OFFICE OF THE DIRECTOR, RURAL DEVELOPMENT DEPARTMENT,
HARYANA, CHANDIGARH-160017

EXPRESSION OF INTEREST (EOI)

DIRECTOR, RURAL DEVELOPMENT DEPARTMENT,
HARYANA, CHANDIGARH
MAHATAMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
(MGNREGS) and PRADHAN MANTRI AWAAS YOJANA-GRAMIN(PMAY-G),
HARYANA

Name of the work: - Empanelment of Agency/Institution for Third Party for Evaluation and Impact Study of Mahatama Gandhi National Rural Employment Guarantee Scheme (MGNREGS) and Pradhan Mantri Awaas Yojana-Gramin(PMAY-G), Haryana

EOI IS TO BE SUBMITTED BEFORE 03:00 PM ON 27.02.2019

Contact Details:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Rural Development Department, Haryana, Chandigarh.</td>
<td>0172-2705535</td>
<td><a href="mailto:drd@hry.nic.in">drd@hry.nic.in</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.haryanarural.gov.in">www.haryanarural.gov.in</a></td>
<td></td>
</tr>
</tbody>
</table>


Short Notice Inviting Expression of Interest
E.O.I. No: February of 2019

The Director, Rural Development Department, Haryana invites Expression of Interest (EOI) from Agency/Institution for empanelment under the Director, Rural Development Department, Haryana.

The EOI is to be submitted in closed covers, addressed to “Director, Rural Development Department, Haryana, 30 Bays Building, Sector-17, Chandigarh” on or before 15:00 hrs on 27.02.2019 and the same will be opened on 27.02.2019 at 16:00 Hrs.

A pre-bid conference will be held in the office of Director, Rural Development Department, Haryana, 30 Bays Building, Sector-17, Chandigarh at 3:00 PM on 21.02.2019.

EOI documents comprising all details and terms & conditions, can be downloaded from the website www.haryanarural.gov.in from 14.02.2019 towards. The document(s) submitted should be duly signed by the authorized signatory and stamped with the official seal of the supplier on each page. Any Quotation which is submitted without signatures and stamp on each page shall be rejected.

The Director, Rural Development Department, Haryana reserves the right to revise or amend the notice and /or the Tender Documents, fully or partly, right to reject any or all offers without assigning any reason thereof is reserved with the Director, Rural Development Department, Haryana.

Director,
Rural Development Department,
Haryana, Chandigarh
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>START DATE FOR DOWNLOADING EOI DOCUMENT</td>
<td>14.02.2019</td>
<td>03:00 PM</td>
</tr>
<tr>
<td>2</td>
<td>PRE BID CONFERENCE</td>
<td>21.02.2019</td>
<td>03:00 PM</td>
</tr>
<tr>
<td></td>
<td>Office of the Director, Rural Development</td>
<td></td>
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</tr>
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<td></td>
<td>Department, Haryana, Chandigarh, 30 Bays</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Building, Sector-17, Chandigarh</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>LAST DATE FOR SUBMISSION OF EXPRESSION OF</td>
<td>27.02.2019</td>
<td>03:00 PM</td>
</tr>
<tr>
<td></td>
<td>INTEREST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Opening of EOI</td>
<td>27.02.2019</td>
<td>04:00 PM</td>
</tr>
</tbody>
</table>

1) If any date specified falls on a holiday, then the next working day or any other day as fixed by the Director, Haryana will be considered for the submission and opening the E.O.I. and the time will remain the same.

2) The Schedule indicated above is tentative and the Director, Haryana may charge any or the entire schedule under intimation to the interested parties.
INSTRUCTION TO BIDDER

BACKGROUND

MGNREGS:- "Haryana Rural Employment Guarantee Scheme" had been formulated in accordance with the operational guidelines and provisions of the National Rural Employment Guarantee Act, 2005. The said scheme had also been notified in the Haryana Government Gazette (extra), March, 16, 2007 by the State Government. Mahatma Gandhi National Rural Employment Guarantee Scheme was launched by Govt. of India in all Gram Panchayats of districts Mahendergarh and Sirsa on 2nd February, 2006 and this scheme was also extended in two more districts namely Ambala & Mewat w.e.f. 1st April, 2007. The remaining districts of the State have been covered under the scheme w.e.f. 1.4.2008.

PMAY-G:- To fulfill the Government's commitment and to address rural housing gaps, the Ministry of Rural Development, Govt. of India has revamped the Indira Awaas Yojana (IAY) as Pradhan Mantri Awaas Yojana-Gramin (PMAY-G) w.e.f. 2016-17 to realize the vision of "Housing for All by 2022".

2. THIRD PARTY EVALUATION STUDY OF VILLAGES UNDER MGNREGS AND PMAY-G

The objective of third party evaluation study will be to look into various aspects especially success in the creation and maintenance of assets and the implementation, performance and outcomes of the schemes.

3. PERIOD OF EMPALEMENT FOR MGNREGS and PMAY-G

The eligible bidder will be empanelled for period of 1 year initially which may be extended further.

4. Bid processing Fees/cost of Tender documents

All consultants/Agencies are required to pay Rs.1000/- (Rupees on thousand) towards Bid Processing Fees in the form of demand Draft dawn in favour of Director, Rural Development Department, Haryana and payable at Chandigarh. The Bid Processing Fee is Non-Refundable. Please note that the Proposal, which does not include the bid processing fees, would be rejected as non-responsive.

5. ELIGIBILITY CITERIA FOR EMPANELMENT

5.1 The applicant can either be company, a partnership firm or an academic institute. The following are the Minimum eligibility criteria:
The applicant must have 5 years of experience in research, monitoring & Evaluation, Impact Assessment studies
• The applicant must have completed two similar assignment in the last five years (copy of completion certificates/work order must be submitted)
• The supplicant should have adequate manpower to provide the service
• The applicant must have an average annual turnover of Rs. 1 crore over the last three proceeding years from consultancy service (i.e. 2015-16, 2016-17 and 2017-18) copy of CA certificate to be attached.

5.2 The applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement or have had any agreement terminated for breach of contract by such Applicant.

5.3 Even if an applicant satisfies the above noted requirements, it is liable to be disqualified if it is found to have:
   a) Made a false representation in the form, statement and attachments required in the document for this empanelment;
   b) A record of poor performance such as abandoning work, not properly completing contract, financial failure or delayed completion;
   c) Been convicted by any court of law,
   d) Must not have been blacklisted by any government/semi government department in the last three years.

5.4 The Bidder should submit the following documents:
   • Company/Firm Registration certificate in case of Registered Company/Firm, partnership deed with power of attorney in case of partnership firm.
   • PAN card of the Bidder.
   • List of clients served (Govt./Public sector/private sector/others separately in the last three years) with Contact name, address and mobile no. accompanied by relevant work orders/pay orders/client certificates and completion certificate.

6. Clarification of EOI documents

A prospective Bidder requiring any clarification of the EOI documents may submit their queries to the Director, Rural Development Department through hard copy or by email to drd@hry.nic.in. The Director, Rural Development Department will respond to any request for clarification as per the calendar of the event prior to the deadline for submission of EOIs. Responses to queries will be clarified during the pre bid meeting.
7. Pre- Bid meeting:

7.1 The Bidder is requested to send the queries on or before 21.02.2019.

7.2 The Director, Rural Development Department will hold a pre bid meeting on 21.02.2019.

7.3 Any modification in EOI documents, which may become necessary as a result of the pre-bid queries or in sole discretion of Director, Rural Development Department shall be made exclusively through the issue of an Addendum publishing in the Rural Development Department, Haryana website (www.haryanarural.gov.in) pursuant to Clauses7.

8. Amendment of EOI documents

8.1 Before the deadline for submission of Bids the Director, Rural Development Department may modify the EOI documents by issuing addendum.

8.2 Any addendum thus issued shall be part of EOI documents and shall be communicated through Rural Development Department, Haryana website.

8.3 To give perspective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Director, Rural Development Department shall extend as necessary the deadline for submission of Bids.

9. Preparation of Bid Documents:

9.1 Documents comprising the Bid:

9.1.1 The Bid comprises of two parts viz Key Technical Submissions and Financial proposal and shall contain the documents as follow

a) Key Technical Submission: The Bidder would provide all the information as per Clause 9.2 below. The Director, Rural Development Department would evaluate only those Proposals that are received in the required format and are complete in all respects.

b) Financial proposal shall be the financial offer made by the Bidder.

9.2 Key Submissions:

a. Covering letter in the format set out in Form Tech 1,

b. Detail of the Bidder in the format set out in form Tech 2,

c. Bidder’s Experience in relevant works in the format set out in form Tech 3(A&B)

d. Technical Approach & Methodology as set out in Form Tech 4,

e. Team Composition as set out in Form Tech 5,

f. Curriculum Vitae as per Form Tech 6.

9.2.1 Financial Offer: Financial offer for the contact as set in out Form Fin 1.
9.2.3 All duties, taxes and other levies payable by the successful Bidder under the contract or for any other cause, shall be included in the financial offer submitted by the Bidder.

9.2.4 And any other materials required to be completed and submitted by the Bidder is in accordance with these instructions.

10. Proposal validity:

10.1 The proposal shall remain valid for a period not less than 120 days from the EOI. Due date (Proposal validity period), Director, Rural Development Department reserves the right to reject any Bid, which does not meet this requirements.

10.2 In exceptional circumstances, prior to expiry of the original time limit, the Director, Rural Development Department may request that the Bidder may extend the period of validity for specified additional period. The request and the Bidder's responses shall be made in writing. A Bidder may refuse the request without forfeiting his earnest money deposit. A Bidder agreeing to the request will not be required or permitted to modify his Bids, but will be required to extend the validity of his earnest money deposit for a period of the extension.

11. Submission of Bids

11.1 The original proposal, both technical & financial proposals shall contain no inter lineation or overwriting, except as necessary to correct errors made by the consultants themselves. The person who signed the proposal must initial such corrections.

11.2 An authorised representatives of the consultants shall initial all pages of the technical & financial proposals.

11.3 The technical proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” similarly, the financial proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of assignment / job. The envelopes containing the Financial, Technical Proposal shall be placed into and outer envelope and sealed. This outer shall bear the submission address, reference number be clearly marked. “Do not open, before(Date) 27.02.2019”. The employer shall not be responsible for the misplacement, loosing or premature opening if the outer envelope not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal nonresponsive.

11.4 The proposals must be sent to the address/addresses indicated in the EOI and received by the Employer no later than the time and the date indicated in the EOI, or any extension to this date as per clause 8.2. Any proposal received by the employer after the deadline for submission shall be returned unopened.
12. Modification of Bids
12.1 Once the Bid is submitted the bidder are not allowed to modify any parts of the Bid.

13. EOI opening and evaluation
13.1 The Director, Rural Development Department shall open the key technical submissions of those bids that are found to be responsive as provided in clause 5 and under take evaluation of the technical proposal to determine the qualified bidders.

14. Process to be confidential
14.1 Information relating to examination, clarification, evaluation and comparison of EOIs and recommendation of the reward of a contract shall not be disclose to the bidders or any other persons not officially concerned with such process until the award to be successful bidder has been announced. Any efforts by a bidder to influence the Director, Rural Development Department processing of EOIs or award decision may result in the rejection of his/her bid.

15. Clarifications
15.1 The Director, Rural Development Department would open the Key Technical Submission of the proposals on 27.02.2019 at 04:00 PM. Director, Rural Development Department will open the key Technical Submissions of all the Bidders received in the presence of the Bidders or their representatives who choose to attend on the date and place specified in the scheduled of Bidding process. The financial offers of the technically qualified bidders will be opened after intimation of the date, time and venue of such openings to be qualified bidders.

15.2 The Director, Rural Development Department reserves the right to reject any bid which does not contain the information/documents as set out in the RFP document.

15.3 To facilitate evaluation of bids, the Director, Rural Development Department may, at its sole discretion, seek clarification in writing from any Bidder.
16. Evaluation of proposal and Empanelment process

16.1 The criteria for eligibility and qualification of Bidders are set out in Clause 5.

16.2 As part of the evaluation, the Bids can be checked for responsiveness with the requirements of the EOI document and only those bids which are found to be responsive would be further evaluated in accordance with the criteria set out in this EOI document.

16.3 The bid would be considered to be responsive if it meets the following conditions:

a. It contains all the information and document as requested in the EOI document.

b. It contains information in formats specified in this EOI document.

c. It mentions the validity period as set out in Clause 6.

d. It provides information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by the Director, Rural Development Department without communication with the Bidder. The Director, Rural Development Department reserves the right to determine whether the information has been provided in reasonable detail.

e. There are no inconsistencies between the Bid and the supporting documents.

f. A Bid that the substantially responsive is one that confirms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

i) which affects in any substantial way, the scope, quality, or performance of the service contract or

ii) which limits in any substantial way, inconsistent with the EOI document, Director, Rural Development Department’s Rights or the Bidder’s obligations under the Agreement, or

iii) which would affect unfairly the competitive position of other bidders presenting substantially responsive proposals.
16.4 Evaluation of Technical proposal

Criteria, sub-criteria and point system for the technical evaluation to be followed under this procedure are as under:

<table>
<thead>
<tr>
<th>i)</th>
<th>Specific experience of the consultant firm relevant to the assignment/job</th>
<th>50 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sub criteria</td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Specific experience in evaluation studies/impact assessment studies etc (6 marks per project subject to maximum 30 marks)</td>
<td>30 marks</td>
</tr>
<tr>
<td>b</td>
<td>Experience of carrying out socio economic survey/ Rural projects (4 marks per project subject to maximum 20 marks)</td>
<td>20 marks</td>
</tr>
<tr>
<td>ii)</td>
<td>Proposed methodology and work plan in response to the terms of reference</td>
<td>20 marks</td>
</tr>
<tr>
<td></td>
<td>Sub criteria</td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Technical approach &amp; methodology</td>
<td>10 marks</td>
</tr>
<tr>
<td>b)</td>
<td>Work plan</td>
<td>4 marks</td>
</tr>
<tr>
<td>c)</td>
<td>Organisation &amp; staffing</td>
<td></td>
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<tr>
<td>iii)</td>
<td>Key professional staff: Qualification &amp; competency for the assignment/job.</td>
<td>30 marks</td>
</tr>
</tbody>
</table>

Qualification and competency of each of the key professional as per(iii) above will be evaluated separately. The marks for key professionals will be further divided as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Position</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>Social Scientist</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>Evaluation Expert</td>
<td>9</td>
</tr>
</tbody>
</table>

For evaluation of each of the key professional the following sub-criteria shall be followed:

| a)  | Educational Qualification | 20%   |
| b)  | Adequacy for the assignment/job(Experience in carrying out similar assignment/job) | 70%   |
| c)  | Experience in the Region  | 10%   |

**NOTE:**- Technical Bid scoring 70 marks out of total 100 as indicated above will be considered as qualified bidder for opening of financial bid.
16.5 The financial offer of only those bidder's, who meets the qualification criteria set out in clause 16.4, would be opened. The Director, Rural Development Department shall open the financial offers of only those bidders for evaluation, whose technical bid is found to be adequate as per clause 16.4 of the EOI.

16.6 The lowest quote in the financial bid opening will be considered as the preferred bidder for empanelment. If other technically eligible bidders agree to work as per the lowest financial bid, these bidders are also eligible to be empanelled for Third party verification of MGNREGS and PMAY-G.

**16.8 Correction of errors**

16.8.1 Bids determined to be substantially responsive will be checked by the Director, Rural Development Department for any arithmetic errors, if there is a discrepancy between the rates in figures and in words; the lower of the two will govern.

16.8.2 In the event of acceptance of preferred Bidder/Bidders with or without negotiations the Director, Rural Development Department shall declare the preferred Bidder/Bidders as the successful Bidder/Bidders for empanelment. The Director, Rural Development Department will notify the successful Bidder/Bidders through a letter of empanelment (LoE) that their Bid has been accepted.

16.8.3 The successful empanelled Bidder shall be required to furnish performance security by way of an irrevocable bank guarantee, issued by a nationalized bank or a schedule bank located in India in favour of the Director, Rural Development Department for an amount equal to 10% of the work order. The bank guarantee is required to be submitted by the empanelled bidder only issue of work order by the Director, Rural Development Department.

16.8.4 Notwithstanding anything contain in this EOI document, Director, Rural Development Department reserves the rights to accept or reject any Bid, or to annual the bidding process or reject all bids, at any time without any liability or any obligation for such rejection or annulment, without assigning any reason thereof.
STANDARD FORMS FOR TECHNICAL & FINANCIAL BID

FOR

Name Of Work:- Empanelment of Agency/Institution for Third Party for Evaluation and Impact Study of Mahatama Gandhi National Rural Employment Guarantee Scheme (MGNREGS) and Pradhan Mantri Awaas Yojana-Gramin (PMAY-G)

Director,
Rural Development Department,
Haryana, Chandigarh

TECHNICAL PROPOSAL – STANDARD FORMS
FORM TECH-1

Covering Letter
(On the Letterhead of the bidder)

To,

The Director,
Rural Development Department, Haryana,
30 Bays Building, Sector-17, Chandigarh
e-mail ID: drd@hry.nic.in
contact:0172-2705535

Sub: Empanelment of Agency/Institutions for Third Party for Evaluation and Impact Study of Mahatama Gandhi National Rural Employment Guarantee Scheme (MGNREGS) and Pradhan Mantri Awaas Yojana-Gramin(PMAY-G)

Ref: EOI No:

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the EOI Document and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents relating the "Empanelment of Agency/Institutions for Third Party Verification of MGNREGS and PMAY-G for our selection as Bidder.

We understand that the Director, Rural Development Department reserves the right to reject any application without assigning any reasons thereof. We confirm that our Proposal is valid for a period of 120 days from (insert Proposal Due Date).

Yours faithfully,

(Signature of Authorized Person)
Date:
Seal:
FORM TECH – 2: AGENCY/INSTITUTION/ CONSULTANT AND EXPERIENCE

Name of the Consultant (Lead Consultant in case of Joint Venture) or Association Arrangement:

Name of Sub-consultant or Association Arrangement:

Address of Registered Officer of Lead Consultant:

Year of Establishment:

Contact Person with Contact Details:

Annual Turnover* in last three years (in Lakhs)

FY 2017-18:

FY 2016-17:

FY 2015-16:

Average Annual Turnover for above three Financial Years:

*Financial Statements to be enclosed

PAN Number

Experience in Similar Assignment:
  -Number of Years:
  -Total assignments:
    -Assignments completed in last 3 years:
    -Similar Assignments in last 3 years:

Any Other Relevant Details:

(Signature of Authorized Person)
Date:
Seal:
FORM TECH-3A : BIDDER’S EXPERIENCE IN RELEVANT WORKS (IMPACT ASSESSMENT/ EVALUATION STUDIES)

(List projects( not more than 10) in the last ten years which are similar to that in the EOI.)

(The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.)

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. Value of the contract (in ₹):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Duration of assignment (months):</td>
</tr>
<tr>
<td>Location within country:</td>
<td>Total Number of person-months of the assignment:</td>
</tr>
<tr>
<td>Name of Client:</td>
<td>Approx. Value of the services provided by your firm under the contract (in ₹)</td>
</tr>
<tr>
<td>Address:</td>
<td>Number of professional person-months provided by the joint venture partners or the Sub-Consultants:</td>
</tr>
<tr>
<td>Start date (month/year):</td>
<td>Completion date (month/year):</td>
</tr>
</tbody>
</table>

Name of joint venture partner or sub-Consultants, if any for the assignment:

Name of senior regular full time employees of the firm involved and functions performed (indicate most significant profiles such as project Director/ Coordinator, Team Leader):

Narrative description of Project:

Description of actual services* provided in the assignment:

* Copy of Work order/ completion certificate to be submitted

Firm’s Name:-

Signature of Authorized Representative:
FORM TECH - 3B: BIDDER'S EXPERIENCE IN RELEVANT WORKS (SOCIO ECONOMIC SURVEY WORKS)

List projects (not more than 10) in the last ten years which are similar to that in the EOI.

(The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.)

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<thead>
<tr>
<th>Assignment name:</th>
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<td>Location within country:</td>
<td>Total Number of person-months of the assignment:</td>
</tr>
<tr>
<td>Name of Client:</td>
<td>Approx. Value of the services provided by your firm under the contract (in ₹)</td>
</tr>
<tr>
<td>Address:</td>
<td>Number of professional person-months provided by the joint venture partners or the Sub-Consultants:</td>
</tr>
<tr>
<td>Start date (month/year):</td>
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Name of joint venture partner or sub-Consultants, if any for the assignment:

Name of senior regular full time employees of the firm involved and functions performed (indicate most significant profiles such as project Director/Coordinator, Team Leader):

Narrative description of Project:

Description of actual services* provided in the assignment:

* Copy of Work order/ completion certificate to be submitted

Firm's Name:-

Signature of Authorized Representative:
FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY AND FOR PERFORMAING THE ASSIGNMENT (AS PER THE DETAILS MENTIONED IN THE NARRATIVE EVALUATION CRITERIA)

Technical Approach and Methodology,

and

Organization and Personnel,

a) Technical Approach and Methodology: - In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of details of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Organization and Personnel:- In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a joint venture or in an association with Sub- Consultants. For joint ventures, you must attach a copy of the joint venture agreement.)
**FORM TECH-5: TEAM COMPOSITION AND TASK ASSIGNMENT / JOBS**

Professional Staff (Key Professional)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Staff</th>
<th>Name of the Firm</th>
<th>Area of Expertise</th>
<th>Position/Task Assigned</th>
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FORM TECH 6: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:
   (For each position of key professional separate form Tech- 6 will be prepared):
2. Name of Firm:
   (Insert name of firm proposing the staff):
3. Name of Staff:
   (Insert full name):
4. Date of Birth:
5. Nationality:
6. Education:
   (Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment):
7. Membership of Professional Association:
8. Other Training:
9. Countries of Work Experience:
   (List countries where staff has worked in the last ten years):
10. Languages (for each language indicate proficiency: good, fair, or poor in speaking, reading, and writing):
11. Employment Record:
   (Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.):
   From (Year) To (Year):
   Employer:
   Positions held:
12. Detailed Tasks Assigned
   (List all tasks to be performed under this Assignment/job)
13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
   (Among the Assignment/Jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the takes listed under point 12.)
   Name of Assignment/Job or project.
   Year
   Location:
   Employer:
   Main project features:
   Positions held:
   Activities performed:
14. **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein any lead to my disqualification or dismissal, if engaged.

Date: 

(Signature of staff member or authorized representative of the staff)

(Full name of Authorized Representative):
FINANCIAL PROPOSAL – STANDARD FORMS
**FINANCIAL BID**

Name of the Work: Empanelment of Agency/Institutions for Third Party for evaluation and Impact Study of MGNREGS and PMAY-G

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Description or work</th>
<th>Unit Rate/Village (in INR)</th>
<th>Amount in Words</th>
</tr>
</thead>
</table>
| 1.     | MGNREGS:-  
  i. Quality of assets.  
  ii. Impact on livelihood security in rural areas.  
  iii. Employment provided to target group was helpful or not.  
  iv. Living standards and socio-economic status of the target group.  
  v. Awareness of the people about the scheme.  
  vi. Usefulness of the training imparted to the functionaries at various levels.  
  vii. Record keeping  
  viii. To assess the bottlenecks/problems faced in implementation of scheme and suggestions for better implementation | | |
| 2.     | PMAY-G:-  
  i. Quality of houses constructed  
  ii. Fulfilment of demand of poor and genuine households.  
  iii. Priority of sanctioning of assistance. | | |

- The rate quoted by the agency per village will be applicable for all districts without any change

**Date:**

(Authorized Signatory)

Seal:
TERMS OF REFERENCE
FOR
EMPLANELMENT OF AGENCY/INSTITUTIONS FOR THIRD PARTY FOR EVALUATION AND IMPACT STDY OF MAHATAMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME AND PRADHAN MANTRI AWAAŞ YOJANA-GRAMIN(PMAY-G), HARYANA

GOVERNMENT OF HARYANA
O/O THE DIRECTOR
RURAL DEVELOPMENT DEPARTMENT, HARYANA, CHANDIGARH-160017
1. THIRD PARTY EVALUATION AND IMPACT STUDY

Third Party for Evaluation and Impact Study of Mahatama Gandhi National Rural Employment Guarantee Scheme (MGNREGS) and Pradhan Mantri Awaas Yojana- Gramin(PMAY-G), Haryana.

2. EXPECTED OUTCOME OF THE EVALUATION AND IMPACT STUDY:
   - The suggestion given by the study will be implemented to eradicate the bottlenecks/problems that exist in the scheme for better out puts.

3. THE CORE FRAMEWORK OF THE ASSIGNMENTS
   Includes the following:
   - Conducting survey of 30 villages for each scheme i.e. PMAY-G and MGNREGS on random sampling method to validate the coverage of MGNREGS & PMAY-G in the prescribed survey format.
   - Developing and sharing of strategy & plans for verification of MGNREGS & PMAY-G status in villages.
   - To assess the sustainability of MGNREGS & PMAY-G status in the villages through community consultation regarding behavioural change.
   - Focus group discussions with communities, women groups.

4. ASSIGNMENT PERIOD
   The assignment period will be based on the number of villages allotted to each empanelled agency/institutions for verification of MGNREGS & PMAY-G status.

5. ASSIGNMENT AREA
   The assignment will cover 30 villages for each scheme i.e. PMAY-G and MGNREGS of the State.

6. SCOPE OF WORK
   The specific tasks related to the third party engagement are:

   TASK 1: Conducting survey in the villages based on random sampling method

Research Methodology

Keeping in view the above objectives, the study will be conducted to review the current status of the scheme in Haryana through available secondary and primary data. A multistage stratified sampling may be adopted by taking primary and secondary data. The primary data will be collected from the sampled beneficiaries, village Sarpanch, non-beneficiaries in rural area during the year 2012-2018. The requisite secondary data at the State level will be collected from Director, Rural Development Department, at district level.
from Additional Deputy Commissioner-cum-Additional District Programme Coordinator, PO/APO of the District Rural Development Agencies in the State, at block level from Block Development and Panchayat Officer. Besides, discussions will also be held with the concerned office to know their views and opinion about the various levels in the process of implementation of the scheme. The following methodology and sampling design may be adopted for conducting the evaluation study.

**Tools of the study**

Taking into consideration the objectives and methodology of the study, the following survey schedules may be structured for the collection of primary and secondary data.

**Collection of Primary Data**

1. Village Level Schedule may be collected from the village Sarpanch/Panchayat Secretary.
2. Beneficiary schedule may be collected from the person who is registered by the Gram Panchayat under the scheme.
3. Non-beneficiary schedule may be collected from the person who was willing to do work under the scheme but his application was not registered by the Gram panchayat (GP).

**Collection of Secondary Data.**

1. State level schedules may be collected from the office of Director, Rural Development Department.
2. District level schedules may be collected from Additional Deputy Commissioner. Block level schedule may be collected from the concerned Block Development and Panchayat Officer.

**TASK 2: Developing and sharing of strategy & plans for evaluation of MGNREGS & PMAY-G status in villages**

Based on the assessment, a clear and effective strategy need to be developed for verification of MGNREGS & PMAY-G status of the villages. A specific matrix needs to developed for the verification purpose.
TASK 3: To assess the sustainability of MGNREGS & PMAY-G status in the villages through community consultation

Only achieving MGNREGS & PMAY-G status is not the goal of the programme, sustainability is a vital component. The third party will have to interact with the beneficiaries of MGNREGS & PMAY-G within the demarcated area, in local language so as to ascertain the sustainability of the schemes and would observe their activities minutely. Stay within the community would be encouraged to get a clear picture.

TASK 4: Focus group discussions with beneficiaries
The third Party will interact with beneficiaries to assess the implementation of scheme.

TASK 5: Submission of report with data (village wise report)
The third party will submit village wise report regarding the verification outcome in both hard and soft copy. The report should contain analysis of the survey data, consultation outcome and sustainability analysis of schemes. Executive summary of the report also need to be incorporated.

7. PAYMENT SCHEDULE

Total work value will be based on the number of villages allotted to each agency/institution

<table>
<thead>
<tr>
<th>#</th>
<th>Activities performed</th>
<th>Payment %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization Advance</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>On submission of the Final Verification Report</td>
<td>80%</td>
</tr>
<tr>
<td>3</td>
<td>After Approval and acceptance of the report</td>
<td>10%</td>
</tr>
</tbody>
</table>

*The Agency can raise invoice based on the completion of verification of each villages.