Uttar Pradesh State Rural Livelihoods Mission
(Under the aegis of Rural Development Department, Govt. Of Uttar Pradesh)
10th Floor, Jawahar Bhawan Ashok Marg, Lucknow.
Email – misupsrlm@gmail.com Website – www.rd.up.nic.in

EXPRESSION OF INTEREST FOR CONDUCTING BASELINE SURVEY

The Uttar Pradesh State Rural Livelihood Mission invites “Expression of Interest” from the eligible registered agencies to submit their interest for providing services for conducting “Baseline Survey” in all the districts of Uttar Pradesh.

Interested agencies may submit their "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for “Consultancy Services for Baseline Survey” addressing to the Mission Director on the above address latest by 15.30 hours on 30th Sep'2013. The agencies may obtain further information and procedures for submitting the “Expression of Interest” from this office e.g. www.rd.up.nic.in The agencies should ensure that the “Expression of Interest” should reach the Office before the closing date and time as mentioned.

Mission Director
Uttar Pradesh State Rural Livelihoods Mission
(Under the aegis of Rural Development Department, Govt. Of Uttar Pradesh)
10th Floor, Jawahar Bhawan Ashok Marg, Lucknow.
Email – misupsr lm.com Website – www.rd.up.nic.in

Dear Sir/Madam,

Request for Expression of Interest

1. Letters for Expression of interest are invited from qualified and experienced consulting firms, who wish to undertake consultancy services as "Conducting Baseline Survey" for National Rural Livelihoods Mission (NRLM) which is being implemented by the Uttar Pradesh State Rural Livelihoods Mission (UPSRLM), a registered society under Rural Development Department, Government of Uttar Pradesh.

2. **Background:** UPSRLM aims at creating an efficient and effective institutional platform of the rural poor enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and selected public services. The project will be implemented throughout the State in the Phased manner. The Society proposes to conduct a baseline study which would cover entire State comprising both control and treatment groups. The UPSRLM is conducting an impact evaluation to rigorously estimate the impact of the National Rural Livelihood Mission on the welfare of beneficiaries including the effects of the project on key indicators of the productive potential of the poor. In support of this impact evaluation a baseline, a mid-line and an end-line survey will be conducted by the Firm.

UPSRLM intends to apply a portion of the proceeds of these funds to finance the above Consultancy Services.

3. **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.

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

1. **Preparatory Activities**
   i. Adapting, pre-testing and revising of sample survey instruments used for the evaluation of other World Bank assisted rural livelihoods projects
   ii. Training of field enumerators and supervisors
2. **Data Collection Activities:**
   i. Household listing and sampling plan
   ii. Household survey
   iii. Village survey
   iv. Any other indicators required for the assignment.
3. **Data entry and Management.**

**Deliverable:**
- Submission of work plan which should include timeline for all the deliverables
- Design documents of the Impact Evaluation
- Reports of field testing of survey instruments
- Translation of survey instruments in local language
- Field Procedure Plan Approved by the M&E Expert 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

5. **The consultants who are interested in being considered for this assignment should fulfill the following criteria:**
   a. The consultant firm should have prior experience & expertise in designing M&E system, and Survey of large projects of Government/Semi Government/UN or any other externally aided projects.
   b. The consultants firm must have 07 years prior experience in design and operationalization of similar assignments.
   c. The consulting firm must have a minimum turnover of Rs. 05 crore (Five Crores) during last three Financial Years. (2010-11, 2011-12, 2012-13)
d. 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.

6. The Total duration of the Consultancy Services will be for Six Months only and expected date of starting of the assignment will be Oct'2013.

7. Consultants may associate other Service Providers to complement their respective areas of qualifications/expertise, such that the agency can deliver the assignment.

8. 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.

9. Expressions of interest with support of relevant documents should be submitted to the Mission Director, Room No: 547, 5th Floor, Jawahar Bhawan, Lucknow UP 226001 latest by 15.30 hours on 30th Sep'2013.

Mailing Address:
Room No: 547,
5th Floor, Jawahar Bhawan,
Lucknow UP 226001.

10. Please note that no proposals are required now. On the basis of information provided by interested consultants, the SMMU will prepare a list of shortlisted consultants who will be invited to submit proposals.

Yours faithfully,

Sd/-

The Mission Director.
Attachment: Format for Submission of Information to NMMU, NRLM, MoRD, GoI

Submission Requirements

**A - Consultant’s Company Profile [Maximum 2 pages]**

1. **Organizational**

   *Provide a brief description of the background and organization of your firm/entity.*

   *The brief description should include:*
   - Ownership details
   - Date and place of incorporation of the firm,
   - Objectives of the firm,
   - Availability of appropriate skills among staff.

2. **Financial** *(Minimum Annual Turnover)* of at least 5 Crores for three financial years required.

   *Provide the turnover of the company on the basis of the audited accounts of the previous three financial years in Indian Rupees.*

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<th>Year</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
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**B - Consultant’s Experience [Maximum 18 pages]**

1. **Experience of working in Government/Semi Government/UN or any other externally aided projects in India.**

   *At least 07 years experience required.*

   *Please provide details of up to 10 such assignments (you may add more rows).*

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<thead>
<tr>
<th>Name of Project</th>
<th>Services provided</th>
<th>Client and Country</th>
<th>Duration of Assignment</th>
<th>Value of Contract (in INR)</th>
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2. **Experience of Agency in Baseline or similar type of survey.**

   *At least 05 projects’ experience required.*

   *Please provide details of up to 10 such assignments (you may add more rows).*

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3. Two Experts to be proposed with experience of Government/Semi Government/UN or any other externally aided projects on Baseline Survey or Similar nature of works at-least for a period of 03 years.

Detailed CVs are not required at EOI stage, which will be submitted if the agencies qualify for RFP.

Among other information, the brief CVs should include the following information:

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<th>Name of the proposed Expert</th>
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<tr>
<td>Designation</td>
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<td>Experience of 03 years in Government/Semi Government/UN or any other externally aided projects in India</td>
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<table>
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<th>Name of Project</th>
<th>Baseline or Similar type of works experience</th>
<th>Client and State</th>
<th>Duration of Assignment</th>
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If the Consultant has formed a consortium, all the above details of each member of the consortium and the name of the lead partner, shall be provided.