

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES– FIRMS SELECTION)  
MAHARASHTRA STATE RURAL LIVELIHOODS MISSION (MSRLM)**

**Consultancy Services for Impact Evaluation of MSRLM and Livelihoods intervention**

Reference No.: MSRLM/SMMU/M & E/CS/IMPACT EVALUATION /01 /2018-19

1. Deen Dayal Antyodaya Yojana, National Rural Livelihoods Mission (DAY NRLM) is an ambitious mission mode programme launched by Ministry of Rural Development, Government of India for eradication of rural poverty. The Maharashtra State Rural Livelihoods Mission (MSRLM) was launched in 2011 under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika. The objective of the Mission is to reduce rural poverty in Maharashtra by creating and strengthening community-based institutions which would function as pathways to sustainable livelihoods of the poor. The Mission is being implemented in a phased but intensive manner in the state. In the first phase, the Mission was being implemented in 36 blocks spread over ten districts and then slowly expanded in 13 districts of 50 blocks in 2016. In the year 2017, It has been further expanded to all the 15 districts of Maharashtra state in an intensive manner covering additional 84 blocks and in 2017-18 reached to 254 Blocks (covering another 120 blocks)
2. **Objective of Consultancy Assignment**  
MSRLM, seeks to commission an independent impact evaluation study to evaluate the impact of MSRLM (implementation period January 2012-March 2018). Below are the overall objectives of the impact evaluation assignments.
  - a. To assess the relevance of the objectives and the approach of MSRLM
  - b. To evaluate the effectiveness and efficiency of MSRLM in delivering key results
  - c. To understand the extent to which sustainability considerations have been built in the programme interventions
  - d. To find out the impact in the context of desired intermediate results/results, outcomes under each of the intervention
  - e. To assess the extent to which M&E mechanism contribute in meeting project results.
3. For detail Terms of Reference and other information required for submission of EOI, please visit website [www.umed.in](http://www.umed.in) or [www.maharashtra.gov.in](http://www.maharashtra.gov.in)
4. The Maharashtra State Rural Livelihoods Mission (MSRLM) now invites eligible consulting firms(“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
5. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Manual for Procurement of Consultancy & Other Services 2017, issued by Ministry of Finance, Government of India.
6. Joint venture/ consortium not allowed.
7. Expressions of interest for providing consultancy services should be submitted in a sealed envelope superscripted as **EOI for Consultancy Services for Impact Evaluation of MSRLM and Livelihoods intervention** along with a soft copy in a CD/DVD/Pen drive and all necessary supporting documents to the address mentioned below latest by **28 / 01/2019 up to 17.00 Hrs.**

R.Vimala IAS  
Chief Executive Officer  
Maharashtra State Rural Livelihoods Mission  
5<sup>th</sup> Floor, CIDCO Bhavan-Southwing, CBD Belapur, Navi Mumbai 400614.  
Website: [www.umed.in](http://www.umed.in) , Phone : 022-27562552/54

**UMED - Maharashtra State Rural Livelihoods Mission (MSRLM),  
Rural Development Department  
Government of Maharashtra**

**Draft Terms of Reference<sup>1</sup>**

**Consultancy Services for Impact Evaluation of MSRLM and Livelihoods intervention**

**1. Introduction**

Deen Dayal Antyodaya Yojana, National Rural Livelihoods Mission (DAY NRLM) is an ambitious mission mode programme launched by Ministry of Rural Development, Government of India for eradication of rural poverty. The Maharashtra State Rural Livelihoods Mission (MSRLM) was launched in 2011 under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika. The objective of the Mission is to reduce rural poverty in Maharashtra by creating and strengthening community-based institutions which would function as pathways to sustainable livelihoods of the poor. The Mission is being implemented in a phased but intensive manner in the state. In the first phase, the Mission was being implemented in 36 blocks spread over ten districts and then slowly expanded in 13 districts of 50 blocks in 2016. In the year 2017, It has been further expanded to all the 15 districts of Maharashtra state in an intensive manner covering additional 84 blocks and in 2017-18 reached to 254 Blocks (covering another 120 blocks)

The approach of MSRLM entails mobilization of rural poor households into self-managed and self-sustained community based organizations (SHGs, VO's and CLFs, Producer Groups). It further emphasizes upon enhancing access to financial, technical and livelihood services and inclusive delivery of social and economic support services to the poor in convergence with other government programmes by building capacities and skills of the community and SHG federations. Thus, MSRLM has been working with communities for achieving the key results in the areas of Social Inclusion, Financial inclusion, Economic Inclusion and Social Security. MSRLM has worked in a partnership mode with several partners to leverage the institutional expertise of organisations who have promoted institutions of the poor women to get their full potential to achieve saturation in coverage and meet the desired key results.

***The mandate of the Mission is to cover over 84 lakh rural poor households, across more than 34 districts, 351 blocks, 28000 Plus Gram Panchayats and 40,000 villages in the State through self-managed Self-Help Groups and their federations and support them for livelihoods over a period of eight to ten years.***

**2. Purpose and objective of the Assignment**

Started in 2011, MSRLM has already made significant progress and has created impact by working with more than **41,00,000** households and federating over **3.08,000** SHGs, **9152** Village Organisations, and **329** Cluster Level Federations. Besides this process of social mobilization and institution building MSRLM has undertaken livelihood interventions through sustainable agriculture, goat rearing, floriculture, vegetable cultivation, backyard poultry, fishery, non-farm and marketing interventions linking nearly 3,50,000 households.

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<sup>1</sup> The draft ToR is indicative and should be finalized at the stage of RFP

MSRLM, seeks to commission an independent impact evaluation study to evaluate the impact of MSRLM (implementation period January 2012-March 2018). Below are the overall objectives of the impact evaluation assignments.

### **Objectives**

1. To assess the relevance of the objectives and the approach of MSRLM
2. To evaluate the effectiveness and efficiency of MSRLM in delivering key results
3. To understand the extent to which sustainability considerations have been built in the programme interventions
4. To find out the impact in the context of desired intermediate results/results, outcomes under each of the intervention
5. To assess the extent to which M&E mechanism contribute in meeting project results

The objective of the assignment is to perform impact evaluation of the project by assessing how the intervention being evaluated affects outcomes, whether these effects are intended or unintended. The study should also track changes in the socio-economic indicators of rural households in the villages targeted under the Mission. The impact evaluation should provide the assessment of Project achievements, in terms particularly in the livelihoods of beneficiaries that relate to the implemented Project activities, and the sharing of lessons learned and development experience.

The impact evaluation study of MSRLM should have a special emphasis on:

- Relevance – the extent to which the objectives of the development intervention are consistent with beneficiary requirements, state needs, institutional priorities, partners and funding stakeholders, as well as mission coherence in achieving its objectives;
- Effectiveness – the extent to which the development intervention’s objectives were achieved or are expected to be achieved taking into account their specificities (not just physical outputs but also high-level results; explaining factors determining achievements, including change of context; looking at other possible achievements);
- Efficiency – a measure of how economically resources/inputs are converted into results, with reference to project benchmarks (include project delays, overruns; technical issues; operational cost ratio, economic rates of return);
- Sustainability - the likely continuation of net benefits from a development intervention beyond the phase of funding support. It also includes an assessment of the likelihood that actual and anticipated results will be resilient to risks beyond the mission activities;

- Rural poverty impact - the changes that have occurred or are expected to occur in the lives of the rural poor and their community (whether positive or negative, direct or indirect, intended or unintended) as a result of development interventions, (Some of the indicators that need to be assessed in the survey include changes in asset base, income, consumption, savings, access to loans, terms and conditions of loans, access to work/employment (self or wage-based) opportunities, food security, health status and nutrition, access to entitlements and public services, quality of life and empowerment.); In addition, information needs to be collected on SHGs and their federations including producer groups/Micro Enterprises and other livelihoods interventions as well as on the village level parameters.
- Gender Equality and Women Empowerment – design features, implementation features (Annual Work Plan and Budget and allocated resources), effectiveness (results achieved), sustainability of gender-related results

### **Livelihood Specific Impact Evaluation**

As part of the impact evaluation study the agency is also expected to conduct a detailed review of the livelihoods interventions (List of interventions is provided in the Annexure) undertaken by MSRLM in the last 3 years. The study shall also focus on the following key areas while assessing the rural poverty impact in the light of the livelihood interventions undertaken by MSRLM.

- Assess key products covering Agriculture and allied activities, livestock, Non- farm and NTFP segments that have potential for development of value chain and market linkages in the State.
- Qualitative review of the capacity building and technical assistance provided under livelihoods intervention
- Assess the impact livelihoods intervention has generated in the rural households as per the decided socio-economic indicators
- Based on the experiences of the project during the last 3 year, flag the major areas of interventions, which needs to be strengthened.
- Help identify areas for potential collaboration between Collectives for Integrated Livelihood Initiatives
- Review and assess the systems of data collection and management, analysis sharing within MSRLM and at the community level.

### **3. Sampling Design**

The impact evaluation study is expected to cover households, community institutions SHGs/VOs/CLFs/Producer/Livelihood groups and villages from 50 blocks of 15 districts which have been under intensive phase of implementation of Mission. The agency shall propose appropriate sampling plan and sample sizes stratification (e.g. power calculation, sample size determination under each programme area, treated/control samples) to study impact and to measure the desired changes. The agency should also suggest appropriate methodology considering the baseline data that is available with MSRLM. In case of lack of reliable data in the

current context, the agency shall also propose appropriate methodology to ascertain the attribution to the project.

Proposed Sampling Units	Number	Description
Districts	20	Intensive implementation districts.
Blocks	40	At least two blocks per district (may change to make sample representative for larger districts)
Villages	160	4 Villages per block

Once the sample design and baseline related methodology has been approved by MSRLM, the agency shall undertake development of investigation tools, designing of training manuals, conduct training, pre-testing, refinement of investigation tools and further conduct of the field work. The output of the impact evaluation study should be presented to MSRLM in the form of a standard report as prescribed by MSRLM. The impact evaluation report will be presented by the agency and based upon the overall feedback a final report will have to be submitted within the define timeframe.

#### 4. Scope of Work

**The scope of work under this assignment entails below mentioned activities. The geographical spread of the assignment has been described in the above section i.e. sampling design.**

- I. **Inception Report & Work Plan:** The agency shall conduct an inception meeting with the MSRLM and prepare an inception report detailing out its work plan on all the deliverables with timelines which are expected under this assignment.
- II. **Desk Review:** The agency is expected to review all the available primary and secondary data available with MSRLM towards preparing the sampling plan and the methodology. A short report of the desk review of the available data should be presented supporting the overall study design.
- III. **Sampling Plan:** Based on the desk review, the agency shall propose appropriate sampling plan and sample sizes stratification (e.g. power calculation, sample size determination under each programme area, treated/control samples) to study impact and to measure the desired changes. The Agency will prepare the sampling plan encompassing (a) a methodology for listing and selecting the households, individuals, and enterprises to be interviewed prior to fieldwork; (b) a coding strategy to ensure each household, individual, and enterprise has a unique code for data entry that merges seamlessly across all data sets. If needed, the coding strategy will also include SHG codes for households and individuals.
- IV. **Survey/modules and tools development:** The agency will prepare and share standard set of questionnaires as part of survey modules. The agency is expected to submit separate survey modules for Village, Household (Socio-Economic indicators based), SHG, VO, CLF and Livelihood beneficiary households (as per specific livelihoods), producer groups & enterprises. Other modules may be added after the consultation between agency and MSRLM. Pre-testing of the survey modules must be carried out before the actual launch of field work.

- V. Development of training module and field manuals:** The Agency is responsible for developing all training curriculum and materials in consultation with MSRLM. Field procedure manual will be prepared by the agency outlining in detail all aspects of the field work to be conducted by the Agency including team, protocols, supervisor, information quality assurance, logistics and progress reporting. The training of the team is responsibility of the agency. Because the training should also serve as a screening process for skilled interviewers and data entry agents, the Agency should also recruit more interviewers and data entry agents for the training than will be ultimately hired for the project. The supervisors should receive supplemental training, as should the team of enumerators that carry out the pretest.
- VI. Conduct of Field Work, monitoring and supervision:** The agency will conduct field work as per the timelines proposed in the inception report and workplan. Further it will set up monitoring systems that shall keep updated MSRLM on the field work activities every two weeks during field work. The agency will maintain log books and documentation of field work which would be submitted at the completion of the survey.
- VII. Data Management and Quality Control:** The agency will propose entire data management and quality control plan for the study. It should include all procedures and protocols for addressing data management issues, validation of data during collection and entry, inconsistencies in the captured data when identified, protocols for data entry. The quality checks must be undertaken to minimize any errors during the field work for data collection.
- VIII. Impact Evaluation Report:** The agency will submit the Impact Evaluation Report to MSRLM within the stipulated time after the completion of the field work. The agency will also provide the raw as well as final clean copies of the datasets along with a complete codebook to the MSRLM team. The agency will make a presentation to MSRLM on the findings of the Impact Evaluation Study after the submission of the draft report. The presentation will be scheduled by MSRLM after the receipt of draft report. The agency shall submit the final Impact Evaluation Report within one week after the completion of the presentation.

**5. Timeline, Schedule of deliverables and Payment:**

Tasks	Impact Evaluation	Duration (From date of signing contract)	Payments
1	Inception Report and Detailed workplan elaborating the timeline of activities for the evaluation & evaluation framework	2 weeks	20%
2	<ul style="list-style-type: none"> <li>• Desk Review Report and study design</li> <li>• Sampling plan approved by MSRLM</li> </ul>	4 weeks	
3	<ul style="list-style-type: none"> <li>• Survey modules/tools</li> <li>• Pre-Testing of Survey Modules</li> </ul>	8 weeks	10%
4	<ul style="list-style-type: none"> <li>• Training material and field manuals</li> <li>• Training of team (Field Procedure manual, rosters related to field team)</li> </ul>	11 weeks	

5	<p>Conduct of Field Work and Timely Progress Reports on the Field testing and validation, and data transfer to the Evaluation team</p> <ul style="list-style-type: none"> <li>Two Progress Reports on Field Work and Data Collection (16<sup>th</sup> Week and 21<sup>st</sup> Week)</li> <li>Final Impact Evaluation Datasets</li> </ul>	21 weeks	<b>30%</b>
6	Completed draft impact evaluation report	24 weeks	<b>20%</b>
7	Submission and Presentation of final Impact Evaluation Report	26 weeks	<b>20%</b>

## 6. Duration of the Assignment:

The assignment shall be for a period of 6 months from the date of signing of the agreement which may be further extended further based on need of the mission and performance of the consultancy firm.

## 7. Eligibility /Qualification Criteria:

Sr.No	Eligibility Criteria	Supporting document required
1	The Agency may be Firm/ Company/ Institute/ Society and must be registered with the Appropriate authority.	The certificate of incorporation/ Registration is to be submitted
2	The Agency should have at least five years' experience in providing consultancy services to the Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous /Statutory Bodies/ Public Sector Banks/ Public Sector Companies.	Experience to be submitted in the form of contract signed along with proof of successfully completing the assignment by submitting completion certificate.
3	The Agency should have successfully conducted at least 5 impact assessment contracts during last five years for Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous /Statutory Bodies/ Public Sector Banks/ Public Sector Companies.	Attach documentary proof for successfully completion of assignment
4	The agency should have average annual turnover during the last 3 financial years ending on 31st March, 2018 should not be less than Rs. 5 Crores.	The agency must furnish chartered accountant certificate mentioning the turn over for last 03 financial years i.e., 2015-16, 2016-17 and 2017-18.
5	The Agency should not have been debarred/ black listed by any Central Govt./State Govt. / CPSU/ State PSU/ Autonomous/Statutory Bodies/ Public Sector Banks/ Public Sector Insurance Companies for handling recruitment process.	A declaration on affidavit
6	The Agency should have PAN, GST registration	Appropriate Registration Certificates should be submitted.

## 8. Key Professional Staff:

The consultancy firm is required to deploy following key professionals for undertaking the assignment. The team should have following key skills and competencies

- Good Communication (written & spoken), Problem solver, Analytical skills
- Result Orientation, Task Orientation, self-starter, thought clarity
- Experience with participatory extension approaches and farming system.
- Thorough understanding of value chain of production, processing, storage and distribution with emphasis on market-oriented production systems.
- Should be able to travel extensively within the state of Maharashtra.

Education qualification and experience required for each position is outlined below.

Sr. No.	Key Expert	Number of resources	Minimum qualification and Experience
1	Evaluation Specialist	01	<ul style="list-style-type: none"><li>• S/he should have an advance degree in social sciences/ public policy/economics/statistics or allied subjects.</li><li>• At least 10 years of experience in Monitoring and Evaluation</li><li>• Specific Experience of evaluation for at least 7 years. Proven track record in conducting rigorous M&amp;E and rigorous programme evaluation</li><li>• Experience of conducting at least 3-4 large scale programme evaluations</li><li>• Experience with minimum one programme in impact/mid-term evaluation of existing SRLMs is desirable.</li></ul>
1	Team Leader	01	<ul style="list-style-type: none"><li>• S/he should have an advance degree in social sciences/ public policy/economics/statistics or allied subjects.</li><li>• At least 10 years of experience in rural development programmes</li><li>• Specific Experience of evaluation for at least 5 years. Proven track record in conducting rigorous M&amp;E and rigorous programme evaluation</li><li>• Experience with programme in impact/mid-term evaluation of existing SRLMs is desirable.</li></ul>
2	Livelihood Expert	01	<ul style="list-style-type: none"><li>• S/he should have an experience of minimum 10 years in a livelihood development project at middle level management responsible for promotion of agriculture-based livelihoods.</li><li>• Candidate should also have minimum 3 years of experience working in value chains of rural produce.</li><li>• S/he Should be a Post-Graduate preferably in Agri-business management / Rural Management / Rural</li></ul>



Sr. No.	Key Expert	Number of resources	Minimum qualification and Experience
			Marketing or MBA in Marketing from a recognized university/institute. Candidate with UG/PG in agriculture
4	Analyst/Research manager	1	<ul style="list-style-type: none"> <li>• S/he should have PG in social sciences/population sciences or allied fields in development studies/rural with 5 years of experience.</li> <li>• Good knowledge in latest computer applications, web applications and knowledge of Research tools such as but not limited to SPSS/STATA and Atlas-ti will be preferred.</li> <li>• Should be able to analyze and interpret qualitative and quantitative data in conjunction with available primary and secondary data with MSRLM.</li> </ul>
5	Research Officer /Fieldwork Supervisors	2	<ul style="list-style-type: none"> <li>• The preferred education requirement for Research officer/Field work Supervisor is PG in social sciences/ Rural Development/ community development/ Social work/ sociology, Natural Resource Management, Rural Development etc with 4 years of relevant experience in field level research and managing teams of data collection.</li> <li>• Sound contextual understanding of Maharashtra</li> <li>• Well-versed with Marathi and English languages</li> <li>• Sound understanding of monitoring especially process monitoring for rural livelihood enhancement and micro-finance programmes</li> <li>• Sound understanding of community development processes</li> <li>• Leading of teams for MEL</li> <li>• Data analysis and presentation</li> </ul>
6	Field Surveyors	To be proposed by the agency	<ul style="list-style-type: none"> <li>• Graduate in social sciences/Social work or any relevant Subjects like sociology, Natural Resource Management, Rural Development etc. With at least 3 years of experience in social sector and 1-2 years of conducting field studies.</li> <li>• The candidates are expected to be well conversant with the local dialect and Marathi</li> <li>• Well-versed in Data collection-entry and management</li> </ul>

**9. Support to be provided by MSRLM:**

MSRLM would supervise the assignment and facilitate the interaction and exchange of information between the Consultant and MSRLM. All relevant mission documentation will also be made available to the Consultancy firm.

**10. Composition of Review Committee to monitor performance of the agency:**

MSRLM will keep track on the deliverables of the assignments, take actions for the speedy settlement of the issues raised by selected agency and timely follow up. A committee would be setup under Chief Executive Officer, MSRLM towards achieving this.

**11. Future use of data:** MSRLM will remain the owner of all the data collected under this assignment output. The agency/agency team members or consultants will have no right of claim to the assignment or its output once completed. Any data, analysis, reports, research reports, process documents produced as a part of this assignment shall be deemed to be the property of MSRLM and the agency/consultant will not have any claims and will not use or reproduce the contents of the above documents without the permission of MSRLM.

State Mission Manager- Social Observation  
Maharashtra State Rural Livelihoods Mission

## Annexure- A

### Livelihood Interventions

Major interventions	Districts
Sustainable agriculture	Yawatmal, Wardha, Gondiya , Gadchiroli, Osmanabad, solapur, Ratnagiri.Jalana, beed, Chandrapur
Productivity enhancements programme- SRI, Vegetable Cultivation, floriculture etc	Thane , Palghar, Gondiya, Gadchiroli, Wardha, Yawatmal
Goatery	Yawatmal, Wardha, Gondiya , Gadchiroli, osmanabad, solapur
Fisheries	Palghar, Gondiya, Gadchiroli, Yawatmal
Poultry	Thane , Palghar, Gondiya, Gadchiroli, wardha, Yawatmal,osmanabad, solapur
Enterprises development	Ratnagiri, Solapur, Osmanabad
Non-farm activities	All 20 districts



**Annexure -B : List of District and Blocks**

<b>Sr. No.</b>	<b>District</b>	<b>Block</b>
1	Beed	Ambajogai
2	Beed	Parli
3	Beed	Shirur Kasar
4	Beed	Wadwani
5	Chandrapur	Gondpipri
6	Chandrapur	Jivti
7	Chandrapur	Mul
8	Chandrapur	Pombhurna
9	Gadchiroli	Aheri
10	Gadchiroli	Dhanora
11	Gadchiroli	Etapalli
12	Gadchiroli	Kurkheda
13	Gondiya	Arjuni Morgaon
14	Gondiya	Salekasa
15	Gondiya	Tiroda
16	Jalna	Bhokardan
17	Jalna	Ghansavangi
18	Jalna	Jalna 1
19	Nandurbar	Akkalkuwa
20	Nandurbar	Akrani
21	Nandurbar	Shahada
22	Osmanabad	Lohara
23	Osmanabad	Osmanabad
24	Osmanabad	Tuljapur
25	Palghar	Jawhar
26	Palghar	Palghar
27	Palghar	Talasari
28	Ratnagiri	Lanja
29	Ratnagiri	Ratnagiri
30	Ratnagiri	Sangameshwar

<b>Sr. No.</b>	<b>District</b>	<b>Block</b>
31	Sindhudurg	Devgad
32	Sindhudurg	Kudal
33	Sindhudurg	Sawantwadi
34	Sindhudurg	Vengurla
35	Solapur	Barshi
36	Solapur	Malshiras
37	Solapur	Mohol
38	Solapur	Sangola
39	Thane	Bhiwandi
40	Thane	Shahapur
41	Wardha	Deoli
42	Wardha	Samudrapur
43	Wardha	Seloo
44	Wardha	Wardha
45	Yawatmal	Babhulgaon
46	Yawatmal	Ghatanji
47	Yawatmal	Kalamb
48	Yawatmal	Kelapur
49	Yawatmal	Ralegaon
50	Yawatmal	Zari Jamni
51	Akola	Achalpur
52	Akola	Balapur
53	Amravati	Chandur bazar
54	Amravati	Dharni
55	Dhule	Sakri
56	Dhule	Shirpur
57	Parbhani	Jintur
58	Parbhani	Selu
59	Latur	Ausa
60	Latur	Nilanga
51	Thane	Murbad
62	Thane	Shahapur

**Annexure -1**  
**Covering Letter on Consulting firms letter head**

Date -----

To  
Chief Executive Officer,  
Maharashtra State Rural Livelihoods Mission (MSRLM)  
5th floor, CIDCO Bhavan, Southwing,  
CBD Belapur, Navi Mumbai,  
Maharashtra- 400614

Subject: Submission of Expression of interest for providing Consultancy Services for Impact Evaluation of MSRLM and Livelihoods intervention

Dear Sir,

Having examined the EOI, the undersigned, offer to be shortlisted for Consultancy Services for Impact Evaluation of MSRLM and Livelihoods intervention. I have read the provisions of EOI and Terms of reference and confirm that these are acceptable to us.

I hereby declare that all the information and statement made in this EOI are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of shortlisting and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the shortlisting process may be terminated without assigning any reason and without any liability to agencies, whatsoever, it may be.

Signature

Duly authorized to sign proposal for and on behalf of

Date:

Place:

Postal Address:

Telephone Number:

Mobile:

Email Id:

## Annexure-2

### Mandatory Information to be submitted by the consulting firm along with the EOI on firm's letter head

#### Submission Requirements

#### **Consultant's Company/Firm Profile:**

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 etc.

Brief Data Sheet of Consulting firm		
Sl. No.	Particulars	To be filled up by consulting firm
1	Name of Firm	
2	Postal Address	
3	Telephone: Mobile / Fax/ E-mail Website	
4	Year of Incorporation	
5	Legal Status (for profit company; not for profit company; registered trust; registered trust; others (specify))	
6	Name of the Contact person	
	Designation	
	Email id	
	Mobile	
	Land line	
7	GST Registration No.	
8	PAN No. /TAN No.	

2. **Financial:** Provide previous three financial years turnover of the firm on the basis of the audited accounts of the previous three financial years as follows.

Particulars	Amount in Lakh (INR)
Turnover 2015-16	
Turnover 2016-17	
Turnover 2017-18	
<b>Average Annual Turnover for 2015-18</b>	

#### 3. Consulting firms Experience

- a. Details of total major consultancy assignments/ Projects delivered by the consulting firms up to December 2018. Documentary evidence (copy of award of contract and satisfactory completion report etc.) required to be attached. Information from year 2013.

Sl. No.	Name of the Project / Assignment	Name of the Client	Services Provided/ Key task undertaken	Duration of The Assignment from to	Value of the Contract (INR)	Status as on 31st Dec 2018

(Please add more rows if required)



- b. Experience of consulting firms in Impact Evaluation assignment delivered up to Dec 2018. Documentary evidence copy of award of contract and satisfactory completion report etc.) required to be attached. Information from year 2013.

Sl. No.	Name of the Project / Assignment	Name of the Client	Services Provided/ Key task undertaken	Duration of The Assignment from to	Value of the Contract (INR)	Status as on 31 <sup>st</sup> Dec 2018

*(Please add more rows if required)*

**4. Key Expert Profile:**

Details the key expert relevant for this assignment

S. No.	Name of professional / Expert	Qualification	Total Years of Experience

*Detailed CVs are not required at EoI stage, which will be submitted if the agency qualify for next stage i.e. issuance of RfP*

I / we certify that I / we have read the terms of condition of Expression of Interest for shortlisting of agency in -----as amended up to date and shall abide by us.

I / We certify that the information given above is true to the best of our knowledge. I / We also understand that if any of the information is found false, I am / we are liable to debarred from empanelment process.

Name and Signature of agency's Authorised representative

Date & place:

Seal of agency

**Annexure-3**

**Total Turnover Certificate**

**To**

Chief Executive Officer  
Maharashtra State Rural Livelihoods Mission  
5th Floor, CIDCO Bhavan, South Wing  
CBD Belapur, Navi Mumbai – 400614  
Maharashtra

Dear Sir,

We hereby certify that M/s\_\_\_\_\_ (the name of consulting firm ) who is submitting Expression of interest for providing Consultancy Services for Impact Evaluation of MSRLM and Livelihoods intervention having their office at \_\_\_\_\_(Address of the firm office) has turnover of the firm on the basis of the audited accounts of the previous three financial years as follow

<b>Sr.No.</b>	<b>Financial year</b>	<b>Turnover in Crore</b>
1	2015-16	
2	2016-17	
3	2017-18	

The above information is correct and true.

Date:

Seal

Signature of Chartered Accountant  
Name (in capital letters)

## Annexure-4

### Declaration Letter

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been debarred/blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect this declaration at a later date, we would inform the mission accordingly.

We also confirm that the details provided in our response to EOI are true. If the client finds at any time that the information provided is not correct, we shall be bound by any action that the client deems fit and appropriate including termination of contract. Authorized Signatory

Signature [In full]:

Name and Title of Signatory: Name of Agency / Organization: (Company /Organization Seal)

Following Supporting documents should be submitted along with the EOI else EOI shall be rejected

Sr. No.	Documents	Attachment Yes /No
1	Covering letter on agency letter head –annexure-1	
2	Consulting firm information –annexure-2	
3	Copy of registration certificate / certificate of incorporation	
4	GST Registration Certificate	
5	PAN Card	
6	Turnover certificate of chartered accountant - annexure-3	
7	Declaration letter - annexure-4	
8	All relevant copies of contract documents/assignment satisfactory completion reports etc. issued by the clients for completed and ongoing assignments as mentioned in annexure-2	