

SCH-11/18/2020-ENP  
Government of India  
Ministry of Skill Development Entrepreneurship  
(Policy Wing)  
PTI building , New Delhi-110001  
Dated :- 13<sup>th</sup> Nov., 2020  
Request for Proposal(RFP)

**Subject: Request for Proposal(RFP) for a consultancy for Evaluation of 2 Central Sector Schemes under Ministry of Skill Development & Entrepreneurship.**

Dear Sir/ Madam,

Ministry of Skill Development & Entrepreneurship , Government of India intends to engage consultants to conduct evaluation of 2 Central Sector Schemes (CSS) viz. "National Entrepreneurship Awards Scheme" and "PM YUVA Yojana with Pilot Project" for Entrepreneurship Development.

2. The Technical and Financial bids for specific Scheme in prescribed formats and other required documents as per the RFP should be submitted along with all documents. The financial bids are to be submitted only in the prescribed formats and bid of any firm which discloses any pricing information in technical bid stage will be summarily rejected without assigning any reasons whatsoever.
3. It is intimated that the agency for evaluation will be selected as per procedures described in the RFP document. The bidders may also visit/ contact us for obtaining guidance related to submission of bids. Bidders are advised to submit bids well in time in order to avoid any last minute rush.
4. The last date and time of submission of RFP is 03.12.2020 (15:00 hrs). The Bidders who obtain 60% of marks based on the technical criteria prescribed would be treated as technically qualified. Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores wherein weights assigned to Technical Proposal and Financial Proposal, shall be 70% and 30% respectively.
5. Please note that Ministry of Skill Development Entrepreneurship reserves the right to accept or reject all or any of the bids without assigning any reason whatsoever.

Yours faithfully

  
(Sanjay Sharma)

Under Secretary to the Government of India  
011-23465921

REQUEST FOR PROPOSAL(RFP)

FOR

THIRD PARTY EVALUATION OF THE SCHEME NATIONAL  
ENTREPRENEURSHIP AWARDS SCHEME, PM YUVA AND PILOT

PROJECT

FOR ENTREPRENEURSHIP DEVELOPMENT

MINISTRY OF SKILL DEVELOPMENT AND  
ENTREPRENEURSHIP

PTI BUILDING, 4, SANSAD MARG NEW

DELHI

## **DISCLAIMER**

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Ministry or any of its employees, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Ministry to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Ministry in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Ministry, its employees to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Ministry accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Ministry, its employees make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Ministry also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Ministry may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that the Ministry is bound to select a Bidder or to appoint the Selected Bidder or Consultant, as the case may be, for the Project and the Ministry reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Ministry or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Ministry shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in

preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.



GOVERNMENT OF  
INDIA  
MINISTRY OF SKILL DEVELOPMENT AND  
ENTREPRENEURSHIP  
PTI BUILDING, 2ND FLOOR, 4, SANSAD MARG  
NEW DELHI 110001

**NOTICE INVITING TENDER**

1. Background

Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, invites online bids under **two** bid systems (i.e. Technical Bid and Financial Bid) for Selection of Agency for Evaluation Study of 'National Entrepreneurship Awards Scheme, PM YUVA and Pilot Project for Entrepreneurship Development'. The tender is available on [www.msde.gov.in](http://www.msde.gov.in). All prospective bidders may visit [www.msde.gov.in](http://www.msde.gov.in) before submission of bid.

2. TERMS AND CONDITIONS:

GENERAL

On behalf of President of India, Ministry of Skill development and Entrepreneurship (MSDE), invites e-bids under **two** Bid Systems ( Technical and Financial Bid) from evaluation/study service providers for 'National Entrepreneurship Awards Scheme, PM YUVA and Pilot Project for Entrepreneurship Development'.

(A) DETAILS OF BID with schedule:-

Sl. No.	Particulars	Details
a.	Bid Reference	Tender No.: SCH-11/18/2020-ENP Dated 13.11.2020
b.	Last date and time of receipt	3 <sup>rd</sup> December, 2020 by 15:00 hrs.
c.	Date and time for opening of Technical Bid	4 <sup>th</sup> December, 2020 by 15:00 hrs. for qualified bidders in pre qualification bid
d.	Date and time for opening of Financial Bid	Will be notified by e-mail to the technically successful bidders
e.	Place of receiving the bid/ communication	Under Secretary (E&P), Ministry of Skill Development and Entrepreneurship, Room No. 221, PTI Building, 4, Sansad Marg, New Delhi – 110001
f.	Pre-bid meeting date	24 <sup>th</sup> November, 2020 (14:30 hrs)

#### SUBMISSION OF BIDS:-

- Bids are invited in two Bid System, (1) Technical bid and (2) Financial bid and shall be submitted to the Ministry for undertaking the work of **Evaluation Study of “National Entrepreneurship Awards Scheme, PM YUVA and Pilot Project for Entrepreneurship Development”**.
- Bids shall be submitted on or before last date i.e. 3<sup>rd</sup> December, 2020.
- The Bidder must submit an undertaking on its letter head that they have not been blacklisted by any Government Department (Central/ State/ Autonomous/PSU) in India. Self-declaration is required.
- Ministry of Skill development and Entrepreneurship (MSDE) reserves the right to accept or reject any or all the quotations received in response to the above referred invitation, without assigning any reason.
- Consortium of Bidders is not allowed.
- This RFP document is not transferable.
- Ministry of Skill Development and Entrepreneurship (MSDE) may issue addendum(s)/corrigendum(s) to the Tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on website [www.eprocure.gov.in](http://www.eprocure.gov.in) at any time before the closing time of tender. The bidders who have downloaded the Tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum till the time of closing of tender and ensure that bid submitted by them are in accordance with all the corrigendum/addendums.

#### 3.0 General Instructions:

- (i) The Scope of Work, Bid procedures and Contract terms are prescribed in the RFP Document.
- (ii) The Bidders are expected to examine all instructions, forms, terms and conditions, and specifications in the RFP and furnish all information as stipulated therein. This RFP together with all its attachments thereto, shall be considered as read, understood and accepted by the Bidders. Failure to furnish all Information required by the RFP or submission of a Proposal not substantially responsive to the RFP in every respect will be at Bidder's risk and may result in the rejection of his Proposal. Bidders must submit all documents listed in the RFP.
- (iii) It may be noted that the costs of preparing the proposal are not

reimbursable and Ministry of Skill Development and Entrepreneurship (MSDE) is not bound to accept any of the proposals submitted.

- (iv) The bidders are required to provide professional, objective, and impartial service and at all times will hold the Ministry of Skill Development and Entrepreneurship (MSDE)'s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- (v) Bidder must observe the highest standards of ethics during the selection and execution of the contract. Ministry of Skill Development and Entrepreneurship (MSDE) may reject a proposal at any stage if it is found that the bidder recommended for award has indulged in corrupt or fraudulent activities in competing for or in executing the contract in question, and may also declare the bidder ineligible or blacklist the firm, either indefinitely or for a stated period of time.
- (vi) Prices should not be indicated in the proposal section addressing "Technical" and should only be indicated in the 'Financial' proposal. Ministry of Skill Development and Entrepreneurship (MSDE) will select successful bidder, in accordance with the method of selection specified in RFP.
- (vii) An undertaking on the letter head of the bidder and signed by the authorized person, that the bidder will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the bidder in the financial proposal (the cost is not to be indicated in the undertaking). The above undertaking submitted by the bidder would be binding on them.
- (viii) For Clarification on bid document, a prospective Bidder requiring any clarification on the Bid Document may submit his queries .
- (ix) The Ministry of Skill Development and Entrepreneurship (MSDE) will respond in writing, to any request for clarification to queries on the RFP, received through email or in writing not later than the date of the Pre-bid meeting prescribed by Ministry of Skill Development and Entrepreneurship (MSDE).
- (x) Based on discussions held during the pre-bid meeting, amendments / clarifications in the RFP Document (if any) will be hosted on the websites of [www.msde.gov.in](http://www.msde.gov.in) and **tendering** portal [www.eprocure.gov.in](http://www.eprocure.gov.in).
- (xi) The Bidders shall bear all costs associated with the preparation and submission of the Proposal, including cost of presentation and site visits for the purposes of clarification of the bids, if so desired by Ministry of Skill Development and Entrepreneurship (MSDE), and MSDE will, in no case,

be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

- (xii) The Proposals prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged between the Bidder and Ministry of Skill Development and Entrepreneurship (MSDE), shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- (xiii) Amendment of Bid Document
- (a) At any time prior to the Bid Due Date, Ministry of Skill Development and Entrepreneurship (MSDE) may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP by an amendment/ corrigendum/ addendum.
- (b) The amendment will be notified on the e-tendering portal and will be binding on the Prospective Bidders.
- (c) In order to provide prospective Bidders reasonable time in which to take the amendment/ corrigendum/ addendum into account in preparing their bids, Ministry of Skill Development and Entrepreneurship (MSDE) may, at its discretion, extend the Bid Due Date.
- (d) Ministry of Skill Development and Entrepreneurship (MSDE) may at any time during the bidding process request the Bidder(s) to submit revised Technical / Financial proposals and/or supplementary financial proposals without thereby incurring any liability to the affected Bidder or Bidders.
- (xiv) Period of validity of the Tender is 90 days from the closing date of the proposals.
- (xv) Performance Guarantee: The successful bidder will execute a Performance Bank Guarantee of 10% of the estimated contract value during contract term in the form of a Bank Guarantee in the format provided from a Nationalized Bank. Performance Bank Guarantee shall be submitted by the successful bidder within 7 days of award of contract. The Performance Bank Guarantee should remain valid for a period of additional 60 days beyond the completion of the period of contract.
- (xvi) Ministry of Skill Development and Entrepreneurship (MSDE) is however not bound to accept any tender or to assign any reason for non- acceptance. Ministry of Skill Development and Entrepreneurship (MSDE) reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.

(xvii) Ministry of Skill Development and Entrepreneurship (MSDE) reserves the right to place an order for the full or part quantities under any items of work under scope of work.

(xviii) Bidders submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

(xix) Ministry of Skill Development and Entrepreneurship (MSDE) reserves its right not to accept bids from bidders resorting to unethical practices or on whom investigation/enquiry proceedings has been initiated by Government Investigating Agencies / Vigilance Cell.

(xx) Termination: Ministry of Skill Development and Entrepreneurship (MSDE) may terminate the Contract/Agreement executed with successful bidder in case of the occurrence of any of the events specified below:

- a. If the successful bidder becomes insolvent or goes into compulsory liquidation.
- b. If the successful bidder, in the judgment of Ministry of Skill Development and Entrepreneurship (MSDE), has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- c. If the successful bidder submits to Ministry of Skill Development and Entrepreneurship (MSDE) false statement which has a material effect on the rights, obligations or interests of MSDE.
- d. If the successful bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Ministry of Skill Development and Entrepreneurship (MSDE).
- e. If the successful bidder fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing.
- f. In such an occurrence Ministry of Skill Development and Entrepreneurship (MSDE) shall give a written advance notice of 07(seven) days before terminating the Contract of the successful bidder.

(xxi) Jurisdiction: The court at New Delhi shall alone have exclusive jurisdiction.

#### **4.0 Timeline for completion of the evaluation and schedule of payment**

<b>Milestone</b>	<b>Deliverable</b>	<b>Days from the date of issue of LOI</b>	<b>Payment in %</b>
First	Submission and approval of Inception Report	3 weeks	20%



Second	Submission and approval of Mid-Term Report	7 weeks	30%
Third	Submission and approval of Draft Evaluation Report	12 weeks	30%
Fourth	Submission and approval of Final Evaluation Report	13 weeks	20%

### Conditions of Eligibility of Applicants

Applicants must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

To be eligible for evaluation of its Proposal, the Applicant should be a Private/ Public limited company or partnership firm or expert institution or a Government Institution with operations in India. The applicant organization must have successfully executed at least 3 similar work of independent evaluation (worth Rs. 20 lakhs or more for one evaluation) of the Central Government Schemes (Central Sector Schemes and Centrally Sponsored Schemes) during 2018-19 to 2020-21.

### Conflict of Interest

An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the “**Conflict of Interest**”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Ministry shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Ministry for, ~~it~~ the time, cost and effort of the Ministry including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to the Ministry here under or otherwise.

The Ministry requires that the Consultant provides professional, objective, and impartial advice and at all times hold the Ministry’s interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to the clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Ministry.

## **Number of Proposals**

RFPs have been invited for evaluation of 2 Central Sector Schemes- viz “National Entrepreneurship Awards Scheme” and PM YUVA Yojana with Pilot Project for Entrepreneurship Development.

No Applicant or its Associate shall submit more than one Application per scheme for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another application for the same scheme either individually or as a member of any consortium, as the case may be. An Applicant may submit proposal for more than one scheme, in which case, the Applicant will submit separate technical and financial bids under the respective RFP for each of such Schemes. However, the Key Personnel, including individual experts engaged for each such scheme should be a different dedicated team.

## **Bid Validity**

Bidders’ bids must remain valid for 90 days after the last date of submission of proposals i.e. 11.11.2019 (11:00 Hrs). During this period, Bidders shall maintain the availability of Professional staff nominated in the Bid and also the financial bid will remain unchanged. The Ministry will make its best effort to complete selection process within this period. Should the need arise; however, the Ministry may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Bid and their financial bid will remain unchanged, or in their confirmation of extension of validity of the Bid, Bidders could submit new staff in replacement, who would be considered in the final evaluation for contract award. Bidders who do not agree, have the right to refuse to extend the validity of their bids. Under such circumstances the Ministry shall not consider such bids for further evaluation.

## **6. PREPARATION AND SUBMISSION OF PROPOSAL**

### **Language**

The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms and format provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

## **Format and signing of Proposal**

The Applicant shall provide all the information sought under this RFP. The Ministry would evaluate only those Proposals that are received in the specified forms and complete in all respects. The Proposal must be properly signed by the authorized representative (the “**Authorized Representative**”) as detailed below:

- (a) by the proprietor, in case of a proprietary firm; or
- (b) by a partner, in case of a partnership firm and/or a limited liability partnership; or
- (c) by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation; or
- (d) by the Authorized Representative of the Lead Member, in case of consortium.

A copy of the Power of Attorney certified under the hands of a partner or director of the firm and notarized by a notary public.

## **Technical Proposal**

Applicants shall submit the technical proposal in the formats at Appendix- I (the “**Technical Proposal**”).

While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- (e) all forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (f) Power of Attorney, if applicable, is executed as per Applicable Laws;
- (g) CVs of all Professional Personnel have been included;
- (h) Key Personnel have been proposed only if they meet the Conditions of Eligibility laid down in the RFP;
- (i) no alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
- (j) the CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- (k) no Key Personnel should have attained the age of 65(sixty five) years at the time of submitting the proposal; and

If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the Ministry for a period of 5 (five) years. The award of this Consultancy to the

Applicant may also be liable to cancellation in such an event.

The Technical Proposal shall not include any financial information relating to the Financial Proposal.

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forth with if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Ministry without the Ministry being liable in any manner whatsoever to the Applicant or Consultant, as the case may be.

In such an event, damages shall be payable to the Ministry for, time, cost and effort of the Ministry, without prejudice to any other right or remedy that may be available to the Ministry.

### **Financial Proposal**

Applicants shall submit the financial proposal clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant's Authorized Representative (**format at Appendix-II**). In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

While submitting the Financial Proposal, the Applicant shall ensure the following:

(i) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Resident, in the field, office etc.) accommodation, airfare, equipment, printing of documents, surveys, geo-technical investigations etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

(ii) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

## 7. CRITERIA FOR EVALUATION

### Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. The technical Proposal of only those applicants shall be examined who have qualified the basic criteria of applying for this bid as elaborated in "Conditions of Eligibility" (vide Para-4 above). The Technical Scoring shall be done by a Technical Committee which shall invite all the eligible bidders for a presentation in front of the Technical Committee. Applicant will be allowed to explain their proposal submitted at the time of presentation. The Core team that shall be involved with the project should be available at the time of presentation either physically or through web mode. Only those Applicants whose Technical Proposals get a score of 60 (sixty) marks or more out of 100 (one hundred) shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score(ST).

Each Key Personnel must score a minimum of 60% (sixty per cent) marks except as provided herein. A Proposal shall be rejected if the Team Leader scores less than 60% (sixty per cent) marks or any two of the remaining Key Personnel score less than 60% (sixty per cent) marks. In case the Selected Applicant has one Key Personnel, other than the Team Leader, who scores less than 60% marks, he would have to be replaced within 2 working days during negotiations, with a better candidate who, in the opinion of the Ministry, would score 60% (sixty per cent) or above.

The scoring criteria to be used for evaluation shall be as follows.

Item Code	Parameter	Maximum Marks	Criteria
1.	Relevant Experience of the Applicant	25	30% of the maximum marks shall be awarded for the number of Eligible Assignments undertaken by the Applicant firm. The remaining 70% shall be awarded for: (i) the comparative size and quality of Eligible General and Specific Assignments; (ii) overall professional income, experience and capacity of the firm.
2.	Proposed Methodology and Work Plan	10	Evaluation will be based on the quality of submissions.

3.	Relevant Experience of the Key Personnel	65	30% of the maximum marks for each Key Personnel shall be awarded for the number of Eligible Assignments the respective Key Personnel has worked on. The remaining 70% shall be awarded for the comparative size and quality of Eligible Assignments
3(a)	Team Leader	15	
3(b)	Deputy Team Leader	10	
3(c)	Monitoring and Evaluation Expert	8	
3(d)	Economist	7	
3 (e)	Wage Data Specialist	5	
3(f)	Non-core team deployment as per the scheme requirement	20	
<b>Grand Total</b>		<b>100</b>	

### Eligible Assignments

For the purposes of determining Conditions of Eligibility and for evaluating the Proposals under this RFP, advisory/ consultancy assignments shall be deemed as eligible assignments (the “**Eligible Assignments**”) as follows:

(i) Advisory/consultancy assignments in India granted by the government, regulatory commission, tribunal, multilateral agencies, statutory authorities, public sector entities etc. in respect of design, implementation, evaluation etc. of government programs shall be deemed as eligible general assignments (the “**Eligible General Assignments**”)

(ii) Evaluation studies involving quantitative and qualitative research, household surveys etc. in India granted by the government, regulatory commission, tribunal, multilateral agencies, statutory authorities, public sector entities etc. in respect of government programs shall be deemed as eligible specific assignments (the “**Eligible Specific Assignments**”)

Provided that the Applicant firm claiming credit for an Eligible General Assignment should have received professional fees of at least Rs. 50 (fifty) lakhs for such assignment, and where credit is being claimed by a Key Personnel, she/he should have completed the relevant assignment.

Provided further that if the Applicant firm is taking credit for an Eligible Specific Assignment, such assignment shall have been completed and the Applicant should have received professional fees of at least Rs. 20 (twenty) lakhs.

Note: Applicants **cannot** provide the same assignment(s) under both General and Specific assignments mentioned above

### **Evaluation of Financial Proposal**

In the second stage, the financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (SF).

For financial evaluation, the total cost indicated in the Financial Proposal should be comprehensive covering all the costs involved in carrying out the evaluation of the Scheme as per the format provided at Appendix-II.

The Ministry will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services including the administrative tax components. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other Proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal)

### **Combined and final evaluation**

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where S is the combined score, and  $T_w$  and  $F_w$  are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.70 and 0.30 respectively.

The Selected Applicant shall be the first ranked Applicant (having the highest combined score). These ranked Applicants shall be kept in reserve and may be invited in case the first ranked Applicant withdraws, or fails to comply with the requirements as specified in the RFP.

TERMS OF REFERENCES FOR SELECTION  
OF  
AN AGENCY FOR  
EVALUATIONSTUDY OF  
NATIONAL ENTREPRENEURSHIP AWARDS SCHEME,  
PMYUVAANDPILOTPROJECTFOR ENTREPRENEURSHIP  
DEVELOPMENT

Evaluation Study of National Entrepreneurship Awards Scheme, PM YUVA and Pilot Project for Entrepreneurship Development' of the Ministry of Skill Development and Entrepreneurship



**Terms of Reference (ToR) for Third Party Evaluation of Central Sector Scheme, 'National Entrepreneurship Awards Scheme'**

**1. INTRODUCTION**

The National Policy for Skill Development and Entrepreneurship - 2015 envisages provision to educate and equip potential and early stage entrepreneurs across the country. To create environment for entrepreneurship, there is a need to take initiatives to promote a culture of entrepreneurship among the youth through its schemes with the provision to recognise and honour outstanding entrepreneurs and eco-system builders. Accordingly, the Ministry of Skill Development and Entrepreneurship had formulated a 'National Entrepreneurship Awards (NEA)' Scheme in 2016 with the aim to recognize the efforts and achievements of exceptional young entrepreneurs, and the individuals/organizations, working in the field of Entrepreneurship Promotion.

**Target Group:** First generation youth up to the age of 40 years with extraordinary performance in the field of entrepreneurship and the eco-system builders supporting the aspiring entrepreneurs in setting up/scaling up enterprises. The aim was to recognise these outstanding and exceptional entrepreneurs and eco- system builders to promote a culture of entrepreneurship. The awardees can encourage and inspire the youth of the society to opt entrepreneurship for self- employment and employment generation.

**2. Implementation Strategy followed during 2016-2019**

**Implementing Partners:**

MSDE has constituted a Core Committee of Implementing Partners comprising of following twelve (12) institutions to implement the scheme. These 12 partner institutes are the Regional Partners, responsible for scheme implementation in their respective region. Together with the Ministry, they are accountable for reviewing and modifying the Award Guidelines annually based on the previous year's learnings, mobilisation of the nominees/ nominators, screening and evaluation of the applications and selection of the winners. Each year, one of these institutions is nominated as the Lead Partner for implementing the scheme, while other institutions support the programme as regional partners. Details about these Institutes are as under:

Sl#	Name of the Partner	Broad Division of zones of operation /States & UTs
1	National Innovation Foundation	Odisha, Maharashtra and Goa
2	Indian Institute of Technology Kanpur	Uttar Pradesh, Madhya Pradesh, Uttarakhand

3	Indian Institute of Technology Madras	Tamil Nadu, Puducherry, Kerala, Lakshadweep
4	Indian Institute of Technology Delhi	Delhi, Haryana, Jammu & Kashmir, Punjab, Chandigarh, Ladakh, Himachal Pradesh
5	Indian Institute of Technology Guwahati	Sikkim, Assam, Nagaland, Arunachal Pradesh, Manipur, Mizoram, Tripura, Meghalaya
6	Institute of Rural Management	Rajasthan, Gujarat, Daman & Diu, Dadra & Nagar Haveli
7	National Bank for Agriculture and Rural Development	All India outreach
8	National Small Industries Corporation	All India outreach
9	National Institute of Agricultural Extension Management	Andhra Pradesh, Telangana, Karnataka
10	National Centre for Excellence of RSETIs (NACER)	All India Outreach
11	Tata Institute of Social Sciences	Chhattisgarh, West Bengal
12	Xavier School of Management	Jharkhand, A&N Islands, Bihar

### Selection of awardees:

Applicants could undergo a three tier rigorous and transparent evaluation process, where National Jury of eminent persons drawn from academia / research, industry, social sector, banking, etc. selects the final winners. The winners are honoured with a trophy, certificate, and monetary reward of Rs.10 lakh (to organizations/ institutes) and Rs. 5 lakh (to enterprises/ individuals) in a public function. Jury also has the power to not award any applicant in a given category, if applications are found unsatisfactory.

### Budgetary Outlay of the Scheme

Sr. No.	CS Scheme Name	Budget earmarked for last 5 years (2016-17 to 2019-20)	Actual expenditure during 4 editions
1	National Entrepreneurship	Rs. 34.50 Cr. (Original)	Rs. 28.10 Cr.

Awards Scheme	Rs. 73.70 Cr. (Revised)
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### 3. Status of the Scheme

The scheme was approved for a period of 5 years (from 2016-17 to 2019-20). So far, 4 editions of NEA have been completed. The 5<sup>th</sup> edition of NEAS i.e. NEA-2020 has been deferred with the approval of the Competent Authority in the wake of the situation arisen due to COVID-19. Details about eligibility criteria, categories, number of awards, etc. allowed under the four editions of the scheme are as under:-

Criteria	NEA 2016	NEA 2017	NEA 2018	NEA 2019
Eligibility	Young Entrepreneurs below the age of 30 years	Young Entrepreneurs below the age of 30 years	Young entrepreneurs below the age of 40 years	Young Entrepreneurs below the age of 30 years
Categories	Only one Award Category  (Paid up capital up to Rs. 1.00 Crore)	Only one Award Category  (Paid up capital up to Rs. 1.00 Crore)	Three Awards Categories  <input type="checkbox"/> Initial Investment up to Rs. 1 lakh  <input type="checkbox"/> Initial Investment above Rs. 1 lakh to Rs. 10 lakh  <input type="checkbox"/> Initial Investment above Rs. 10 lakh to Rs. 1 crore	Three Awards Categories  <input type="checkbox"/> Initial Investment up to Rs. 1 lakh  <input type="checkbox"/> Initial Investment above Rs. 1 lakh to Rs. 10 lakh  <input type="checkbox"/> Initial Investment above Rs. 10 lakh to Rs. 1 crore
Tracks	<b>Award Track:</b> The target groups under this track are the first generation entrepreneurs in emerging sectoral domains.	<b>Award Track:</b> The target groups under this track are the first generation entrepreneurs in emerging sectoral domains.	<b>Award Track:</b> The target groups under this track are the first generation entrepreneurs in emerging sectoral domains.	<b>Award Track:</b> The target groups under this track are the first generation entrepreneurs in emerging sectoral domains.

	(ii) <b>Recognition Track:</b> The target groups of this track are Ecosystem Builders such as Institutes, Educators, Mentors and Hand holding organizations engaged in entrepreneurship development.	<b>Recognition Track</b>	<b>Eco-System Builders Awards</b>	<b>Eco-System Builders Awards</b>
		<ul style="list-style-type: none"> <li><i>i.</i> Entrepreneurship education institute – Government</li> <li><i>ii.</i> Entrepreneurship education institute – Private</li> <li><i>iii.</i> Incubator – Government</li> <li><i>iv.</i> Incubator – Private</li> <li><i>v.</i> Mentor – Government</li> <li><i>vi.</i> Mentor – Private</li> </ul>	<ul style="list-style-type: none"> <li><i>i.</i> Entrepreneurship Development Institutes/ Organisations</li> <li><i>ii.</i> Incubation Centres</li> <li><i>iii.</i> Mentor Promoters of Rural Producer Group Enterprise</li> </ul>	<ul style="list-style-type: none"> <li><i>i.</i> Entrepreneurship Development Institutes/ Organisations</li> <li><i>ii.</i> Incubation Centres</li> <li><i>iii.</i> Mentor Promoters of Rural Producer Group Enterprise</li> </ul>
<b>Total Number of Awards</b>	19	25	43	45

<b>Procedure for participation in Award scheme:</b>	Application Based	Application Based	Nomination based.	Application/ Nomination based.
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**4. Past-studies undertaken on the project, if any and their observations/summary:**

No internal or external evaluation of the Scheme has been undertaken during 2016- 2019.

**5. Objective of the Evaluation Study**

It is proposed to rationalise the Award Scheme with the objective to re-launch the NEA scheme in the context of self-employed or young entrepreneurs from skilling ecosystem. The modified scheme is proposed to be implemented through an online platform.

**Scheme Performance Analysis**

The following aspects will have to be assessed:

- i.* To assess the status of the scheme performance in the country on key intended outputs and outcomes;
- ii.* To qualitatively and quantitatively (based on meta-analysis, if possible) map the actual contribution against the intended contribution of scheme of National Development Priorities and SDGs
- iii.* To identify gaps in the scheme outcomes in light of national priorities/SDGs not being addressed due to (a) absence of interventions or (b) non-performance of existing scheme/interventions.
- iv.* To analyse the input use efficiency of the scheme i.e. policy guidelines, institutional and implementation mechanism for shortlisting potential candidates & selection of awardees, planned IEC activities for stakeholders and awardees/beneficiaries and human resources allocated for implementation of the scheme with a view to identifying best practices and improve overall scheme design.
- v.* To study the extent of coverage of the scheme in terms of welfare of the awardees/institutions, geographies, etc.
- vi.* To assess the intended and actual convergence of the scheme to other programmes of the central and the state Governments as well with private sector, academic institutions etc, in terms of financial parameters, sectoral award categories, participation of women, physically handicapped and disadvantaged groups.

- vii. To assess the effectiveness of information dissemination, efficiency and acceptability of awareness programmes, media outreach, use of social media, publicity and other measures undertaken through implementing partners, to reach the target groups and assess the requirement/ extent of utilisation of the information and suggestions for improvement of the scheme.
- viii. To identify and prepare manual of success stories under the scheme and contribution of the **innovations towards employment generation**.
- ix. To assess the extent to which the implementation of the Scheme has been successful in accomplishing the objectives with respect to outlined in the mandate within timeframe and budgetary support.
- x. To review and identify key constraints, issues & challenges both in design and implementation mechanism of the scheme, impeding its implementation and attainment of stated goals (governance mechanism, awareness generation, stakeholder engagement & their roles & responsibilities, process & resources flow, capacities etc.) and provide recommendations/ suggestions/ policy framework for overcoming these constraints.
- xi. To suggest appropriate group who should be targeted keeping in view the mandate of the Ministry;
- xii. To suggest measures to be incorporated in the online platform for implementation of the proposed modified scheme.

#### **Assess Relevance, Efficiency, Effectiveness, Equity and Sustainability of the Scheme**

Based on the Evaluation Coordination Group's (ECG's) Good Practice Standards for evaluation of public sector operations, the assessment of the Central Sector Scheme should be conducted along the principle of Relevance, Efficiency, Effectiveness and Sustainability. Herein, relevance would assess the extent to which intended outcomes of the scheme were strategically aligned with the country's development priorities and if the design was appropriate for achieving the intended outcomes. The effectiveness assessment looks at whether the scheme's intended outcomes have been achieved and whether any unintended outcomes had inadvertently reduced impact of the programme. The efficiency of the scheme is the measure of how well it used resources to achieve its outcomes. And, sustainability assessment focuses on the likelihood that scheme outcomes and outputs are maintained over a meaningful timeframe, demonstrating the persistence of result from the programme implementation. This should cover all the three dimensions of sustainability i.e. economics, environment and social. Additionally, it is important to add the Principle of Equity, to assess if inclusion across dimension is being ensured as a part of scheme coverage.

#### **6. Data Collection Methodology**

A qualitative study backed with extensive meta-analysis will be conducted to provide the scheme assessment. The qualitative study will consist of two main

components:

- i.* Key Information Interviews & Focus Group Discussions – Herein, it is proposed that key informant interviews with the stakeholders supporting **implementation or indirectly involved in enabling scheme’s success and opinion makers at state/district and village level ,as appropriate are contacted. Additionally, focus group discussion will be conducted, mostly at State/district block and village level** with diverse involving implementing stakeholders, opinion makers as well as selected awardees/beneficiaries.
- ii.* 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 future. Additionally, the key information areas to be covered in the discussion guide/questionnaires for key informant interviews and household surveys should cover data points included.

### **7. Mechanisms to ensure Data Quality**

A multi-pronged robust process for quality control needs to be followed during data collection. The following aspects need to be considered:

1.
  - i.* The field investigators to be engaged for conducting the household study & key informant interviews/FGDs should have at least 3 years of experience in conducting similar surveys/interviews. 2-step training (classroom and then on the –field training) should be conducted for all field investigators.
  - ii.* It is recommended that pilots should be conducted on at least 2% of the sample size for both key informant interviews as well as Household surveys to fine tune the inquiry tools. A brief on the learning from such a pilot exercise and subsequent improvement in the tools.
  - iii.* 100% data collected should be validated using a validation checklist. Missing data points should be recollected.
  - iv.* In case of household survey, at least 50% data should also be telephonically verified and if not verified via phone, back checks should be undertaken to ensure 50% data verification.
  - v.* Use of mobile-based real-time data collection and validation tools should be done to ensure efficiency and accuracy in data collection.

### **8. Time Schedule**

Agencies will be assessed based on the background and experience of the firm/organization/consortium, background and experience of the project team, proposed approach and methodology for the project, and an in-person presentation to the Bid Evaluation Committee.

S	No	Activity	Deadline
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1	Release of RFP	13 <sup>th</sup> November, 2020
2	Last date for receiving queries/requests	3 <sup>rd</sup> December, 2020 (12:00 hrs)
3	Pre-bid conference	24 <sup>th</sup> November, 2020 (16:00 hrs)
4	Final date submission of bids	3 <sup>rd</sup> December, 2020 (15:00 hrs)
5	Award of contract	

## 9. Deliverables & Timelines

- i. Inception report with final scope, methodology and approach. This should also include findings from the meta-analysis and therefore, the area which will be further explored during field visits.
- ii. Mid-term report with initial finding of the study.
- iii. Draft Final report for stakeholder consultations.
- iv. Final Report after incorporation of inputs from all the concerned stakeholder.

All the reports are required to be submitted in hard copy in triplicate and in soft copy. In addition to the reports, for further analysis in future, verifiable raw data in soft copy should also be shared with Ministry. This will be included detailed transcription of key informant interviews and focus group discussion as well as raw data from household surveys in MS Excel/CSV format.

**Following the award of contract, the timelines expected are as follows:**

Sr. No	Activity	Deadline
1	Award of contract	T
2	Inception Report	T+15 days
3	Finalization of inception report based on comments by Ministry/Department	T+17 days
4	Mid-term Report	T+45 days
5	Sign-off on the mid-term report based on comments by Ministry/Department	T+48 days
6	Draft Report	T+85 days
7	Comments on Draft Report by Ministry/Department	T+92 days
8	Sign-off on the Final Evaluation Report	T+100 days

\* The bidder is required to submit a detailed timeline with an implementation schedule as a part of the project plan.

## 10. Payment Schedule

The payment schedule linked to the specified deliverables above is given below:

Key Date No.	Description of Deliverables	Week No.	Payment
KD1	Inception Report approved by the Authority	3	20%
KD2	Mid Term Report approved by the Authority	7	30%
KD3	Draft Evaluation Report	12	30%



KD4	Final Evaluation Report approved by the	14	20%
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	Authority		
	<b>Total</b>		100%

Excludes the time taken by the Authority in providing its comments on the Draft Final Report. The consultant shall get one week for submission of the Final Evaluation Report after comments of the Authority are provided.

### **11. Reporting**

- i.* The Consultant firm will work closely with the Ministry.
- ii.* The Consultant firm may prepare Papers highlighting issues that could become critical for the timely completion of the project and that require attention from the Authority.
- iii.* The Consultant firm will make a presentation on the Inception Report for discussion in the Ministry. This will be a working document. The Consultant is required to prepare and submit a periodic update that includes and describes, inter alia, general progress to date; data and reports obtained and reviewed, conclusions to date, if any; concerns about availability of, or access to, data, analyses, reports; questions regarding the ToR or any other matters regarding work scope and related issues; and so on. The Consultants' work on the ToR tasks should continue while the report is under consideration and is being discussed.

## **Terms of Reference (ToR) for Third Party Evaluation of Central Sector Schemes, PM-YUVA and Pilot Project (PM-YUVA 2.0)**

### **1. Introduction: PMYUVA**

Skilling and Entrepreneurship are two distinct yet related functions of Ministry of Skill Development and Entrepreneurship (MSDE). In addition to skilling, MSDE has taken initiatives for implementing entrepreneurship development schemes and programmes for the youth through entrepreneurship education/training. Pradhan Mantri Kaushal Vikas Yojna (PMKVY) for Short Term Skill Training and Pradhan Mantri Yuva Udyamita Vikas Abhiyan (PM-YUVA) for entrepreneurship development, are example of such efforts of the Ministry. While PMKVY focuses on Skilling the youth in sector specific trades to make them job ready, PMYUVA focused on creating jobs through setting up enterprises by the youth getting entrepreneurship education and training.

The scheme, PM-YUVA started by this Ministry in April, 2017 at an estimated cost of Rs. 499.94 Crore, targeted to create an enabling ecosystem for Entrepreneurship Development through entrepreneurship education and training

across the country in the Institutes of Higher Learning (IHLs). PM-YUVA scheme was conducted in 239 Institutes of Higher Learning viz Universities, Colleges and Polytechnics empanelled under the scheme throughout the Country benefitting more than 23,000 youth. In the second year of implementation (June, 2018), the scheme was discontinued due to non-cooperation of the Technical Partner i.e Wadhvani Operating Foundation (WOF). An amount of Rs. 6.00 Crore only could be spent under the scheme.

## 2. Revision of the Scheme

### Pilot Project for Entrepreneurship Development

To have better implementation and outcome in the field of entrepreneurship promotion, it was decided to concentrate on the graduates coming out from the skilling ecosystem. Accordingly, before implantation of a full fledged scheme Pan-India, a Pilot Project for Entrepreneurship Development was launched in November, 2019 targeting in 10 States and 2 Union Territories {viz. i.e. Uttar Pradesh (6 districts), Uttarakhand (4 districts), Bihar (10 districts), West Bengal (12 districts), Assam (11 districts), Meghalaya (2 districts), Maharashtra (5 districts), Tamil Nadu (17 districts), Telangana (8 districts), Kerala (4 districts), Delhi (1 district) and Puducherry (1 district)}.

**Objective:** The pilot programme envisaged creation of 600 new and 1000 scale-up enterprises from among the eligible persons coming out of skilling ecosystem i.e Industrial Training Institutes (ITIs), Polytechnics, Pradhan Mantri Kaushal Kendras (PMKKs) and Jan Shikshan Sansthan (JSS) under the domain this Ministry. The scheme has the provision for entrepreneurship education, training, advocacy and easy access to entrepreneurship network with the focus on students/trainees and alumni coming out of skill eco-system. The Pilot Project for Entrepreneurship Development aims to bring about a holistic approach to bridge the existing gap in entrepreneurship promotion by connecting these dots and provide a holistic intervention to promote entrepreneurship education, foster capacity building and create a supportive environment for setting up new enterprises and support scaling up of enterprises.

### Budgetary Outlay of the Scheme

Sr. No.	CS Scheme Name	Cumulative Outlay for last 5 years (2016-17 to 2019-20)	Year of Scheme Launch
1	Pradhan Mantri YUVA Udyamita Vikas Abhiyan (PM YUVA)	Rs. 499.94 crore (Actuals- Rs. 6 crore only)	2016-17 (Scheme discontinued in June, 2018)
2	Pilot Project	Rs. 12.00 crore	2019-20

### **Implementation Strategy:**

Pilot Project for Entrepreneurship Development implemented in the skilling ecosystem received approval from MSDE on 2<sup>nd</sup> September, 2019. The project is currently being implemented in 10 States and 2 Union Territories (across 81 districts) through State Partners identified on nomination basis decided as per their presence and relevance of work in the respective State entrepreneurship ecosystem. The state-wise details of the implementation partners engaged under the scheme, are as following:

<b>Sr. No.</b>	<b>Name of State</b>	<b>State partner organisation</b>
1	Delhi	Pravah
2	Uttar Pradesh	NIESBUD
3	Uttarakhand	NIESBUD
4	Tamil Nadu & Puducherry	CED
5	Bihar	Quest Alliance
6	Telangana	ALEAP
7	West Bengal	Total Start
8	Kerela	Kudumbshree
9	North -East	IIE
10	Maharashtra	Vruksh

The Ministry has constituted National Entrepreneurship Resource and Coordination Hub (National E- Hub) housed in NIESBUD which plays a vital role in execution of the Scheme. To assist National E-Hub in implementation and monitoring of the central sector schemes, Nodal E- Hubs have been established across the 8 locations in the Country (Delhi, Tamil Nadu, Bihar, West Bengal, Telangana, Kerela, North-East and Maharashtra).

### **3. Past-studies undertaken on the project, if any and their observations/summary:**

No internal or external evaluation of the PMYUVA and Pilot Scheme has been undertaken yet.

### **4. Objective of the Evaluation Study**

#### **Scheme Performance Analysis-**

- i.* To understand the status of the scheme performance in the country on key intended outputs and outcomes;

- ii. To qualitatively and quantitatively (based on meta-analysis, if possible) map the actual contribution against the intended contribution of scheme of National Development Priorities and SDGs.
- iii. To analysis the input use efficiency of the scheme i.e. planned IEC activities for stakeholders and beneficiaries, institutional mechanism, fund flow (adequacy & timelines) & utilization through public expenditure tracking, policy guidelines and human resources allocated for the implementation of the scheme to identify and best practices within the scheme design.
- iv. To access the coverage of the scheme in terms of eligible beneficiaries, geographies etc.
- v. To identify the key bottlenecks/issues & challenges in the implementation mechanisms (governance mechanisms, stakeholder engagement & their roles & responsibilities, process & resources flow, capacities).
- vi. To assess the quality of services provided under the scheme and to see how far these services benefitted the end beneficiaries.
- vii. To assess the intended and actual convergence of the scheme to other development programmes of the central and the state Governments as well with private sector, CSR efforts, international multilateral and bilateral aid, etc.
- viii. Also identify gaps in the scheme outcomes in light of national priorities/SDGs not being addressed due to (a) absence of interventions or (b) non-performance of existing scheme/interventions.
- ix. To assess the extent to which the implementation of the Scheme has been successful in accomplishing the objectives with respect to outlined in the mandate within timeframe and budgetary support.
- x. To review and identify the constraints, gaps, both in the design and implementation of the Scheme, impeding its implementation and attainment of the stated goals and provide recommendations/suggestions/ policy framework for overcoming these constraints.

#### **Assess Relevance, Efficiency, Effectiveness, Equity and Sustainability of the Scheme**

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persistence of result from the programme implementation. This should cover all the three dimensions of sustainability i.e. economics, environment and social. Additionally, it is important to add the Principle of Equity, to assess if inclusion across dimension is being ensured as a part of scheme coverage.

### **Data Collection Methodology**

A qualitative study backed with extensive meta-analysis will be conducted to provide the scheme assessment. The qualitative study will be consist of two main components:

- i.* Key Information Interviews & Focus Group Discussions – Herein, it is proposed that key informant interviews with ministry/department personnel at national level implementing bodies, state, district and block level official, other stakeholders supporting implementation or indirectly involved in enabling scheme's success and opinion makers at village level are contacted. Additionally, focus group discussion will be conducted, mostly at block and village level with diverse involving implementing stakeholders, opinion makers as well as selected beneficiaries. National level key informants should also include national level think tanks, institutions, prominent non-profit organizations, government officials
- ii.* 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 future. Additionally, the key information areas to be covered in the discussion guide/questionnaires for key informant interviews and household surveys should cover data points included but not limited to NITI Aayog's Output- Outcome Monitoring Framework for corresponding scheme. This is further detailed in Appendix of the ToR.

### **Mechanisms to ensure Data Quality**

A multi-pronged robust process for quality control needs to be followed during data collection. The following aspects need to considered:

- i.* The field investigators to be engaged for conducting the household study & key informant interviews/FGDs should have at least 3 years of experience in conducting similar surveys/interviews. 2-ste training (classroom and them on the –field training) should be conducted for all field investigators.
- ii.* It is recommended that pilots should be conducted on at least 2% of the sample size for both key informant interviews as well as Household surveys to fine tune the inquiry tools. A brief on the learning from such a pilot exercise and subsequent improvement in the tools.
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5	Award of contract	

## 6. Deliverables & Timelines

- i. Inception report with final scope, methodology and approach. This should also include findings from the meta-analysis and therefore, the area which will be further explored during field visits.
- ii. Mid-term report with initial finding of the study.
- iii. Draft Final report for stakeholder consultations.
- iv. Final Report after incorporation of inputs from all the concerned stakeholder.

All the reports are required to be submitted in hard copy in triplicate and in soft copy. In addition to the reports, for further analysis in future, verifiable raw data in soft copy should also be shared with Ministry. This will be included detailed transcription of key informant interviews and focus group discussion as well as raw data from household surveys in MS Excel/CSV format.

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6	Draft Report	T+85 days
7	Comments on Draft Report by Ministry/Department	T+92 days
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\* The bidder is required to submit a detailed timeline with an implementation schedule as a part of the project plan.

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KD4	Final Evaluation Report approved by the Authority	14	20%
	<b>Total</b>		100%

<sup>§</sup> Excludes the time taken by the Authority in providing its comments on the Draft Final Report. The consultant shall get one week for submission of the Final Evaluation Report after comments of the Authority are provided.

## 8. Reporting

- i.* The Consultant will work closely with the Ministry.
- ii.* The Consultant may prepare Issue Papers highlighting issues that could become critical for the timely completion of the project and that require attention from the Authority.
- iii.* The Consultant will make a presentation on the Inception Report for discussion in the Ministry. This will be a working document. The Consultant is required to prepare and submit a periodic update that includes and describes, inter-alia, general progress to date; data and reports obtained and reviewed, conclusions to date, if any; concerns about availability of, or access to, data, analyses, reports; questions regarding the ToR or any other matters regarding work scope and related issues; and so on. The Consultants' work on the ToR tasks should continue while the report is under consideration and is being discussed