

Clarification

CONDUCTING IMPACT AND EVALUATION STUDY OF THE CENTRAL SECTOR SCHEMES BEING IMPLEMENTED BY MINISTRY OF MINORITY AFFAIRS GOVERNMENT OF INDIA NAI MANZIL SCHEME–EDUCATION AND SKILLS TRAINING FOR MINORITIES PROJECT

RFP No.: 14-01/2020-NM

Date: 30/06/2020

Sl. no	Page no	Clause	Query/Suggestion	Clarification/Response
1.	Page no 13	17.2	The clause mentions that the authorization shall be in the form of a written Power of Attorney. We request that a Letter of Authority (LoA) be also considered. Considering the COVID situation, executing PoA on a stamp paper will prove to be challenging.	No change
2.			Do we need to cover all the States/UTs. OR shall we sample based on the number of Projects without covering all States/UTs.	Considering the target population of 100000 beneficiaries, sample size may be calculated using 95% confidence level and 3.5% margin of error. Overall, the Ministry is expecting a sample of 1000-1500 with a robust sampling technique to cover stratification in terms of gender, implementation phase and geographical region.
3.		Data sheet clause 17.7 and 17.9 , of RFP The Proposals must be submitted no later than: Date:30 June 2020	We request client to give 2 weeks timeframe from date of issue of Pre bid queries for proposal submission?	Issued in the corrigendum.
4.		To assess the contribution of the scheme to the enhancement of livelihoods of the targeted minority youth. The key impact areas need to be explored and evidence- based information should be provided.	What all shall be considered as evidence?	Proof of placement (both wage employment and self employment) and further education and Skill training, as per scheme guidelines.
Scoring criteria for Bidders				
5.	Page 38	2. Scoring criteria for Bidders	We suggest to kindly consider inclusion of following criteria: Minimum Average Turnover of Rs. 100 crores	No change accepted.

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			for the last 5 years for the bidders. This will ensure the participation of experienced bidders and thereby ensuring that the final evaluation study will be of high quality	
6.	Page 38	Relevant working experience during the last 5 years as on 31.03.2020. Experience of Review of Conducting Impact and Evaluation Study of similar Schemes in any Ministry/Department//State/UT in the last 5 years	Please clarify the nature of work experience to be furnished against point 1. as past evaluation studies undertaken will be provided as point 2. Specific experience of working in education and skill development projects for policy and strategy design, implementation, M&E can therefore be please considered for point 1.	Experience in conducting similar impact evaluation of CSS of other ministries will also be considered.
7.	Page no. 38	Appendix -1, Point A	The 50 marks distribution for Bidder's experience talks about "relevant work experience in the last 5 years as on 31.03.2020"- kindly clarify whether the experience should be presented for last 3 years or 5 years.	Relevant work experience in the last 5 years as on 31.03.2020 would be considered.
8.		Relevant working experience during the last 5 years as on 31.03.2020. Experience of Review of Conducting Impact and Evaluation Study of similar Schemes	Please explain the meaning of review of conducting impact and evaluation studies? It is possible that criteria one and two will overlap for many projects. Hope the project which has both components review as well as evaluation can be considered in both Criteria. Please confirm.	
9.		Appendix-I Relevant working experience during the last 5 years as on 31.03.2020. Experience of Review of Conducting Impact and Evaluation Study of similar Schemes in any Ministry/Department//State/UT in the last 5 years.	Kindly specify the number credentials to be submitted in each category and the scoring criteria thereof. Kindly clarify the difference in requirement between A1 and A2	At least 5 major credential each. A1 refers to overall experience in the sector whereas A2 refers to specific experience in program review and impact evaluation experience.

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10.		BIDDER'S ORGANIZATION 10. (a) Details of Data Management Capability (b) Software Resources (c) Connectivity	What does Connectivity mean?	The bidder should ensure internet connectivity in their office and field
11.	Page 38	Scoring criteria for Bidders National Team Leader Post-Graduate or equivalent in Management or relevant disciplines (preferably Doctorate from premier institutes) with minimum of 15-20 years of experience that should include: • Experience in leading or managing at least 5 nos. of Central Govt. projects (national/international) • At least 10 publications in international reputed journals. • Expertise in Evaluation of at least 02 similar projects	The clause mentions that the National Team Leader should have at least 10 publications in international reputed journals. We suggest changing this to at least 10 Publication of White Papers, Thought Leaderships and other publications in the domain of Skill Development and Livelihood Enhancement. Or alternatively, please consider following criteria: Previous experience of leading and managing at least 2 large-scale multilateral agencies funded projects in skill development and education.	Pl see corrigendum issued.
12.		Post-Graduation in any discipline with minimum 10 years of experience handling similar assignment.	For Team members, 10 years of experience handling similar assignment is mentioned. Please explain which assignments can be considered similar.	Monitoring experience of large scale govt. scheme.
13.	Page 57	Past Studies undertaken	Please clarify whether the successful bidder will get an access to these past studies.	Yes, the studies will be shared after the award of Contract.
		Data Collection Methodology & Sampling		
14.		Introduction/ Background of the Evaluation Study	Please let us know the number of states and districts that have been covered through the scheme? Can you please provide State wise number of PIAs and number of students enrolled through these PIAs?	Please see the ToR & MoMA website for details http://www.minorityaffairs.gov.in/en/schemesperformance/nai-manzil-social-assesment-and-social-management-framework
15.		Introduction/	The ToR alluded to presenting the key findings of Rapid	Will be provided after award of

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		Background of the Evaluation Study	Assessment study, but the details are missing in the ToR. We request you to please provide.	Contract.
16.	Page no. 62	Appendix-1 of ToR: list of key documents (section 7.3)	List of key documents in Appendix 1 as mentioned is not attached.	<p>The PAD document is available on World Bank website http://documents.worldbank.org/curated/en/633761468188664540/pdf/PAD1612-PAD-P156363-IDA-R2015-0261-1-Box393219B-OUO-9.pdf</p> <p>The scheme guideline is available on Ministry of Minority Affairs Website http://www.minorityaffairs.gov.in/en/schemesperformance/nai-manzil-social-assesment-and-social-management-framework</p> <p>IVA Reports & M&E reports will be provided to the agency after awarding of contract</p>
17.		Data Collection Methodology	Please confirm the sample size. Suggested sample size: — Beneficiary household survey – 500 — National KIIs - 15 — State level KIIs – 25 (5 per region) — FGDs – 10 (2 per region)	Considering the target population of 100000 beneficiaries, sample size may be calculated using 95% confidence level and 3.5% margin of error. Overall, the Ministry is expecting a sample of 1000-1500 with a robust sampling technique to cover stratification in terms of gender, implementation phase and geographical region.
18.		Data collection methodology Key informant interviews & focus group discussions Beneficiary Household surveys:	We will propose the actual sample size for household surveys, no. of Key Informant Interviews and the Focus group discussion. However, do you have any suggestion on the number of States/UTs to be sampled?	Pl. See Sl. No 17 above.
19.		Sampling	Nothing has been mentioned on the sampling / selection of respondents. We hope that the Ministry will be providing us with the list of beneficiaries to be surveyed – otherwise and alternatively, listing has to be	Pl. See Sl. No 17 above.

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			done to identify the beneficiaries. Kindly confirm this point.	
20.		Beneficiary Household surveys: A selected sample of household surveys shall be conducted to assess the beneficiary-level impact of the scheme. However, this household survey design may be quasi-quantitative in nature.	What do you mean by quasi-quantitative study?	Survey will be largely quantitative with qualitative aspects on parameters not quantifiable.
21.		Data collection methodology	Do you expect a Nation-wide representative? What kind of sample size is Ministry looking at? So that all agencies are at the same page in estimating the effort and sampling approach.	Pl. See Sl. No 17 above.
22.		Data collection methodology	Is Ministry looking for analysis or disaggregation of sample and data based on different minority community?	Yes, it may be noted that more than 70% scheme beneficiaries belong one of the minority communities. The data collection should be done proportionately.
23.	Page no. 63, 4(a) & (b)	1.Key informant interviews & focus group discussions 2. Beneficiary Household surveys	Kindly indicate the sample size for both categories	Pl. See Sl. No 17 above.
24.	Page 61- 63	Meta-analysis & field study, of RFP A qualitative study backed with extensive meta-analysis may be adopted to provide the scheme assessment.	Kindly confirm if client would facilitate sharing of data sets and research tools of similar studies commissioned by government departments? Given the score of work , We request client to consider the need of having a Statistical expert in the Key expert team	Reports available in the Ministry will be shared with selected bidder. Data sets, research design tools and methodology will be proposed by the bidders
25.	Page 57	The scheme is now in its ending phase as the 1,00,000 targets students enrolled in open school and completed education classes and in order to meet the project requirements, an evaluation	For Bidding parity, please share how many number of students need to be covered from how many MCAs in the study? 6. Please give the state wise break up of MCAs. 7. Please give the state wise break up of beneficiaries 8. Please give the skill/trade wise break up	Pl. See Sl. No 17 above.

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		assessment is being scheduled	of beneficiaries 9. Please give the state wise number of PIAs 10. Would the database of beneficiaries be provided to the agency for the purpose of sampling and analysis?	
26.	Page 63	4 Data collection methodology, Key informant interviews & focus group discussions	The scope of work mentioned in Terms of reference would require adequate time in implementation of approved research tools at field level. Given the current scenario concerning Covid transmission, we request client to increase the time duration by a reasonable time frame.	No change in the timeline as mentioned in the RFP will be accepted.
27.		The primary catchment area for beneficiaries under this scheme is the 1300 Minority Concentration Areas (MCAs) as identified and defined by the Ministry of Minority Affairs.	What is the geographical definition of the Minority Concentration Area (MCA)? Does the agency need to conduct study in all 1300 MCAs or can sample out of them?	Defined as “any block, district headquarter, town or other area, identified and defined by the Ministry of Minority Affairs (MoMA) as a minority concentrated area (MCA) in accordance with its guidelines under MoMA’s program titled Pradhan Mantri Jan Vikas Karyakram”. Pl. see http://www.minorityaffairs.gov.in/sites/default/files/PMJVK%20Area%20Units%2024-05-18.pdf . Also pl see Sl. No 17 above
	Deliverable and Timeline			
28.		Deliverable and Timeline	Considering the vastness of the scope of Nai Manzil Scheme and the large geographic spread, 45 days will prove too short a timeline for evaluating all the aspects of the scheme. On top of it, due to COVID situation, conducting KII and FGD will also take time. We suggest changing the timeline for submission of Final Evaluation Report to 90-120 days. And the timeline for all intermittent activities be changed accordingly.	No change in the deliverable timelines will be accepted.

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29.	(Page-64,65)	<p>Deliverables and Timelines</p> <p>Inception report with final scope, methodology and approach. This should also include findings from the meta-analysis and therefore the areas which will be further explored during field visits.</p> <p>Deadline for Inception Report: T+5 days</p>	<p>Please clarify the below points:</p> <p>As per our understanding from previous similar assignments the meta-analysis takes more time than indicated in the TOR. The meta-analysis would need to be concurrently done along with primary data collection. Hence, it is requested that only the meta-analysis framework development and areas (to be explored further in the fieldwork) should be included as part of inception report. Kindly note that the required desk review will be done at this stage to develop the areas of enquiry (for field work).</p> <p>Considering the time required for developing draft methodology with key areas of enquiry and the meta-analysis framework, we request you to kindly increase the timeline for Inception Report to T+15 days</p> <p>The complete meta-analysis which responds to the evaluation questions can be submitted as a part of the draft report.</p>	No change
30.		Inception report with final scope, methodology and approach. This should also include findings from the meta-analysis and therefore the areas which will be further explored during field visits	Presently it says 5 days for Inception Report with meta-analysis. The timeline is too short for meta-analysis. Can it be reconsidered?	No change
31.		Point no. 8: payment schedule	Under payment schedule, 30% is on mid-term report approved by the authority. Kindly clarify in which phase of the project mid-term report will be submitted. Since major expenditure will be on primary data collection, it would be helpful if you kindly consider paying this 30% before starting off the field work on submission of field and training plan instead of approval of mid-term report.	No change
32.	Page 21	Clause 11.1 of Data sheet , of RFP	We request that this clause may not be allowed in the	No change

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		Participation of Key Experts and Non-Key Experts in more than one Proposal is permissible YES	RFP.	
33.		Employment Record: _ Ministry:	Can it be assumed that Ministry means employing organization?	Yes
34.		Statement of Undertaking is required Yes [Refer to paragraph (f) in Form TECH 1]	TECH 1 – paragraph f is missing	Not applicable
35.		Termination of Contract for Failure to Become Effective: The time period shall be 15 days	If this period is considered under Force Majeure. If not, please consider.	Yes
36.		<u>Modification:</u> Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.	Please elaborate on due consideration.	Please refer to World bank GENERAL TERMS AND CONDITIONS CONSULTING SERVICES (August 2016)
37.		<u>Sub-Contracting:</u> The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.	In some cases approval in advance may be not possible. This may be rephrased to include any contingency situation.	No change
38.	III SCC	<u>Liability:</u> Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be provided by the	Please elaborate on gross negligence and willful misconduct. No cap on above mentioned points can be a concern for the agency.	Please refer to World bank GENERAL TERMS AND CONDITIONS CONSULTING SERVICES (August 2016)

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39.		<p>Applicable Law</p> <p>Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Client's property, shall not be liable to the Client:</p> <p>(i) for any indirect or consequential loss or damage; and</p> <p>(ii) for any direct loss or damage that exceeds [insert a multiplier, e.g.: one, two, three]times the total value of the Contract</p>	Multiplier can be a concern for the agency.	Not applicable
40.		<p>Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client.</p>	<p>Many of the databases and software used by the agency for the study can be agency's proprietary rights. This can be a concern.</p>	<p>The rights of the software used for the study may remain with bidder but the data base belongs to the Ministry. The agency will have no right on the database.</p>
