



Meghalaya Basin Management Agency

Request for Expression of Interest

Engagement of Consultant Agency for Conducting Case Studies under MLAMP

Ref No: MBMA/MLAMP/M&E/101/2024/C-50/119

Issue Date: October 30, 2024

Instructions to Consultants¹

Reference Number: MBMA/MLAMP/M&E/101/2024-25/C-50/

October 30, 2024

Engagement of Consultant Agency for Conducting Case Studies under MLAMP

1. The Government of India has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Meghalaya: Livelihoods and Access to Markets Project (Megha- LAMP) (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Megha-LAMP
2. The client now invites Expressions of Interest (EOIs) from legally constituted consulting firms (“consultants”) to provide services under “Engagement of Consulting Agency for conducting Case Studies under MLAMP”. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **ANNEX 1**.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **ANNEX 1**, which describe the assignment and **ANNEX 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the

¹This document refers to legally constituted consulting firms as “consultant”.

consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to

² The policy is accessible at www.ifad.org/anticorruption_policy.

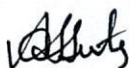
³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴

7. **Procedure:** the selection process will be conducted using *Fixed Budget method* as laid out in the IFAD procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in ANNEX 2. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below mlamp.procurement@gmail.com no later than **local time 5:00 PM, November 4, 2024**. The client will provide responses to all clarification requests by **[local time 5:00 PM, November 6, 2024]**.
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one **(1) original copy** of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **local time 5:00 PM, November 13, 2024**.

Attn: Shri. Augustus S Suting,
Deputy Project Director,
Meghalaya – Livelihoods and Access to Market Project (Megha – LAMP)
Meghalaya Basin Management Agency
C/o Meghalaya State Housing Financing Co-operative Society Ltd.
Nongrim Hills, Shillong-793003
Tel. no. 0364-/2522043/2522921/2522992, **Email ID:** mlamp.procurement@gmail.com

Yours sincerely,



Shri. Augustus S Suting
Deputy Project Director, Megha-LAMP
Meghalaya Basin Management Agency

⁴The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

Form EOI-1
EOI Submission Form

To

Shillong, October 30, 2024

Deputy Project Director, Megha-LAMP
Meghalaya Basin Management Agency

**Re: Engagement of Consultant Agency for Conducting Case
Studies under MLAMP**

Ref: MBMA/MLAMP/M&E/101/2024/C-50/119

We/I, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

⁵The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

| Name of Recipient | Address | Reason | Amount | Currency |
|-------------------|---------|--------|--------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]*. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

| Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension) | Imposed by | Name of party convicted, sanctioned or suspended (and relationship to the consultant) | Grounds for the measure (i.e., fraud in procurement or corruption in contract execution) | Date and time (duration) of measure |
|---|------------|---|--|---|
| | | | | |
| | | | | |

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

*[Name and title of
signatory]*

*[Name and address of
firm]*

Form EOI-2
Organization of the Consultant

Re: *Engagement of Consultant Agency for Conducting Case Studies under MLAMP*

Ref: MBMA/MLAMP/M&E/101/2024/C-50/

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

| | |
|---|--------|
| Name of the firm | |
| Date of establishment | |
| Country of registration | |
| Full address of the firm | |
| Focal point: name, position, contact information (telephone, email): | Name: |
| | Tel: |
| | Email: |
| Number of branches in the country | |
| Country(ies) of operations with number of branches in each country | |
| Number of full-time employees | |
| Number of part-time employees | |
| Field(s) of expertise of the firm | |
| Number of professional staffs with experience related directly to the | |

| | | |
|--|--|--|
| assignment | | |
| Subsidiary and associated companies <i>(wherever applicable):</i> (details in the following format to be provided for all associates) –) Name of the company i) Nature of business ii) Address of the company v) Website of the company v) Brief description of company (maximum of 120 words) | | |
| Any other information that the consultant would like to add: | | |

Maximum

10

pages

Form EOI-3

Experience of the Consultant

Re: *Engagement of Consultant Agency for Conducting Case Studies under MLAMP*

Ref: MBMA/MLAMP/M&E/101/2024/C-50/

[Using the format below, provide information on each relevant assignment for which your firm/consultant, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages

| | |
|--|--|
| Assignment name: | Approx. value of the contract (in Indian Rupees): |
| Country: Location within country: | Duration of assignment (months): |
| Name of client: | Total No. of staff-months of the assignment: |
| Address, and contact details (including email address(es)): | Approx. value of the services provided by your firm under the contract (in Indian Rupees INR): |
| Startdate (month/year): Completion date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader): |
| Narrative description of project: | |
| Description of actual services provided by your staff within the assignment: | |

Name of Firm: _____

MLAMP

Engagement of Consultant Agency for Conducting Case Studies under MLAMP
Ref. No: MBMA/MLAMP/M&E/101/2024/C-50/119

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Consulting Services for Engagement of Consultant Agency for Conducting Case Studies under MLAMP

A. Background:

1. The Government of Meghalaya is in receipt of a loan from the International Fund for Agricultural Development (IFAD) for a project titled 'Meghalaya Livelihoods and Access to Markets Project' (M-LAMP). The project cost is USD 169.90 million inclusive of the loan of USD 50 million, Government of Meghalaya Share of USD 49.70 million, Bank credit USD 29.30 million, convergence USD 28.20 million and Beneficiary contribution USD 12.70 million. The Meghalaya Basin Management Agency of the Government of Meghalaya has been notified as the Implementing Agency and the project period is from 2014 – 2024.
2. **The project goal** is to improve family incomes and the quality of life in rural Meghalaya.
3. **Project objective** is to adapt expanded and sustainable livelihood opportunities to the hill environment and to the effect of climate change.
4. **Project coverage** – The project covers 18 Blocks, with about 75 villages in each Block, spreading across the 11 Districts of the State.
5. **Project Components:** The Project components includes –
 - a. Component 1: Integrated Natural Resource Management (INRM) which includes capacity development and natural resource planning for contributing towards enhanced productivity of natural resources through implementation of the following INRM activities:
 - i. Construction of structures and facilities for ensuring water security for domestic and irrigation purposes in convergence with MGNREGS and other line departments.
 - ii. Land and water resource development activities which improves protection of agricultural land, agri area expansion, reduces drudgery, upgrades barren degraded land to suitable cultivable land and other soil and water conservation measures.
 - iii. Productivity enhancement such as crop (land use development) productivity, livestock productivity, etc to enhance fuelwood security and incomes through INRM Based livelihoods etc.
 - iv. Improved agricultural production and food security through capacity building, use of new or improved agricultural inputs and INRM technologies improved agricultural practices etc.
 - v. Enhancing income of the farmers through improved access to custom hiring of agri tools and Farm machineries under Custom Hiring Center (CHC) in partnership with the Integrated Village Cooperative Societies Ltd (IVCS) by

enhancing efficiency of agricultural operations and reduction of agricultural production costs and drudgery reduction.

- b. **Component 2:** Rural Finance has established 330 Integrated Village Cooperative Societies (IVCS) mostly in Project village clusters for providing saving and credit services, capacity building along with other activities. They have implemented the following activities
 - i. IVCS have provided basic financial services like thrift and lending to their members.
 - ii. IVCS have undertaken economic/ business activities like setting up of retail outlets for groceries, inputs for agricultural activities, aggregation and marketing of agricultural produce and promoting/expanding animal husbandry and other enterprises.
 - c. **Component 3:** Inclusive Supply Chain and Enterprise Development aims to support and build the capacity of the community to implement commodity-specific livelihood activities and address issues related to access to markets and finance. The following initiatives have been carried out by the project for the benefit of its beneficiaries.
 - i. Farmers have access to the Collective Marketing Centers (CMC) present in the IVCS for sorting and grading of their products to be sold to the traders.
 - ii. The formation of producer groups (PGs) from farmers in different households in the same village who work on value chains that are similar in type and have great potential for generating income.
 - iii. Service providers provide value chain services to farmers and the PGs. They focus on specialized areas, providing extension services such as vaccination, crop advisory, the supply of inputs, feeds, aggregation of output in a particular cluster.
1. **Project Implementation** – The Meghalaya Basin Management Agency has put in place the State Project Management Unit at the State level and the District Project Management Units at the districts level for implementation of the project.
 2. **Project Implementation Guidelines** – The project is being implemented in accordance with IFAD guidelines, which includes Financing Agreement, Project Design Report, Letter to Borrower (LTB), General Conditions of Agriculture Project, Handbook for Financial Reporting & Auditing, and also the Project Agreement, Financial Manual and Procurement Manual. In addition, the Meghalaya Basin Management Agency has to abide by the Subsidiary Agreement it entered upon with the State Government.

C. TOPICS FOR THE STUDY

(A) Drudgery Reduction

Drudgery characterized by monotonous and repetitive tasks can hinder employee satisfaction and productivity. This case study examines strategies implemented by a company to reduce drudgery, enhancing employee engagement and overall well-being. The focus is on minimizing tedious tasks to improve work experiences and organizational efficiency. By addressing drudgery, organizations can foster a more engaged and productive workforce,

ultimately leading to better performance and competitive advantage. The objectives of the assignment are: -

- a) Identify and implement strategies to minimize repetitive tasks, boosting overall productivity and efficiency.
- b) Assess productivity metrics and process efficiency changes before and after interventions.
- c) Evaluate the impact of drudgery reduction on organizational performance and project outcomes.
- d) Analyze the long-term sustainability of drudgery reduction strategies and their maintenance over time.
- e) Examine the financial implications, including cost savings and return on investment.
- f) Compare implementation costs of drudgery reduction against realized benefits like increased productivity and reduced turnover.
- g) Track the effectiveness of continuous improvement initiatives and employee involvement.
- h) Foster a culture of continuous improvement through feedback and iterative enhancements.

(B) Study on Income Generating Activities (IGA)

Income Generating Activities (IGAs) are crucial for enhancing economic stability and livelihoods. This case study explores IGAs across various value chains in a multi-faceted development project, assessing their sustainability and impact on beneficiary income. The findings indicate that agricultural and service-based IGAs generally yield greater income improvements and sustainability compared to artisanal activities, which struggle with market access and resource availability. Effective implementation, supported by capacity building and market linkages, significantly enhances the economic stability of project beneficiaries. The objectives of the assignment are: -

- a) Identify and categorize income-generating activities across various value chains and sectors.
- b) Evaluate the sustainability of IGAs considering economic, environmental, and social factors for long-term viability.
- c) Analyze the long-term impacts of IGAs on beneficiaries' income and well-being post-project.
- d) Measure and analyze the income impact of IGAs on project beneficiaries.
- e) Identify key factors influencing the success or failure of IGAs.
- f) Examine resources, skills, market access, and support systems affecting IGAs.
- g) Investigate the integration of IGAs into broader value chains and their effect on viability.
- h) Evaluate the social dynamics and community development impact of IGAs, focusing on cohesion, empowerment, and quality of life.

(C) Women Participation in Leadership Roles Impacting Household Incomes

Women's participation in leadership roles is vital for promoting gender equality and economic growth. This case study investigates how women's involvement in leadership—both formal and informal—affects household incomes within a community-based initiative. It reveals that increased leadership opportunities for women contribute positively to household economic well-being and personal growth. However, addressing barriers such as cultural norms and resource constraints is essential for maximizing these benefits.

The objectives of the assignment are: -

- a) Conduct a case study on women's participation in leadership across sectors and contexts.
- b) Establish a baseline understanding of women's representation in leadership roles.
- c) Analyze how women's leadership affects household income and financial stability.
- d) Quantify the economic benefits of women in leadership, including changes in income and financial management.
- e) Investigate mechanisms through which women's leadership influences household income.
- f) Distinguish between direct impacts (increased earnings) and indirect impacts (improved decision-making).
- g) Examine broader economic and social effects of women's leadership on household well-being and community development.
- h) Assess how policies and practices support or hinder women's leadership and whether benefits are enduring.
- i) Provide replicable examples and strategies to enhance the effectiveness of women's leadership.

D. SCOPE OF WORK:

a) Drudgery Reduction

1. Drudgery Reduction Strategies:

- **Technological Solutions:** Evaluate automation tools and software to minimize repetitive tasks.
- **Process Improvements:** Analyze workflow redesigns and eliminate redundant steps.
- **Training and Development:** Assess training programs for skill enhancement to mitigate drudgery.

2. Measurement & Evaluation:

- Measure productivity and efficiency changes before and after implementing strategies.

3. Time Frame:

- **Implementation Period:** Examine strategies over six months to two years.
- **Follow-Up:** Include a follow-up to assess sustainability and long-term effects.

4. Reporting:

- **Potential Barriers:** Identify challenges in data collection and define study limitations.
7. **Outcome and Reporting:**
- **Expected Outcomes:** Understand the impact of women's leadership on household incomes and identify effective support strategies.
 - **Reporting:** Specify the reporting format, target audience, and dissemination methods.

E. Time Frame of the Assignment

The assignment is to be completed within a maximum period of Three months from the date of signing the contract.

| # | Milestone | Time Frame (days) | Payment (%) |
|----|--|-------------------|-------------|
| 1. | Signing of contract agreement and submission of inception report | - | 10 |
| 2. | <ul style="list-style-type: none"> ● 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) | 15 | 15 |
| 3. | Field Exercise (Data Collection) | 30 | 30 |
| 4. | <ul style="list-style-type: none"> ● Data entry, tabulation, graphs, and analysis after completion of field work. ● Completion of draft report writing and sharing. | 30 | 20 |
| 5. | Submission of final report and publication | 15 | 25 |
| | Total | 90 | 100 |

- Document findings in a comprehensive report detailing impacts, best practices, and recommendations.
5. **Outcomes:**
- Provide actionable insights and practical recommendations for organizations.

b) Study on Income Generating Activities (IGA)

1. **Economic and Social Aspects:**

- **Income Impact:** Assess changes in income levels, employment rates, and economic stability.
- **Social Impact:** Explore improvements in quality of life, community cohesion, and beneficiary empowerment.

2. **Sustainability Aspects:**

- **Economic Sustainability:** Evaluate the financial viability of IGAs.
- **Environmental Sustainability:** Examine resource use and environmental impacts.
- **Social Sustainability:** Analyze community support for sustaining IGAs.

3. **Data Collection Methods:**

- **Qualitative Data:** Gather insights through interviews and focus groups.
- **Quantitative Data:** Use surveys and statistical analysis for measuring changes in income and sustainability.

4. **Outcome and Reporting:**

- **Expected Outcomes:** Understand the impact on income and identify best practices.
- **Reporting:** Outline the format, target audience, and dissemination methods for findings.

c) Women Participation in Leadership Roles Impacting Household Incomes

1. **Data Collection Period:**

- Define the time frame for data collection, including potential longitudinal data.

2. **Duration of Leadership Roles:**

- Consider both short-term and long-term impacts on household incomes.

3. **Household Composition:**

- Analyze family size, income sources, and economic status of households impacted.

4. **Direct and Indirect Effects:**

- Measure changes in earnings, savings, family dynamics, and community engagement.

5. **Barriers Analysis:**

- Identify challenges women face in attaining leadership roles.

6. **Data Collection Methods:**

- **Qualitative Data:** Conduct interviews and case studies for in-depth insights.
- **Quantitative Data:** Use surveys and financial records to measure outcomes.

- **Potential Barriers:** Identify challenges in data collection and define study limitations.
7. **Outcome and Reporting:**
- **Expected Outcomes:** Understand the impact of women's leadership on household incomes and identify effective support strategies.
 - **Reporting:** Specify the reporting format, target audience, and dissemination methods.

E. Time Frame of the Assignment

The assignment is to be completed within a maximum period of Three months from the date of signing the contract.

| # | Milestone | Time Frame (days) | Payment (%) |
|----|--|-------------------|-------------|
| 1. | Signing of contract agreement and submission of inception report | - | 10 |
| 2. | <ul style="list-style-type: none"> ● 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) | 15 | 15 |
| 3. | Field Exercise (Data Collection) | 30 | 30 |
| 4. | <ul style="list-style-type: none"> ● Data entry, tabulation, graphs, and analysis after completion of field work. ● Completion of draft report writing and sharing. | 30 | 20 |
| 5. | Submission of final report and publication | 15 | 25 |
| | Total | 90 | 100 |

F. **Deliverables**

The agency will submit the following deliverables after the completion of the assignment within 3 months of contract award

- a. Submission of reports (soft and hard), excel sheets, word files, and photographs. List to be covered in the reports: -
 - i) Executive summary- comprising key findings and suggestions
 - ii) Methodology, sampling and assumptions.
 - iii) Analysis of the data- quantitative aspects of the capacity building effort.
 - iv) Quantitative findings for each value chain crop disaggregated in to different districts
 - v) Qualitative findings and inferences based on data analysis - and comparison of impact on productivity across crops and districts
 - vi) Assessment of relevance, adequacy and effectiveness; Inferences and suggestions for future
 - vii) Inferences from data analysis- qualitative aspects of the capacity building effort.
 - viii) Key findings on adequacy, relevance, effectiveness and impact of component wise and project level capacity building effort.
 - ix) Suggestions and recommendations Annexes with data tables and other documents.
- b. Sharing reports with the programme team.
- c. Publication of documents or reports to be shared with the programme.
- d. Submission of a completed set of questionnaires.

G. **Key experts are required for the Assignment**

The following team will be used in the conduct of the survey and the preparation of the report.

| Designation | Desired Qualification | Desired Experience |
|--|---|--------------------|
| Team leader (1) | Master's in agriculture / Horticulture/agricultural economics, developmental studies, social and natural sciences, or a related field with relevant experience. | Min. 12 years |
| Field Coordinator / Supervisor Staff / MIS supervisor / Data Analyst (1) for both the Eastern and Western Region | B.Sc.(Computer) / BCA / MCA /M.Sc.(Computer) / BTECH (CSE/IT) or any Graduate with relevant experience. | Min. 5 years |
| Enumerators (numbers to be specified) for selected regions (App/ | Bachelors in any field | Min. 1 year |

MLAMP

Engagement of Consultant Agency for Conducting Case Studies under MLAMP
Ref. No: MBMA/MLAMP/M&E/101/2024/C-50/119

| | | |
|---------------------------------|--|--|
| software-based data collection) | | |
|---------------------------------|--|--|

In addition to the above, the consulting consultant(s) will ensure the deployment of sufficient resources to enable the timely completion of the assignment.

H. Location and period of execution

The project coordinator or manager of the consultancy agency is required to be based in Shillong, Meghalaya, for direct communication with the Megha-LAMP team. The agency will be expected to deploy sufficient manpower to successfully deliver the tasks and meet the objectives of the assignment. The study should be completed and deliverables provided within three months from the award of the contract.

I. Services and facilities to be provided by client

- The project will make available documents and reports as requested by the consultant(s).
- The State and District Project Management Unit would assist the survey team with information on project working areas and activities.
- Project personnel of the state shall provide necessary inputs to the agency throughout the duration of the assignment.
- The project management unit will secure administrative approval for the survey from the necessary authorities and will also ensure close support for the survey work by the district.

J. Services and facilities provided by the Consultant(s)

- The consultant(s) would place their requirements in this regard with the Megha-LAMP at Shillong before commencing the study.
- The consultant(s) will provide a weekly update to the project personnel at Megha-LAMP on the development progress.
- The consultant(s) would be responsible for the collection and analysis (and report writing) of the captured data and information based on the questionnaires.
- To manage all necessary requirements related to logistics, office space, computer equipment, and arranging transportation for meetings.
- Facilitation of supervisory and interviewer training.
- The agency is required to provide Megha-LAMP with ownership of all the data collected.

This study is time-bound and holds high priority for the project. Therefore, the consultant(s) entrusted to conduct the task needs to be methodical and well conversant with survey and participatory methodologies.

The primary responsibility of the consultant(s) will be to work in close collaboration with MBMA on the development and supervision of all phases of data collection. The expected tasks for the consultant(s) should be performed in accordance with a mutually agreed-upon schedule.

ANNEX 2

Qualification and Evaluation Criteria

| Sl. No. | Criteria | Supporting documents |
|---------|---|---|
| 1. | Any legal entity registered in India under relevant Act (Society/ Company /Trust/ Cooperative) | Certificate of Incorporation |
| 2. | The applicant firm must have an average annual turnover of at least INR 25 lakhs. in the previous three financial years viz., 2021-22, 2022-23 & 2023-24. | Copies of audited balance sheet CA certificate highlighting the turnover of the applicant. |
| 3. | The applicant should be registered with Income Tax and have a GST Number. | Attested copy of PAN Card and GST Certificate |
| 4. | The applicant should not be blacklisted by any of the State/ Central government. | Self-Declaration in the format in Annexure |
| 5. | <p>The applicant should have an experience of at least 3 years in the agriculture economics, Agriculture and related fields statistics, rural community management, data Science etc.</p> <p>The applicant should have an experience of conducting at least 2-3 outcome surveys/ impact studies on related fields in the last 3 years. The firm is requested to furnish a sample report of the previous works in scanned or soft copies.</p> <p>Minimum 3 years in the field of documentation/ research work.</p> | Work orders/Contracts |

NOTE: in case of consultant getting similar passing marks, preference will be given to local consultant.