

**GOVERNMENT OF MEGHALAYA**  
**DIRECTORATE OF PROGRAMME IMPLEMENTATION AND EVALUATION**  
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**NOTICE INVITING EXPRESSION OF INTEREST FOR EVALUATION STUDIES OF**  
**GOVERNMENT PROGRAMMES**

No.PIE.22/2007/128

Dated Shillong, the \_\_ February, 2010

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/Government or Semi-Government 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.	National Rural Health Mission (NRHM)	Rs. 6.00 Lakh
2.	Integrated Child Development Scheme (ICDS)	Rs. 6.00 “
3.	Sarva Shiksha Abhiyan (SSA)	Rs. 6.00 “
4.	Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY)	Rs. 6.00 “

The Expression of Interest (EOI) will be received by the undersigned up to 2.00 P.M. on 5-03-2010 and will be opened on the same date and time in the presence of the Bidders or their authorized representatives if they so desired.

Terms and Conditions

1. Bidders should submit a detailed statement of at least 5(five) Evaluation Studies undertaken by them during the last 5(five) years. Names, Full addresses, Fax No. of the customers and Name (s) of contract person (s) along with both hard copies and soft 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 Offer should be submitted in separate envelopes for each Study.
4. The undersigned does not bind himself to assign any reasons for accepting or rejecting any tender. The envelope containing the Quotation should be superscribed “**EXPRESSION OF INTEREST (EOI)FOR UNDERTAKING EVALUATION STUDY ON \_\_\_\_\_** \_\_\_\_\_(Name of the Study to be specified)”.

(Ajay Tewari)  
Director,  
Programme Implementation and Evaluation

Memo No.PIE.22/2007/128-A,  
Copy forwarded to:-

Dated Shillong, the \_\_ February, 2010

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

(S. Lyngdoh)  
Joint Director,  
Programme Implementation and Evaluation

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## **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 and Evaluation Department 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 & Evaluation Department who would lay down norms for them, provide handholding support and work with them towards achieving the desired objectives. The Department would thereafter monitor and track follow up action as well as liaise with the departments/ line agencies concerned.

### **2. EVALUATION STUDY TO BE OUTSOURCED**

1. National Rural Health Mission (NRHM)
2. Integrated Child Development Scheme (ICDS)
3. Sarva Shiksha Abhiyan (SSA)
4. Rajiv Gandhi Grameen Viduyutikaran Yojana (RGGVY)

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

The Evaluation Study should be designed to assess the performance, processes of implementation, effectiveness of the delivery systems at different **stages/levels of implementation and the impacts of programme/ Scheme**. The study is to be diagnostic in nature and 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 State Programme Implementation and Evaluation Organisation.

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

- Evaluation should be carried out in a professional, realistic, diplomatic and ethical manner and supported by specific data.
- The Report should pin point the success and failure of the Schemes and also the recommendations how to redress the problems/drawbacks.

### **5. REFERENCE PERIOD:**

The Study should cover a period of the last 5 Years, i.e from 2005-06 to 2009-10

### **6. COVERAGE**

- Evaluation Study should cover all the 7 (seven) Districts of the State;
- 3 (three) Blocks from each District,
- 5 % out of total number of villages from each Block and
- The total number of beneficiaries proposed to be covered for each Scheme should be specified in the Technical Bid.

7. **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.

8. **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 presented before the State Evaluation Committee for approval and 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 submitted to the Government along with one soft copy preferably on compact disc.**

9. **TERMS OF PAYMENT:**

(i) **Taxes and Duties:** The applicable rate of taxes and duties shall be clearly mentioned in the Financial Bid. In case nothing is mentioned or it is mentioned taxes as applicable then it shall be presumed that the rates quoted are inclusive of all taxes and duties.

(ii). **Tax deduction at source:** The Department shall be entitled to make all deduction towards taxes from the payments to be made to the Bidder as may be mandatory as per rules. However, the Bidder shall be given a statement in respect of such deductions.

(iii) **Payment of Fees:** The payment to the bidder will be made as under:

- (a) 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.
- (b) 50% payment would be made on acceptance by the bidders of their selection to undertake the specified studies and after signing of the **Agreement** and the balance 50% will be made on receipt of the approved final Report.

10. **SIGNING OF AGREEMENT:**

The successful bidder (s) will have to sign an Agreement with the State Government which will include all conditions pertaining to the Study allotted to him/them.

11. **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 Agreement 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 Offer**" 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.

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