



## **Request for Expression of Interest**

Dear Sir/Madam

Letters for Expression of interest are invited from qualified and experienced consulting firms/Institutions/organizations, who wish to undertake a "Baseline Survey" for National Rural Livelihoods Mission (NRLM) which is being implemented by the Haryana State Rural Livelihoods Mission (HSRLM).

**A. Background:** HSRLM aims at creating an efficient and effective institutional platform of the rural poor by enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and selected public services. The HSRLM proposes to conduct a baseline study which would cover around 4500-5000 households across the State comprising both control and treatment groups.

**B. The objectives of the Consultancy Services which will be carried out are:** Track well-being and living standards of poor with an emphasis on measuring the welfare and empowerment status of women and other extremely poor and vulnerable groups. There will be a common module administered to all respondents. The indicators used in this survey will include income (measured by consumption and expenditure), asset base, savings, credit access and terms of such access (interest rate, collateral etc), debt portfolio, food security status, health and nutrition status and access to employment opportunities.

Track social and economic inequality, empowerment and participation, and changes in quality of public goods and services through a village and community module.

**C. The expected outputs /key activities of the consultancy services are:**

- Preparatory Activities
  - Adapting, pre-testing and revising of sample survey instruments used for data collection
  - Training of field enumerators and supervisors
- Data Collection Activities:
  - Household listing and sampling plan
  - Household survey
  - Village survey
  - Any other indicators required for the assignment.
- Data entry and management (including translation).
- Analysis of the Data
- Preparation & Presentation of the Reports

**D. Deliverables:**

- Submission of work plan which should include timeline for all the deliverables
- Reports of field testing of survey instruments
- Translation of survey instruments in local language
- Field Procedure Plan Approved by the M&E Team of SRLM



- ❑ Robust Data Entry Program Developed and piloted
- ❑ Engagement & training of interviewer teams
- ❑ Engagement & training of Data Management Team
- ❑ Conduct a successful survey field pilot test prior to data collection
- ❑ Successful implementation of data collection in all of the planned/substitute sample locations
- ❑ Compilation of database of all the completed data.
- ❑ Draft and final baseline survey reports

**E. The organizations/institutions/agencies who are interested in being considered for this assignment should fulfil the following criteria:**

- ❑ The consultant firm/organization/institution should have prior experience & expertise in designing M&E system, and survey of large livelihood projects of Government or any other externally aided projects.
- ❑ The consultant firm/organization/institution must have 03 years prior experience in designing and operationalizing assignments of similar nature.
- ❑ The consulting firm must have a minimum turnover of Rs.50 lakhs during each of the last three Financial Years. (FY: 2011-12, 2012-13, 2013-14). At least 50% of the turnover must have accrued from monitoring and evaluation projects/research studies /studies of similar nature
- ❑ Key personnel: At least 2 persons (to be dedicated full time to the assignment) well acquainted with the Survey work at grassroots level with experience in designing custom made formats/tools for the survey and delivering the same at least in 3 similar projects/programmes.

**F.** The consultant firm must be able to deploy a multi-disciplinary core team exclusively for the baseline Study. The CVs of the core team members will be evaluated as part of the evaluation of the technical proposal

**G.** The Total duration of the Consultancy Services will be **for Six Months** only and expected date of starting of the assignment will be July 2014.

**H.** Consultants or associations of consultants, who are interested in being considered for the assignment, should submit information in the format indicated in the attachment to this letter for expression of interest.

**I.** Expressions of interest with support of relevant documents should be submitted to the following mailing address:

The Chief Executive Officer  
Haryana State Rural Livelihoods Mission,  
Akshay Urja Bhawan, 2<sup>nd</sup> Floor, Institutional Plot No. 1,  
Sector 17 – Panchkula, Haryana

**J.** *Please note that no proposals are required now. On the basis of information provided by interested consulting firms, HSRLM will prepare a shortlist of firms who will be invited to submit proposals.*