

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF PROGRAMME IMPLEMENTATION & EVALUATION
MEGHALAYA 3RD SECRETARIAT (NOKREK BUILDING), TOP FLOOR
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NOTICE INVITING EXPRESSION OF INTEREST FOR EVALUATION STUDIES OF
GOVERNMENT PROGRAMMES

No.PIE.44/2010/ 123

Dated Shillong, the 10th July, 2013

The Directorate of Programme Implementation and Evaluation, Government of Meghalaya invites sealed Expression of Interest (EOI) duly affixing Court Fee Stamps of Rs.100.00 (Rupees one hundred) only (Non-Refundable) from Academic Institutions/Universities/Government or Semi-Government or Private Organisations of repute for undertaking Evaluation Studies on each of the following Schemes/Programmes in the State of Meghalaya, as per parameters indicated against each Study at Annexure-I. Both the Annexure-I and the Terms of Reference can be collected from the Office of the undersigned or downloaded from the website <http://www.megpiet.gov.in>

Sl.No	Name of Evaluation Study	Estimated Amount
1	Impact of Rural Housing Scheme for the last 10 years implemented by Housing Department.	Rs.6.00 lakh
2	Construction of Indoor/outdoor stadium and Playground for the last 10 years- implemented by Sport & Youth Affairs Department.	Rs.6.00 lakh
3	National Afforestation Programme for the last 10 years implemented by Forest & Environment.	Rs.6.00 lakh

The Expression of Interest (EOI) will be received by the **undersigned up-to 2.00 P.M. on 12th August, 2013** 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 contact person (s) along with both hard copies and soft copies of the work done, MOU/Agreement/Work order 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)".



(Dr.B.D.R.Tiwari)
Director

Programme Implementation & Evaluation.
Meghalaya, Shillong.

Parameters indicated against each Study

Sl. No	Name of Evaluation Study	Estimated Amount	Parameters
1	Impact of Rural Housing Scheme	Rs.6.00 lakh	<p>The Study should cover schemes implemented for the last 10 years with effect from 2003-04.</p> <p>i. Number of beneficiaries recommended by DCs and number of beneficiaries received C.G.I Sheets.</p> <p>ii. Number of beneficiaries recommended by MLAs and number of beneficiaries received C.G.I. sheets.</p> <p>iii. Amount sanctioned</p> <p>iv. Total expenditure incurred</p> <p>v. Total quantity of C.G.I. sheets purchased in M.T/units in bundles.</p> <p>vi. Sources from where the materials procured</p> <p>vii. Quality of C.G.I Sheets</p> <p>viii. Quantity of C.G.I sheet supply per beneficiaries</p> <p>ix. Name of supplier/contractor- year-wise</p> <p>x. Analysis of proper use of C.G.I sheet and other materials. Types, sources, requirements etc., of other materials for construction of these houses.</p> <p>-Cost</p> <p>-Durability of these houses</p> <p>-Electricity/drinking water/sanitation etc., in these houses</p> <p>- Use of alternative/eco-friendly local techniques in construction of houses with impact analysis.</p> <p>xi. Complaints from the beneficiaries if any</p> <p>xii. Complaints non-beneficiaries/public if any</p> <p>xiii. Problems faced relating to delay in supply of CGI sheet.</p> <p>xiv. SWOT analysis of the scheme.</p> <p>xv. Social impact of the scheme on employment, food security, sanitation, access to education and health facilities etc.,</p> <p>xvi. Social acceptability of the scheme. Cost- benefit</p> <p>xvi. Feedback from target groups/ beneficiaries.</p> <p>xvii. Suggestions and recommendations from the Agency conducting the study for overall improvement of scheme.</p>

2	Construction of Indoor/outdoor stadium and Playground for the last 10 years- implemented by Sport & Youth Affairs Department.	Rs.6.00 lakh	<p>The Study should cover schemes implemented for the last 10 years with effect from 2003-04.</p> <p>i. List of indoor/outdoor stadium and Playground constructed for the last 10 years.</p> <p>ii. Whether the project is State/Central/NEC etc.</p> <p>iii. Amount sanctioned/released/expenditure incurred -project-wise)</p> <p>iv.Date of sanction/completion project-wise</p> <p>v. Reasons for delay- project-wise</p> <p>vi. Name of the contractor-project-wise</p> <p>vii. If completed/ongoing- project-wise -% of work completed- project-wise.</p> <p>viii. Any revise estimate (project-wise)</p> <p>ix. Quality of the work- project-wise</p> <p>x. Name of the beneficiaries/club- project-wise</p> <p>xi. Cost benefit analysis of the project</p> <p>xii. Impact on performance sport-wise and on overall sport & youth development in the State.</p> <p>xiii. SWOT analysis of the scheme.</p> <p>xiv. Social impact of the scheme.</p> <p>xv .Social acceptability of the scheme.</p> <p>xiv. Feedback from target groups/ beneficiaries.</p> <p>xv. Suggestions and recommendations from the Agency conducting the study for overall improvement of scheme.</p>
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3	National Afforestation Programme for the last 10 years implemented by Forest & Environment	Rs.6.00 lakh	<p>The Study should cover schemes implemented for the last 10 years with effect from 2003-04.</p> <ol style="list-style-type: none"> i. Types of projects/Schemes taken up under National Afforestation programme ii. Objectives of the programme iii. Total area covered year-wise iv. Target of the area to be covered year-wise v. Area covered under plantation year-wise vi. Types of trees planted vii. Number of nurseries raised per hectare viii. Beneficiaries/Joint Forest Management Committees covered year-wise ix. Cost of seedlings supplied to beneficiaries x. Number of labourer engaged per hectare xi. wages per labourer xii. Total amount of wages incurred xiii. Maintenance cost xiv. SWOT analysis of the scheme. xv. Social impact of the scheme. xvi. Social acceptability of the scheme. xvii. Feedback from target groups/ beneficiaries. xviii. Suggestions and recommendations from the Agency conducting the study for overall improvement of the scheme. <p><u>Training and capacity building</u></p> <p>Whether there is any:</p> <ol style="list-style-type: none"> (a) Training programme on FDA related activities. (b) Training and awareness programme organised (c) Environmental programme on increase in forest and tree cover in general. <p><u>Impact</u></p> <p>Whether the implementation of the schemes have any impact on:</p> <ol style="list-style-type: none"> (a) Improved natural forest stock (b) Improved forest /tree productivity (c) Increase and improved FTC-artificial regeneration & enrichment planting. <ul style="list-style-type: none"> – promotion of non-timber forest product(NTFPS) (d) Tree covered in non-forest areas promotion (e) Problem land rehabilitated – additional support for amelioration of soil in alkaline/ saline, ravine, marshy, high altitude, desert areas (f) Promotion of forest based livelihoods (g) Rehabilitation of degraded forests and other areas by institutionalising decentralised / participatory forest management & supplementing livelihoods improvement process
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			<p>(h) Processing & marketing of the produce in particular in close liaison with both landowning and development departments/organisations in the Public and Private Sectors.</p> <p>(i) Co-ordinate with DRDA and other relevant government departments to dovetail their schemes and programmes with afforestation schemes, so that watershed can be developed in a holistic manner.</p> <p><u>Performance</u></p> <p>1. Performance under JFMC whether Satisfactory or not with reason for not performing well.</p> <p>Improved Technologies</p> <p>Improved Technologies or practices have been employed during</p> <ol style="list-style-type: none"> 1. Nursery stage to improve the planting stock. 2. Pre-planting and planting stages to improve establishment and survival of seedlings. Whether creation of irrigation networks (eg. Sprinkler/drip irrigation) and facilities like temporary mist chambers is done in nurseries for improving the quality of the seedlings. 3. Whether improved technologies/practice viz., Root trainers, Hormonal treatment, Bio-fertilizers, integrated pest management is done. 4. Whether during pre-planting and planting stage improved technology (practices are employed for treating special problem lands such as saline lands, alkaline lands, water logged areas, mine lands, sand dunes, ravines and gullied areas.

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

- i. Impact of Rural Housing scheme for the last 10 years -Implemented by Housing Department
- ii. Construction of Indoor/outdoor stadium and Playground for the last 10 years –Implemented by Sport & Youth Affairs Department.
- iii. National Afforestation Programme for the last 10 years- Implemented by Forest & Environment Department.

3. DESIGNING OF EVALUATION STUDY:

The Evaluation Study should be designed to assess inter-alia, the performance, processes of implementation, quality of work (s), 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 aimed at identifying the factors contributing to successes and/or failures of the programme and thus helps in deriving lessons for improving the performance of existing scheme (s) through mid-course corrections and better designs for future programmes. Therefore, the proposed structure of the Study Schemes should be furnished in the Technical Bid. 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 pinpoint the success and failure of the Scheme (s) and also contain specific recommendations on how to redress the problems/ drawbacks/ shortcomings/ infirmities, if any.

5. COVERAGE

Evaluation Study should cover all the 11 (eleven) Districts of the State.

- 4(four) Blocks from East Khasi Hills District.
- 3(three) Blocks from West Garo Hills District.
- 2(two) Blocks each from East Garo Hills, East Jaintia Hills, Ri Bhoi, South Garo Hills, West Jaintia Hills and West Khasi Hills District.
- 1(one) Block each from North Garo Hills, South West Garo Hills and South West Khasi Hills District.

6. SAMPLE SIZE:

- Impact of Rural Housing :- Minimum coverage = 5% of families/beneficiaries
- Indoor/outdoor stadium & Playground: - Coverage = All 205 projects
- National Afforestation programme:- Minimum coverage= 50% of the total nos of JFMC and at least 20% of the beneficiaries of each sample JFMC.

7. REFERENCE PERIOD:

- i. Impact of Rural Housing scheme for the last 10 years.
- ii. Construction of Indoor/outdoor stadium and Playground for the last 10 years.
- iii. National Afforestation Programme for the last 10 years.

8. 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.

9. 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.**

10. 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, 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 deductions towards taxes from the payments to be made to the Bidder as may be mandatory as per the relevant statutes and 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 study and after signing of the **Agreement**. The balance 50% will be paid on receipt of the approved final Report.

11. 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/her/them.

12. TERMINATION OF AGREEMENT:

(i) The Agreement can be terminated by the Government if the bidder(s) fail (s) 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).

(ii) The Agreement can also be terminated by the bidder(s) due to any reason/reasons which should be clearly stated but full refund of all amounts paid/released with interest @18 per cent per annum should be made within 15 (fifteen) days of the termination of the Agreement. The Government also reserves the right to blacklist such bidder(s) by not entertaining any future bid(s) from him/her/them for undertaking evaluation studies.

(iii) Bidders are requested to submit their quotations, which should 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.