

# **Rajasthan Agricultural Competitiveness Project**

**EXPRESSION OF INTEREST**

FOR

**Hiring of Services of Monitoring and Evaluation Agency under RACP**

**Rajasthan Agricultural Competitiveness Project**  
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## EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP

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## EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP

### REQUEST FOR EXPRESSION OF INTEREST (REOI)

#### Rajasthan Agricultural Competitiveness Project (RACP)

REOI No. RACP/PROC/M & E Agency/2015-16/2794

DATE:26.10.2015

The Rajasthan Agricultural Competitiveness Project Management & Implementation Society (RACP-MIS) *has received* credit (Credit No.5085 IN) from World Bank towards the cost of RACP and intends to apply part of the proceeds for consultancy services.

The Monitoring and Evaluation Agency for M&E strategy framework, Developing Monitoring formats, MPR, QPR, Six Monthly progress report(Quantitative &Qualitative Analysis), Baseline survey, Design and Implement Participatory Monitoring & Evaluation System(PMES), Follow-up survey, Monitoring and Impact Evaluation of RACP Project in 17 RACP Clusters in Rajasthan for the period of four years . The details of EOI may be viewed on Website "[www.krishi.rajasthan.gov.in](http://www.krishi.rajasthan.gov.in) or <http://eproc.rajasthan.gov.in/>"

The Rajasthan Agricultural Competitiveness Project Management & Implementation Society now invites eligible Monitoring and Evaluation Agencies to indicate their interest in providing the Services. Interested M & E Agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: legal entity, financial capacity, staffing, and experiences of similar activities.

The attention of interested M & E Agencies is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers* [World Bank's Procurement Guidelines January 2011] ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

M&E Agency may associate with other M & E Agencies in the form of a joint venture or a sub consultancy to enhance their qualifications. M & E Agency will be selected in accordance with the QCBS method set out in the Consultant Guidelines.

Proposer (authorized signatory) shall submit their proposal on line in Electronic formats. The payment of non-refundable processing fee of Rs.1, 000/- in favor of MD, RISL needs to be made at the office address below before the last date of submission of proposal. The method of payment will be a bank draft or certified banker's cheque payable at Jaipur. In case, any of the proposers fails to physically submit the Bankers' Cheque/ Demand Draft for RISL Processing Fee Up to 14.00 on 19, November- 2015, its proposal shall not be opened. The scanned copy of DDs should also be uploaded along with the proposals.

To participate in online process, proposer must procure a digital signature certificate (Type II with organization or III with organisation) as per information technology Act-2000 using which they can digitally sign their electronic proposals. Proposer can procure the same from any CCA approved certifying agency. i.e. TCS, Safecrypt. Ncode etc. Bidders who already have a valid digital signature certificate (DSC) need not procure a new DSC. Also, bidders must register on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) (bidders already registered on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) before 30.9.2011 must register again).

DoIT & C DoA will not be responsible for delay in online submission due to any reason. For this, proposers are requested to upload the complete bid well advance in time so as to avoid 11th hour issue like slow speed; choking of web site due to heavy load or any other unforeseen problems. Proposers are also advised to refer "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.

Training for the proposers on the usage of e-Tendering System (e-Procurement) is also being arranged by DoIT&C on a regular basis. Proposers interested for training may contact e-Procurement cell. DoIT&C for booking the training process.

- a. Contact No. 1800 3070 2232 (Help desk)
- b. Email – [eproc@rajasthan.gov.in](mailto:eproc@rajasthan.gov.in)
- c. Address: e-Procurement cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur

Further information can be obtained at the address as given below [9:30AM to 6 PM excluding Saturdays, Sundays & Govt. Holidays).

Expression of Interest must be submitted on-line at "<http://eproc.rajasthan.gov.in/>" latest by 19.11.2015 by 15.00 PM.

#### Project Director, RACP

Second Floor, Academic Block, SIAM Campus,  
Durgapura, Jaipur-302018 (Rajasthan)  
Phone: 0141-2554215 Fax: 0141-2554214  
Email: [pd@racpmis.com](mailto:pd@racpmis.com)

## **EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP**

### **Brief Background Information**

1. The Government of Rajasthan (GOR) is executing & implementing the World Bank assisted Rajasthan Agricultural Competitiveness Project (RACP) (Credit No. 5085-IN) in the state of Rajasthan.
2. Rajasthan Agriculture Competitiveness Project Management and Implementation Society (RACPMIS) is a registered Society which is implementing the World Bank funded Rajasthan Agriculture Competitiveness Project (RACP).
3. The Project Development Objective of the RACP is to establish the feasibility of sustainably increasing agricultural productivity and farmer incomes through a distinct agricultural development approach by integrating agriculture water management and agricultural technology, farmer organizations and market innovations in selected locations across the eight agro-ecological zones of Rajasthan.
4. The guiding principles under the project are: sustainable and efficient use of water resources, including improved on-farm water use efficiency, reduced water-intensive cropping patterns, and using the resultant savings of water from agriculture sector for economic purposes outside of agriculture in support of the state's water policy objectives; increased private sector participation in the development of value chains in processing and marketing in support of the state's agro-processing and agri-business policy; and improved public sector capacity in delivering agriculture support services.
5. The project will be executed and implemented in about seventeen (17) clusters representing eight (8) "Agro-Ecological Zones (AEZs)" of the state of Rajasthan with application of location-specific menu of approaches and interventions. In all the clusters except in Mokhampura, implementation of activities will be carried out by the concerning line departments with the support of Non-Governmental Organization (NGO).
6. Each cluster will have a defined theme and demonstration objective. The relevant hydrological catchment area / command area will provide basis of water resource management activities. Each of the clusters will address sufficient quantity of cultivation for the lead commodity identified and selected for the "Value Chain Development (VCD)".

### **QUALIFICATION CRITERIA**

1. The applicant Monitoring and Evaluation Agency must be a legal entity registered in India under Companies Act / Societies Act/ Co-operatives Act/ Trust Act/ firm under the relevant regulation/legislation with a registered office in India and must have been operational in India for at least past five years.
2. The applicant M&E Agency should be a specialized consultancy firm having proven track record of at least 5 years in M&E strategy framework, Developing Monitoring formats, MPR, QPR, Six Monthly progress report(Quantitative &Qualitative Analysis), Baseline survey, Design and Implement Participatory Monitoring & Evaluation System(PMES), Follow-up survey, Monitoring and Impact Evaluation of Government projects/International organization projects/Central/State sponsored schemes/Public sector undertaking projects.
3. The applicant organization should not have been Black listed by any Govt. Authority or by NABARD/ CAPART or any Donor Agency.
4. The applicant organization should have certified copies of Audited Annual Accounts and Annual Audit reports for the last three(03) financial years ended on March 31,2014.
5. The applicant organization Should have their I.T. returns for the last three (03) financial years ended on March 31,2014.
6. The applicant organization (Individual/Joint Venture) should have Average Annual Turnover of INR 750 Lakhs in last three consecutive years ended on 31 March 2014 supported by Audited statements.
7. The applicant organization should have well qualified and trained staff. The agency should submit the list of their employees along with the valid proof of their educational qualification and experience.
8. The applicant organization should have their own office in Jaipur or should set up their own office (with their well-equipped infrastructure) in Jaipur, Rajasthan.
9. The applicant organization should preferably have experience of working in Rajasthan in desired sector.

## RACP-EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP

### INSTRUCTIONS TO THE APPLICANTS

1. Applicant(s) must read all the "instructions to applicants" very carefully. Applicant(s) must submit its expression of interest (EOI) **strictly in the prescribed format only**. *Experience of working in Rajasthan will have to be provided separately in the same format (in form no 07&08).*
2. The objective is to solicit EOI from eligible Agencies for consideration for short-listing,
3. This request for expression of interest (REOI) expressly intends to qualify the suitable submissions of expressions of interests for shortlisting exclusively on the basis of details and information furnished by the applicant(s) without being influenced by any other extrinsic factor.
4. Applicant(s) must note that this REOI does not intend to invite any curriculum- vitae (CV) of any professional' or expert. Applicants should note that the EOI submitted should not contain any CV or any proposal for professionals with or without names in any way.
5. Applicant(s) must ensure that the EOI submitted should include only required documents, details, and information. In no case, there should be an attempt to make it a bulky document with undesired documents and other unwanted details. The project is not obliged to consider such details that are not related with this REOI.
6. Details of project(s)/past experience should be provided **strictly in the "Prescribed Format" along with supporting documents/ evidence substantiating the experience of the applicant(s).**
7. Applicant(s) must ensure that each page of the EOI submitted in the prescribed format as well as all enclosures and annexures are signed by **the duly authorized signatory of the applicant**. All signatures must be dated.
8. All witnesses and sureties shall be person of status and probity and their full names and addresses shall be stated below their signature. Applicant(s) must furnish the "Power of Attorney" in prescribed format for the authorized signatory specifying acts, deeds and things as may be necessary in connection with the EOI. The "Declaration" submitted by the applicant(s) must be in accordance with the prescribed form and must be signed by the authorized signatory with competent power of attorney.
9. Any M&E Agency applying as Individual or as Joint Venture should have minimum five years' experience separately.
10. The EOI submitted by M&E Agency will be evaluated/shortlisted on the basis of evaluation criteria's as annexed as Annexure -1.
11. Applicant(s) may clarify their doubt(s) (if any) by contacting the authorized official(s) of the project communicating through telephone, facsimile or email.

## EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP

Form No.- 01

### APPLICANT'S EXPRESSION OF INTEREST

(Applicants- must submit **their** expression of interest (EOI) on official letter head of the organization enclosed in sealed envelope)

To,

**The Project Director**

**Rajasthan Agricultural Competitiveness Project (RACP),**

**Second Floor, Academic Block, SIAM Campus Durgapura, Jaipur-302018 (Rajasthan)**

**Subject: RACP-Expression of Interest (EOI) for Hiring of Services of Monitoring & Evaluation Agency under RACP.**

**Reference: Your Request for Expression of Interest (REOI) No. (*Insert EOI NO. here*) published on (*insert date*)**

Dear Sir,

We (name of organization) intend to submit an expression of interest (EOI) as Monitoring & Evaluation Agency for M&E strategy framework, Developing Monitoring formats, MPR, QPR, Six Monthly progress report(Quantitative &Qualitative Analysis), Baseline survey, Design and Implement Participatory Monitoring & Evaluation System(PMES), Follow-up survey, Monitoring and Impact Evaluation of Rajasthan Agricultural Competitiveness Project (RACP) in response to the request for Expression of Interest (REOI) published on (*insert date here*).

We, the undersigned applicant, have read and examined in detail your solicitation of expression of interest (EOI). We are submitting our Proposal in association with [*Insert full name and address of associated M&E Agency, if any*].

We are submitting all the required credentials/information as prescribed in your solicitation of EOI in prescribed formats.

We confirm that the information contained in this expression of interest or any part thereof, including its exhibits, and other documents submitted or to be submitted to RACP is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the project in its short-listing process. If any of the information provided here is found to be misleading the short listing process or unduly favours our M&E Agency in the short listing process, we are liable to be disqualified and rejection from the shortlisting.

We understand that this expression of interest is liable to be rejected from the shortlisting process if it is revealed that there exists any conflict of interests.

It is hereby confirmed that I/We are entitled to act on behalf of our M&E Agency and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this, \_\_\_\_\_Day of, 2015

(Signature)

(*In the capacity of*)

*Duly authorized to sign the EOI for and on behalf of*  
(Name and Address of M&E Agency ) Seal/Stamp

**EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP**

<p><b>Form No.- 02</b> <b>POWER OF ATTORNEY</b></p>
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FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF EOI  
(To be executed on Non Judicial Stamp paper of appropriate value)

**Power of Attorney**

Know all men by these presents, we ..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms .....(name and residential address) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our "EOI for Hiring of Services of Monitoring & Evaluation Agency under RACP" for M&E strategy framework, Developing Monitoring formats, MPR, QPR, Six Monthly progress report(Quantitative &Qualitative Analysis), Baseline survey, Design and Implement Participatory Monitoring & Evaluation System(PMES), Follow-up survey, Monitoring and Impact Evaluation of Rajasthan Agricultural Competitiveness Project (RACP) for Rajasthan Agricultural Competitiveness Project (RACP), representing us in all matters before RACP, and generally dealing with RACP in all matters in connection with our EOI for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(signature)

(Name, Title and Address of the Attorney)

Note:

- (1) The mode of execution of the Power of Attorney should be in accordance with the procedure, laid down by the applicable law (2) Separate power of Attorney in case of associate in favour of same signatory will be required.***

**EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP**

<b>Form No.-03 - PARTICULARS OF APPLICANT ORGANIZATION</b>			
Name of Applicant Organization			
Address (Head Office and / or Registered Office)			
Phone Number(s)		FAX	
Email		WEBSITE	
<b>Authorized Contact Person</b>			
Name			
Designation			
Address			
Office Telephone Number(s)	Cellular(Mobile) Number(s)	FAX Number(s)	
Email		Website	
<b>Engagement of Partner/ Associate Partner M&amp;E AGENCY</b>			
Partner M&E Agency Name	Partner's Experience (No. of Years)	Period of Association With Applicant M&E Agency (Years)	Brief Description of Capacity of Engagement/ Association

*Applicant must furnish brief profile of the engagement partner/associate partner M&E Agency including its post-qualification experiences and its roles and responsibilities in not more than 100 words.*



**EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP**

<b>Form No. - 4 LEGAL STATUS</b>			
Establishment/Incorporation Date (for applicant organization)			
Registration Authority	Date of Registration	Registration Number(s)/Reference	Registration Under Act/Rules/Provision
<i>Applicant must furnish the Memorandum of Association, legally valid Registration certificate issued by the competent authority and it must be annexed accordingly.</i>			
<b>Service Tax Registration</b>			
Registration No.	Registration Authority	Validity of Registration	Registration Certificate/Document
<i>Applicant must furnish the legally valid Service Tax Registration document (certificate etc.) issued by the competent authority and it must be annexed accordingly.</i>			
<b>Income Tax</b>			
<b>PAN Number</b>		<b>Income Tax Authority (Circle)</b>	
<i>Applicant must enclose the PAN number document.</i>			
<b>FCRA Registration</b>			
Registration No.	Registration Authority	Validity of Registration	Registration Certificate/Document

**EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP**

<b>Form No. -05- ANNUAL FINANCIAL CAPACITY (TURNOVER) STATEMENT</b>
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*(The Applicant(s) shall necessarily furnish details about its Annual Turnover for past three (03) years based on the Audited Annual Financial Statements)*

Financial Year	ANNUAL TURNOVER (INR)		
	Applicant (Lead) M&E Agency (Name_____)	Associate Partner M&E Agency (Name_____)	Associate Partner M&E Agency (Name_____)
2013-14			
2012-13			
2011-12			
<p><i>1. Applicant(s) must enclose Certified Copy of Audited Annual Accounts and Annual Audit Reports for the last Three (03) Financial Years ended on March 31, 2014,</i></p> <p><i>2. Applicants, including each associate partner(s) M&amp;E Agency must furnish financial information supported by audited statements. Each applicant or partner M&amp;E Agency shall fill in this form. If necessary, use separate sheets to provide complete information.</i></p>			

Form No - 6 STAFFING STATUS			
Permanent Staff			
Name	Qualification	Experience	Period of Association with organization
Part Time Staff			
Name	Qualification	Experience	Period of Association with organization

## EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP

<b>Form No.-07 - On Going Assignments (Point No.2 of Qualification Criteria)</b>					
Activity	Name of Client/ Organization	Period From - end date	Number	Area	Details
1) Base Line Survey , Mid-term and the second impact evaluation Survey , digitization of surveys , it's interpretation & analysis,					
2) Developing values of the Indicators based on the surveys,					
3) Developing M& Evaluation Framework of the project.					
4) Developing Monitoring Formats					
5) Guiding MIS agency for preparation of MIS software					
6) Monthly Progress Report(M.P.R.) and Quarterly Progress Report(Q.P.R.)					
7) Prepare six Monthly monitoring reports (Quantitative and Qualitative) of the project					
8) Design and implement a Participatory M&E system (PMES)					
9) Conducting Impact evaluations of the project.					
<b>Form No.-08 Assignments Completed During Past five Years (Point No.2 of Qualification Criteria)</b>					
Activity	Name of Client/ Organization	Period From - To	Number	Area	Details
1) Base Line Survey , Mid-term and the second impact evaluation Survey , digitization of surveys , it's interpretation & analysis,					
2) Developing values of the Indicators based on the surveys,					
3) Developing M& Evaluation Framework of the project.					

4) Developing Monitoring Formats					
5) Guiding MIS agency for preparation of MIS software					
6) Monthly Progress Report(M.P.R.) and Quarterly Progress Report(Q.P.R.)					
7) Prepare six Monthly monitoring reports (Quantitative and Qualitative) of the project					
8) Design and implement a Participatory M&E system (PMES)					
9) Conducting Impact evaluations of the project.					
<b>Brief Description of Experience ( about 100 words only)</b>					
<p><i>Applicant organization will necessarily furnish the documentary evidence (contract award letter) issued by the client clearly specifying terms &amp; conditions of the contract along with the performance certificate.</i></p>					

## EOI- Hiring of Services of Monitoring & Evaluation Agency under RACP

### Form No.-09 : DECLARATION BY THE APPLICANT

*(Declaration must be on the official letter head duly signed by the authorized/competent signatory)*

1. We hereby confirm that we (name of the applicant Organization) are interested in submission of our expression of interest (EOI) for the hiring of **M&E Agency** for RACP.
2. We confirm that all information contained in this, Expression of Interest (EOI) and subsequently provided / clarified are in good interest and faith. All the information provided herewith is genuine and accurate.
3. We understand that this is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.
4. We hereby confirm that our **M&E Agency** is independent from the project and there is no Conflict of interest. We also confirm that our organization is completely independent of the entity (RACPMIS). Neither the **M&E Agency** nor its Partners or Associates have any financial interest in the business of the RACPMIS.
5. We confirm that no partner of the organization or any qualified employee of the organization is related to any member of the Governing Body/Executive Committee/ or any of the senior management of the RACP-MIS and RACP. The term "Relative" here means husband, wife, brother, or sister, or any lineal ascendant or descendant.
6. We confirm that our organization has never been and is not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any Govt. Authority or NABARD/CAPART etc.
7. We confirm that in case of any further changes which affect this declaration at a later date; we would inform the project appropriately.

Dated this, ..... Day of, 2015

(Signature)

*(In the capacity of)*

*Duly authorized to sign the EOI for and on behalf of*

(Name and Address of **M&E Agency** ) Seal/Stamp

### LIST OF ENCLOSURES/ ANNEXURES

S. N.	Brief Description of Enclosure/Annexure	Enclosure/Annexure Reference Number	Page Number
1			
2			
3			

*Applicant(s) must ensure that all documents submitted supporting any detail or information of this expression of interest must be listed with its title/brief description herein with specific enclosure/annexure number and page number.*

## **Tentative scope of assignment – for information only**

### **Brief Description of the Project:**

#### **1. Project Development Objective (PDO):**

The proposed Project Development Objective (PDO) is to establish the feasibility of sustainably increasing agricultural productivity and farmer incomes through a distinct agricultural development approach by integrating agriculture water management and agricultural technology, farmer organizations and market innovations in selected locations across the ten agro-ecological zones of Rajasthan. The aim is for the state to help farmers get more rupees per unit of water in compensation for farmers using fewer units of water.

#### **2. The guiding principles under the project are:**

- (a) sustainable and efficient use of water resources, including improved on-farm water use efficiency, reduced water-intensive cropping patterns, and using the resultant savings of water from agriculture sector for economic purposes outside of agriculture in support the state's water policy objectives;
- (b) increased private sector participation in the development of value chains in processing and marketing in support of the state's agro-processing and agri-business policy; and
- (c) improved public sector capacity in delivering agriculture support services.

#### **3. Project Beneficiaries**

Primary beneficiaries are smallholder farmers with an actual or potential commercial outlook, brought together through collective action towards achieving economies of scale, e.g. water user groups i.e. Farmer's Organizations, canal water management communities, livestock herders/goat farmers, farmer producer organizations etc. of command areas and villages of the cluster. In addition, secondary beneficiaries will comprise other farmers obtaining better access to water through improved groundwater recharge or better water distribution at the tail-end of command areas, as well as agricultural laborers through increased wages.

The project targets to sustainably increase the productivity of natural resources and farmer income through efficient surface as well as ground water management, crop management and animal husbandry practices as well as improved produce marketing. Project activities including planning and implementation of activities in seven Surface Water Clusters identified in seven different districts of Rajasthan will be undertaken by the concerning line departments i.e. Water Resources, Watershed Development and Soil Conservation, Agriculture, Horticulture and Animal Husbandry Departments. The details of clusters are as under:

S. No.	Name of the Cluster	District	Total Effective Project Area (ha)	No. of Households covered (Tentative)
1	2	3	4	5
1	Z-distributary	Shri Ganganagar	12243	2598
2	Phoolasar Distributary	Bikaner	17970	2733
3	Kheruwala Distributary	Jaisalmer	20965	3223
4	Ladnu	Nagaur	14527	4397
5	Mokhampura	Jaipur	10241	5934
6	Pisangan	Ajmer	25000	25886
7	Dooni	Tonk	12746	7869
8	Bansur	Alwar	12935	8644
9	Bonli	Swai Madhopur	31000	16159
10	Bari	Dholpur	12387	8359
11	Orai and Bassi Irrigation Projects	Chittorgarh	12510	15652
11a	Catchment Area	Chittorgarh	5458	2411
12	LMC of Jakham Irrigation Project	Pratapgarh	19529	19474
12a	Catchment Area	Pratapgarh	4188	1919
13	Kushalgarh	Banswara	10331	9037
14	Palaitha	Baran	8003	8938
15	Gudha Irrigation Project	Bundi	11380	14609
15a	Catchment Area	Bundi	7687	2664
16	Jhalawar	Jhalawar	9660	9664
17	Sangod	Kota	16500	12176
	Total		275260	182346

#### 4. PDO Level Results Indicators

Key performance indicators (KPIs) will measure (a) reduction in water used in agriculture; (b) increase in water use efficiency in agriculture; (c) increase in agricultural productivity; (d) increase in gross margins from crops and livestock products; (e) increase in the share of producer price in wholesale price; and (e) farmer satisfaction with project deliverables.

Intermediate Level Key Indicators are (a) Increase in ground water recharge; (b) Reduced siltation in the catchment; and (c) increasing the efficient use of conserved moisture.

#### Scope of Assignment

- Creating an M&E framework for the entire RACP Project in consultation with PMU, PIU and Monitoring and Evaluation Specialist. This framework must be aligned with the project and intermediate outcome indicators. This will include defining the key process and performance monitor indicators, formats for collecting the relevant information, method of measurement, data collection frequencies, responsibility of data collection and compilation etc..
- The Monitoring & Evaluation Agency should develop the formats in consultation with PMU, PIU, DPMU and Monitoring and Evaluation Specialist which reflect the physical, financial, technical, institutional, environmental, social, economic, and procurement progress of the Project.
- The Monitoring formats should be exhaustive and reflect progress in detail of component wise interventions.
- The Monitoring and Evaluation agency should get the formats approved by the PMU and PIU .

- Prepare and submit the Monthly Progress Report (MPR), Quarterly Progress Report (QPR) Annual Progress Report (APR) to PMU which reflects physical and financial reports.
- Reporting progress to PMU through MIS and the data/ reports needs to be uploaded/ updated/ entered in MIS software as desired or as per procedure specified by project.
- The Monitoring & Evaluation Agency has to monitor the program, component wise and activity wise and submit the Six monthly progress report along with comments regarding lacunas in interventions and proposed remedies.
- The six-monthly reports would include, inter alia,: (a) An up-to-date physical and financial expenditure data compared to annual and end-project targets; (b) An updated indicator of project performance compared to annual and end-project targets; (c) The successes and the problems encountered during the reporting period with suggested remedial actions; (d) The socio-economic and environmental impacts of the project; (e) Qualitative Analysis of the project which includes the comments regarding quality of interventions in the project. This will be done by field visits by the concerned subject experts appointed by the agency. This report will reflect the quality of the deliverables in the project related to the project interventions. Information should be based on real facts which will reflect intervention impact
- The Monitoring & Evaluation Agency should strengthen the capacity of the RACP by guiding MIS agency for preparation of the MIS software .
- Design and implement a Participatory M&E system (PMES) using state-of-the art methods and tools that will monitor performance of relevant activities such as the activities of the common interest groups, village organizations and producer companies activities of self-help groups in the common service centers. Identify suitable participatory M&E mechanisms and tools such as community card scores, focus groups and participatory social auditing. The methodology and approach for the PM&E shall be designed in close consultation with key stakeholders and will be finalized in consultation with the PMU.
- For Mokhampura cluster the baseline survey was already conducted through a N.G.O. Here the Monitoring and Evaluation Agency can take the baseline values of this survey; however, the agency may conduct sample survey for specific indicators if needed. The Agency can also conduct survey for control groups in Mokhampura.
- The baseline survey will collect the information that will aid in project planning as well as providing baseline values for the M&E framework. The Agency will also has to do the digitization of surveys, it's interpretation & analysis.
- In order to enable an impact evaluation of the project it is critical that the sample design for the baseline survey includes controls. The control groups will include markets, villages and households in Taluka where no RACP activities are being implemented.



- The M&E consultant will be responsible for determining the final breakdown of treatment versus control markets and households to ensure that statistically meaningful comparison can be made
- Control markets and villages should have similar socio-economic characteristics to the treatment sample. Propensity scores or other matching methods will need to be used to assess the validity of the controls in the analysis of the baseline data.
- Probability sampling must be used to select a sample, allowing for statistically robust estimates of difference in key parameters of interest. Furthermore the control group could be subject to a rolling sampling in order to allow a proper comparison over time.
- For each sub-component under RACP, baseline figures have been taken on the basis of the available data and considering the possible growth under each activity targets for each project year have been worked out.
- The results of the activities will be measured in terms of reference framework and the targets fixed will be used to monitor the implementation and evaluate the performance of various activities of the project.
- The baseline survey will need to measure baseline values of all Key performance indicators (KPI's) ,Intermediate level result indicators in the project Guidelines as well as values of additional indicators as agreed with PMU, PIU .
- The Monitoring & Evaluation Agency should evaluate the program which will access the change in Key performance indicators and other additional performance indicators added if any; after the program implementation.
- The Baselines values will need to be compiled for performance indicators.
- There are two junctures during the project period where impact assessment studies will be undertaken by the M & E Agency. These studies will evaluate RACP's performance and progress towards achieving the project's development objectives.
- The Monitoring and Evaluation Agency should conduct the survey for midterm evaluation (The first Impact evaluation) and the survey for Final evaluation (The Second Impact evaluation).
- The impact evaluation surveys should closely follow the sampling and data collection frequencies used for the project's baseline survey. The M&E consultant will be expected to pool the baseline survey data, control group data for the same period, and final Impact assessment survey data to create a panel data set to analyse and measure changes with respect to the performance of the project. The content of the Mid-term and Final Impact assessment surveys will include all questions from the baseline survey as a "core" module.

- Each impact assessment will develop a comparison between current project progress, baseline and the progress made by the control sample (hence the need for a rolling sample). In addition to this “core” module, the M&E consultant would need to ensure that the impact assessment surveys adequately capture all results indicators being monitored as part of the project, including important quality information. The content of the impact evaluation questionnaires will be finalized in consultation with the PMU.
- The first impact evaluation would be at the time of the second mid-term review of the project and the second impact evaluation around the time of the project completion. The first review (MTRs) would include an impact assessment of the project to date, but will also focus on procedures; implementation processes and recommend adjustments in the project design and/or implementation arrangements to overcome identified bottlenecks.
- The second major impact evaluation review would be a comprehensive overall impact assessment including quantitative and qualitative assessment of progress against project development objectives. The second impact evaluation will be around the time of the project completion.
- To enable comparative assessment of a ‘with/without’ project situation (as opposed to the more standard before/after project situation), the impact assessments and analysis will also collect and use statistically comparable data from control (non-project) areas.

**The evaluation will be done by Evaluation Committee at the PMU level**

Activity / Sub activity (Relevant project-wise past experience under following categories)	Total weightage(Marks)	Points/Marks
1) Base Line Survey , Mid-term and the second impact evaluation Survey , digitization of surveys , it's interpretation & analysis,	20	<p><b>Related Experience in --No.of Govt. Projects/International Organization Projects/Central/State Sponsored schemes/Public sector undertaking projects</b></p> <ul style="list-style-type: none"> <li>• &gt; than 15      - -      20 points.</li> <li>• &gt; than 12 and upto 15 -- 16 points.</li> <li>• &gt; than 9 and upto 12 – 12 points.</li> <li>• &gt; than 5 and upto 9      10 points</li> <li>• &gt; than 3 and upto 5---- 8 points.</li> <li>• &gt; than 0 and upto 3      4 points</li> <li>• =0                              --- 0 point.</li> </ul>
2) Developing values of the Indicators based on the surveys,	5	<p><b>Related Experience in --No.of Govt. Projects/International Organization Projects/Central/State Sponsored schemes/Public sector undertaking projects</b></p> <ul style="list-style-type: none"> <li>• &gt; than 15      - -      5 points.</li> <li>• &gt; than 12 and upto 15 -- 4 points.</li> <li>• &gt; than 9 and upto 12 – 3 points.</li> <li>• &gt; than 5 and upto 9      2.5 points</li> <li>• &gt; than 3 and upto 5---- 2 points.</li> <li>• &gt; than 0 and upto 3      1 points</li> <li>=0                              --- 0 point</li> </ul>
3) Developing M& Evaluation Framework of the project.	10	<p><b>Related Experience in --No.of Govt. Projects/International Organization Projects/Central/State Sponsored schemes/Public sector undertaking projects</b></p> <ul style="list-style-type: none"> <li>• &gt; than 15      - -      10 points.</li> <li>• &gt; than 12 and upto 15 -- 8 points.</li> <li>• &gt; than 9 and upto 12 – 6 points.</li> <li>• &gt; than 5 and upto 9      5 points</li> <li>• &gt; than 3 and upto 5---- 4 points.</li> <li>• &gt; than 0 and upto 3      2 points</li> <li>• =0                              --- 0 point.</li> </ul>
4) Developing Monitoring Formats	10	<p><b>Related Experience in --No.of Govt. Projects/International Organization Projects/Central/State Sponsored schemes/Public sector undertaking projects</b></p> <ul style="list-style-type: none"> <li>• &gt; than 15      - -      10 points.</li> <li>• &gt; than 12 and upto 15 -- 8 points.</li> <li>• &gt; than 9 and upto 12 – 6 points.</li> <li>• &gt; than 5 and upto 9      5 points</li> <li>• &gt; than 3 and upto 5---- 4 points.</li> <li>• &gt; than 0 and upto 3      2 points.</li> <li>=0                              0 point</li> </ul>

Activity / Sub activity (Relevant project-wise past experience under following categories)	Total weightage(Marks)	Points/Marks
5) Prepare six Monthly progress reports (Quantitative and Qualitative Analysis: Physical&Financial progress,Successes &problems,Socio-economic & Enviromental Impact of the project,Qualitative analysis of the project) of the project	10	<p><b>. Related Experience in --No.of Govt. Projects/International Organization Projects/Central/State Sponsored schemes/Public sector undertaking projects</b></p> <ul style="list-style-type: none"> <li>• &gt; than 15 -- -- 10 points.</li> <li>• &gt; than 12 and upto 15 -- 8 points.</li> <li>• &gt; than 9 and upto 12 – 6 points.</li> <li>• &gt; than 5 and upto 9 5 points</li> <li>• &gt; than 3 and upto 5---- 4 points.</li> <li>• &gt; than 0 and upto 3 2 points</li> </ul> <p>=0 --- 0 point..</p>
6) Design and implement a Participatory M&E system (PMES)	10	<p><b>Related Experience in --No.of Govt. Projects/International Organization Projects/Central/State Sponsored schemes/Public sector undertaking projects</b></p> <ul style="list-style-type: none"> <li>• &gt; than 15 -- -- 10 points.</li> <li>• &gt; than 12 and upto 15 -- 8 points.</li> <li>• &gt; than 9 and upto 12 – 6 points.</li> <li>• &gt; than 5 and upto 9 5 points</li> <li>• &gt; than 3 and upto 5---- 4 points.</li> <li>• &gt; than 0 and upto 3 2 points</li> </ul> <p>0 --- 0 point..</p>
7) Conducting Impact evaluations of the project.	15	<p><b>Related Experience in --No.of Govt. Projects/International Organization Projects/Central/State Sponsored schemes/Public sector undertaking projects</b></p> <ul style="list-style-type: none"> <li>• &gt; than 15 -- -- 15 points.</li> <li>• &gt; than 12 and upto 15 -- 12 points.</li> <li>• &gt; than 9 and upto 12 – 9 points.</li> <li>• &gt; than 5 and upto 9 7.5 points</li> <li>• &gt; than 3 and upto 5---- 6 points.</li> <li>• &gt; than 0 and upto 3 3 points</li> </ul> <p>=0 --- 0 point .</p>
<b>Others:</b>		
8) Staffing: a) Permanent	5	<ul style="list-style-type: none"> <li>• a)One Team leader cum M &amp; E Specialist-Senior,and more than Two M&amp;E Specialist-Junior,and more than Four field Assistants/Data entry Assistants-----5 Marks</li> <li>• b)One Team leader cum M &amp; E Specialist-Senior,and Two M&amp;E Specialist-Junior,Four field Assistants/Data entry Assistants----- ----- 3 Marks</li> <li>• c) Any staff less than b) above-----0 Marks</li> </ul>
b) As per Mandays requirement :Already Existing Staff	5	<ul style="list-style-type: none"> <li>• Agri.,Agribusiness.Horticulture,Livestock,Social Dev.,Watershed,Ground Water,Surface Water Specialist Availability (Each one)----- ----- 5 Marks</li> <li>• Nonavailability of any of the above specialist--- -----0 Marks</li> </ul>

Activity / Sub activity (Relevant project-wise past experience under following categories)	Total weightage (Marks)	Points/Marks
09 ) Experience of working in Rajasthan	10	<ul style="list-style-type: none"> <li>• &gt; 05 projects completed in Rajasthan -----10 Marks.</li> <li>• &gt; 3 but up to 05 projects completed in Rajasthan ----- 8 Marks.</li> <li>• &gt; 1 but up to 3 projects completed in Rajasthan ----- 6 Marks.</li> <li>• = 1 project completed in Rajasthan ----- --- 3 Mark.</li> <li>• =0 ----- 0 Marks.</li> </ul>
<b>Grand Total</b>	<b>100</b>	