



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(Reg No. SR/MBDA – 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

REQUEST FOR PROPOSAL (RFP)

MBDA(HR)/SCEP/794/2022/968

Dated Shillong, the 8th August, 2025

The Meghalaya Basin Development Authority (MBDA) is hiring Individual Consultant – Gender on behalf of the Office of Development Commissioner for the Meghalaya Government Innovation Lab (GIL). GIL seeks to enhance women’s participation in local governance by supporting the role of traditional women leaders (Nokmas) and encouraging their engagement in Village Employment Councils (VECs), fostering stronger coordination between traditional and state governance structures that aligns with the state’s goals to improve the human development indicators through a community-led development approach, being pioneered by the office of the Development Commissioner.

For detailed information regarding the scope of work, deliverables, and other relevant details, please visit the MBDA website at www.mbda.gov.in.

Date of Issue of RFP: **8th August 2025**

Last date and time of submission: **18th August 2025 upto 05:00 PM**

**Sd/
Shri Sampath Kumar, IAS
Development Commissioner to the Government of Meghalaya &
Chief Executive Officer, MBDA**

Terms of Reference (TOR) for Engagement of Individual Consultant for Research-Gender under Government Innovation Lab (GIL), Office of the Development Commissioner, Government of Meghalaya

Project Period & Location: 1st September 2025 – 31st August 2026, Tura

Introduction

The Meghalaya Government Innovation Lab (GIL), housed within the Planning, Investment Promotion & Sustainable Development (IP&SD) Department, is an initiative established by the Government of Meghalaya in 2023 to strengthen institutional capacity in addressing complex development challenges. The Lab embodies the principles of the State Capability Enhancement Project (SCEP), which aims to enhance state capacity through iterative problem-solving approaches designed to improve human development outcomes. through problem-solving approaches.

GIL aims to enhance women's participation in local governance by supporting the role of traditional women leaders (Nokmas) and encouraging their engagement in Village Employment Councils (VECs), fostering stronger coordination between traditional and state governance structures. This project will include a Randomised Control Trial (RCT) in collaboration with the Global Development Policy (GDP) Center, Boston University. This work requires culturally informed research design, strong field coordination, and active management of research teams.

To support this initiative, GIL seeks to engage a research consultant to oversee research design, data collection, monitoring, and field coordination, and liaise with Boston University and other key stakeholders.

Scope of Work

The Consultant will work in close collaboration with the Office of the Development Commissioner, the GIL-Gender team and Boston University to support the implementation of the RCT in the Garo Hills region. The Consultant's responsibilities shall include the following:

A. Research Design and Data Management

- Support the design and field-testing of survey instruments, to ensure relevance to the project objectives and contextual appropriateness.
- Coordinate with survey teams to ensure survey instruments are appropriately programmed and deployed using platforms such as Survey CTO.
- Assist in developing secure data collection systems and contribute to the data quality assurance process, including cleaning, management, and analysis of both primary and secondary data under the guidance of the GIL team.
- Conduct secondary and primary research, including literature reviews, relevant to the project to support intervention design.

B. Fieldwork Planning and Implementation

- Coordinate the technical aspects of field operations including survey piloting, baseline data collection, and follow-up assessments.
- Manage recruitment, training, and supervision of enumerators and other field personnel to ensure high standards of implementation.
- Establish and implement procedures to ensure ethical engagement with the community including developing informed consent protocols and documentation.
- Ensure that all field activities comply with ethical standards, research protocols, and operational timelines.
- Design and operationalise a system to ensure appropriate recognition and acknowledgement for community contributors and resource persons sharing their knowledge.

C. Stakeholder Engagement and Coordination

- Liaise between the Office of the Development Commissioner, Government of Meghalaya, Boston University and survey partners.
- Provide regular updates on project progress to the Office of the Development Commissioner including the Development Managers and the Development Associates of the Government Innovation Lab.
- Support the establishment and implementation of mechanisms for regular cross-data sharing ensuring mutual access to relevant information between the Government of Meghalaya, and the academic partners.
- Facilitate timely sharing of all project-related data materials such as survey instruments, reports, documentation, training materials and other relevant output for review by the GIL team prior to finalisation.

Data Confidentiality and External Engagement Protocols

The consultant must strictly adhere to confidentiality protocols. Sharing of any project-related data or information is strictly prohibited without prior written approval from the Government of Meghalaya. Data may only be shared with academic partners in accordance with the terms outlined in the signed data-sharing agreement. Under no circumstances should the Consultant request or collect information that is considered deeply sensitive to the community, those that neither the government nor any academic / survey partner should ethically possess.

The consultant is also not permitted to independently approach or engage with any external institutions, government bodies, authorities or individuals for data collection, collaboration or as part of conducting primary research. If such engagement is deemed necessary, the consultant must inform the GIL team in advance, who will then facilitate the required coordination as appropriate.

Deliverables

The Consultant shall be responsible for delivering the following outputs during the course of the assignment:

1. Survey Design and Deployment

- Finalise survey instruments developed in consultation with relevant stakeholders, pre-tested, and deployed, along with documentation of quality assurance protocols.
- Survey completed and interventions delivered within timeline

2. Field Operations and Implementation

- Comprehensive documentation of field-level operations, including training modules, enumerator recruitment, piloting procedures, and supervision protocols during and after implementation.
- Informed consent forms and community engagement SoPs
- 100% compliance with consent and ethical research protocols.

3. Research Outputs and Reporting

- Submission of summary briefs of key takeaways from research sources and their relevance to the project.
- Regular progress reports submitted on schedule
- Preparation and presentation of policy briefs after completion of key project milestones (e.g. baseline, midline etc) that summarises emerging findings and offer practical recommendations for project adaptation.

The scope of deliverables is subject to variations based on the above-mentioned ToR.

Appointment

- The duration of the assignment shall be from 1st September 2025 to 31st August 2026. Any extension shall be mutually agreed upon based on performance and project needs.
- The Consultant will report to the Development Commissioner, Government of Meghalaya, Project Principal Investigator, Research Manager (GIL) and shall coordinate closely with the GIL-Gender team.
- Regular updates and deliverables will be submitted to ensure alignment with project timelines and expectations. Documentation of activities, deliverables, and outcomes will be reviewed periodically.

Desired Qualification and Experience

- Post Graduate in Gender Studies, Social Work, Public Policy & Development Studies.
- Minimum of three (3) years of professional experience in designing, managing, or supporting field-based research, preferably involving randomized control trials or other impact evaluation methods related to gender.
- Advanced Knowledge of Gender Theories and Frameworks
- Experience in Gender-Responsive Field Research
- Understanding of Gender Mainstreaming and GESI
- Demonstrated experience coordinating survey design, implementation, and managing field teams in diverse and low-resource settings;
- Proficiency in Stata and experience in data cleaning and analysis required. Familiarity with platforms like SurveyCTO and Otree is a plus;

- Strong communication, coordination, and report-writing skills, including the ability to liaise with academic, government, and grassroots actors.
- Prior work experience and/or social sector related engagement in Meghalaya specifically is not a minimum eligibility criterion but would be considered an advantage.

Selection Process:

For selection of the candidate,

- 80% weightage will be given to suitability of the candidate based on above parameters and
- 20% weightage will be given to the remuneration sought by the candidate.

Deployment:

- The selected candidate will be required to work full-time in Tura and commit to at least 20 days of service per month.
- The selected candidate would be paid a monthly remuneration/professional fee as may be mutually agreed.

Submission of Offer:

1. Offer for the position should include the following:
 - A detailed resume indicating the relevant work experience with supporting documents
 - A write-up on candidate's suitability for the assignment
 - Financial Proposal
2. The offer should reach HR Unit, MBDA electronically via hr1.mbda@gov.in with the subject line – '**Application for Individual Consultant – Gender**' latest by **18th August 2025** upto **5:00PM**.
3. For more information about the organization please visit our website <https://www.mbda.gov.in>

Sd/-
Shri Sampath Kumar, IAS
Development Commissioner to the Government of Meghalaya &
Chief Executive Officer, MBDA