Less often...4

				VENDOR...9 OTHER, SPECIFY...-96						
1										
2										
3										
4										
5										

D: CROPS (continued)

	IRRIGATION			PRACTICES							
I D c o d e	D43. Since January 2017, have interruptions in the water supply ...	D44. During the last 12 months, was the water from this main source sufficient to irrigate your crops?	D45. Since January 2017, has the quantity of water available for irrigating your crops ...	D46. Thinking about the crops that you harvested in the past 12 months, did you plant any legumes such as broad bean, beans, lentils, peas before or after on the same land?	D47. During the last 12 months, did your household grow any drought resilient or frost resilient crops?	D48. In addition to the crops that your household cultivated in the past 12 months, were there any other types of trees or shrubs on any of your parcels, including trees or shrubs planted along the parcels' borders?	D49. Is there any erosion on any of the parcels that you cultivated in the last 12 months?	D50. On any of the parcels that your household cultivated in the last 12 months, is there any of the following to control erosion?	D51. Are there green houses on any of the parcels that your household cultivated in the last 12 months?	D52. Since January 2017, did your household recover any degraded land that could not be cultivated because of erosion, rocks, soil degradation, etc?	WHO WAS THE RESPONDENT FOR THIS SECTION?
	become more frequent...1	Yes, always...1	Improved...1		Y/N		Y/N		Y/N		
	stayed the same...2	Yes, sometimes...2	stayed the same...2					Terraces...1			
	become less frequent...3	No, never...3	worsened...3	Y/N		Y/N		Gabions or sandbags...2		Y/N	
	DID NOT IRRIGATE IN JANUARY 2017...-98							Drainage ditches...3			
								Trees...4			
								Bushes...5			
								Grass strips...6			
								any other structure to control erosion (SPECIFY)...-96			
								READ OUT EACH ANSWER			

								OPTION AND SELECT YES/NO			
1											
2											
3											
4											
5											

*** Annex III is illustrative and the final IFAD approved questionnaire/ survey solutions instrument shall prevail after signing the contract.

Annex IV. Indicative Staffing and Fieldwork Requirements for Household Data Collection

This Annex provides indicative assumptions to guide bidders in preparing the proposed fieldwork approach, staffing plan, timeline, and budget for the household survey.

Based on IFAD's experience with comparable impact assessment surveys, household questionnaires are expected to take approximately 1.5 to 2 hours per interview, depending on household characteristics and the number and complexity of applicable survey modules.

For planning purposes, bidders should assume that an enumerator will be able to complete approximately 2 household interviews per day. While 2–3 interviews per day may be feasible under favorable conditions, the planning assumption of two interviews per enumerator per day is intended to account for travel time between sampled households, possible remoteness of survey locations, road accessibility, respondent availability, and other logistical constraints that may affect the number of interviews each enumerator can complete each day.

For an indicative sample of 3,000 households, this corresponds to approximately 1,500 enumerator-days of field activities data collection, calculated as follows:

$3,000 \text{ household interviews} \div 2 \text{ interviews per enumerator per day} = 1,500 \text{ enumerator-days}$. The number of enumerators proposed by the Contractor should therefore be sufficient to complete data collection within the required fieldwork period.

By way of illustration:

Number of enumerators	Indicative fieldwork duration*
40	38 days
50	30 days
60	25 days

*The estimates above refer to household data collection days and are indicative only. They do not include time required for enumerator training, questionnaire pre-testing/piloting, travel to and from survey areas, community-level interviews, callbacks, quality-control activities, repeated visits where applicable, or other preparatory and closing activities.

The Contractor is suggested to propose a sufficiently large and operationally manageable field team, to complete Data collection on time. As an indication, a deployment of approximately 50-60 enumerators would allow the household data collection to be completed in approximately 30 fieldwork days, subject to actual field conditions.

The Contractor shall propose, as part of its technical offer, an appropriate staffing and deployment plan demonstrating that the proposed number of enumerators, supervisors, and field teams is adequate to complete the required sample within the agreed timeframe while maintaining the required standards of data quality. The proposed plan should take into account geographical dispersion, travel requirements, accessibility constraints, supervision arrangements, quality-control procedures, and contingency measures for potential delays.



Shri. Augustus S. Suting
Deputy Project Director, MLAMP
Meghalaya Basin Management Agency

Virtual Pre-Proposals Engagement of Consultancy Firm for Impact Assessment Survey under Meghalaya Livelihoods and Access to Market Project (Megha-LAMP)

VENUE: Virtually MBMA

DATE: 14.09.2026

TIME:- 11:30 AM

ATTENDANCE SHEET

Sl.No	NAMES	DESIGNATION	ORGANIZATION	PHONE NO	EMAIL ID	SIGNATURE
1	Mary Sukhlain	Manager, M&E	MBMA	--	=	attended virtually
2	Jude X Xalxo	Consultant	MBMA	-	=	attended virtually
3	Damaphi Ryngkhun	Manager, Procurement	MBMA	-	=	attended virtually
4	Pravanjan Mohapatra	Principal	Intellect Advisory Services Private Limited	-	=	attended virtually
5	Madhulina	Manager	Sambodhi Research & Communications Pvt. Ltd.	-	-	attended virtually
6	Srishti Agarwal	Senior Executive- Business Development	Sambodhi Research & Communications Pvt. Ltd.	-	-	attended virtually
7	Shivangi Wadhwa	Associate	Intellect Advisory Services Private Limited	-	-	attended virtually
8	Saity Roy	Manager	Crisil Intelligence	-	-	attended virtually