

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF PROGRAMME IMPLEMENTATION AND EVALUATION  
HORSE SHOE BUILDING, (ROOM NO. 46), LOWER LACHUMIERE,  
SHILLONG - 793 001**

**NOTICE INVITING EXPRESSION OF INTEREST FOR EVALUATION  
STUDIES OF GOVERNMENT PROGRAMMES**

No.PIE.22/2007/32,

Dated Shillong, the 23<sup>rd</sup> June, 2008.

The Directorate of Programme Implementation and Evaluation, Government of Meghalaya invites sealed Expression of Interest (EOI) duly affixing Court Fee Stamps of Rs.50.00 (Rupees Fifty) only (Non-Refundable) from Academics Institutions/Universities/Govt. or Semi-Govt. or Private Organisations of repute for undertaking Evaluation Studies on each of the following Schemes/Programme in the State of Meghalaya:

<u>Sl.No</u>	<u>Name of Scheme for Evaluation Study</u>	<u>Estimated Amount on Study</u>
1.	Accelerated Rural Water Supply Programme (ARWSP)	Rs. 5.50 Lakh
2.	Mid Day Meal Programme (MDM)	Rs. 4.50 "
3.	Border Areas Development Programmes	Rs. 5.75 "
4.	National Rural Employment Generation Schemes (NREGS)	Rs. 5.50 "
5.	Technology Mission of Horticulture Department	Rs. 4.75 "

The Expression of Interest (EOI) will be received by the undersigned up to 2.00 P.M. on 23.7.2008 and will be opened on the same date and time in the presence of the Bidders or their authorized representatives if they so desire.

**Terms and Conditions.**

1. Bidders should submit a detailed statement of Evaluation Studies undertaken by them during the last 5(five) years. Names, Full addresses, Fax No. of the customers and Name(s) of contact person(s) along with hard copies of the work done should also be submitted.
2. Details of proofs of technical capability, qualifications, skills, and experience of the bidders and their teams of assistants should be furnished.
3. Expression of Interest or Technical bid and Financial bid should be submitted in separate envelopes for each Study. Estimated amounts for each study are given above. The bidders may quote in terms of percentage above or below or at par in their Financial bid.
4. The undersigned does not bind himself to assign any reasons for accepting or rejecting any tender. Technical bid and Financial bid should be placed in two separate envelopes superscribing 'Technical Bis' or 'Financial Bid'. These two envelopes should be placed in a bigger envelope and should be sealed and superscribed "**EXPRESSION OF INTEREST (EOI) FOR UNDERTAKING EVALUATION STUDY ON \_\_\_\_\_.**" (Name of the Study to be specified)



(Ajay Tewari)  
Director,  
Programme Implementation & Evaluation, Meghalaya

## TERMS OF REFERENCE

### **1. INTRODUCTION:**

Evaluation plays a vital role in providing feedback information to the policy makers and planners in the State on the actual performance and impact of the different developmental Schemes/ Programmes/ Projects being implemented by various departments throughout the State. Keeping in view its importance and to enable the Government to know the extent of success and failure of the schemes vis-à-vis stated objectives and also to help in formulation of better development plans in future, the Government has decided that the reach and efficacy of the Programme Implementation and Evaluation Department (PI&ED) be increased by involving independent, external agencies of repute in the evaluation and monitoring process. Their services would be paid for by the Programme Implementation and Evaluation Department who would lay down norms for them, provide handholding support and work with them towards achieving the desired objectives. The Programme Implementation and Evaluation Department would thereafter monitor and track follow up action as well as liaise with the departments/ line agencies concerned.

### **2. EVALUATION STUDIES PROPOSED TO BE OUTSOURCED:**

1. Accelerated Rural Water Supply Programme (ARWSP)
2. Mid Day Meal Programme (MDM)
3. Border Areas Development Programmes
4. National Rural Employment Generation Schemes (NREGS)
5. Technology Mission of Horticulture Department

### **3. DESIGNING OF EVALUATION STUDY:**

The Evaluation Study should be designed to assess the performance, processes of implementation, effectiveness of the delivery systems and impacts of programme/ scheme. The study is to be diagnostic in nature and to aim at identifying the factors contributing to successes and/or failures of the programme and thus help in deriving lessons for improving the performance of existing scheme (s) through mid-course corrections and better designs for future programmes. Thus, designing of schedules-cum-questionnaires are to be carried out in consultation with the Programme Implementation and Evaluation Department.

### **4. PROCEDURES OF EVALUATION:**

Evaluation should be carried out in a professional, realistic, diplomatic and ethical manner.

**5. TIME LIMIT:**

The entire Evaluation process including submission of reports should be completed within 6 months from the date of award of the work. In no case extension of time will be granted except for circumstances beyond the control of the bidders, for which extension, at the discretion of the Government will be granted without any financial repercussions. However, such disruptive circumstances should be brought to the notice of the Government for its intervention.

**6. EVALUATION REPORT:**

The Evaluation Report should contain an Executive Summary which will provide a bird's eye view of the substantive elements of the report. The Evaluation Report is expected in two stages, viz. (i) Draft Report and (ii) Final Report. The draft report should be circulated to all concerned for clarifications, if any, on the major findings after which 25 (twenty five) hard copies of the final report should be presented to the Government along with one soft copy preferably on compact disc.

**7. PAYMENT OF FEES:**

The fees quoted by the bidders shall be inclusive of all expenses and no request for escalation or revision would be entertained under any circumstances.

50% payment would be made on acceptance by the bidders of their selection to undertake the specified studies and the balance 50% will be made on receipt of the approved final Report.

Payment of fees is subjected to deduction of Income Tax at source as per Income Tax Rules.

**8. TERMINATION OF AGREEMENT:**

The Agreement can be terminated by the Government if the bidder(s) fails to fulfill the terms and conditions of the contract and in the event of such termination due to the lapses of the bidder(s), the Government will not be responsible for any financial loss to the bidder(s).


Bidders are requested to submit their quotations which include "Expression of Interest or Technical Bid and Financial Bid" strictly in accordance with the Terms of Reference and not to stipulate any pre-conditions. Should it, however, become unavoidable, the right to evaluate the bids containing comments/conditions having financial implications after adding the cost arising out of such comments/conditions lies with the Government.

**Memo. No.PIE.22/2007/32-A,**

**Dated Shillong, the 23<sup>rd</sup> June, 2008.**

Copy to:-

1. Director of Information and Public Relations for printing in at least one or two English Dailies urgently.
2. State Information Officer, National Informatics Centre, Meghalaya State Unit for putting the Tender Notice in the Govt. of Meghalaya Web Site.
3. The Director of Printing and Stationery (Meghalaya Gazette) Shillong for printing in the next issue of the Meghalaya Gazette.
- 4.

  
Deputy Director,  
Programme Implementation and Evaluation Department.

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