

Request for Proposal (RFP)- Baseline Study for the Project: Transformation of Lives and Livelihoods of Bodoland (Assam)

Bharat Rural Livelihoods Foundation (BRLF) invites proposals from organisations to conduct a baseline study for a project in Bodoland titled "*Transformation of Lives and Livelihoods of Bodoland*".

Last date of submitting proposals: December 21, 2023, before 8:00 PM

About BRLF

Bharat Rural Livelihoods Foundation (BRLF) is an autonomous organisation under the Ministry of Rural Development set up by the Government of India in 2013. The organisation works for upscaling civil society action in partnership with the central and state governments for better outreach and implementation of government schemes. BRLF aims towards better allocation of funds from governments, banks, corporate, and other philanthropic foundations for various government programmes with the goal of empowering rural communities, especially the tribal communities.

BRLF is currently supporting a variety of projects in the states of Odisha, Jharkhand, West Bengal, Chhattisgarh, Madhya Pradesh, Maharashtra, and Telangana and earlier supported CSOs for implementing projects in Rajasthan and Gujarat. Recently, it has started the process to implement a programme in Bodoland in collaboration with the Bodoland Territorial Council and five partner CSOs and intends to set a baseline for impact assessment in the future.

For more information about BRLF and its operations, visit www.brflf.in.

About Bodoland Project

BRLF was invited by the Honourable Chief Executive Member (CEM) of Bodoland Territorial Council (BTC) in January 2021 to work towards holistic livelihood development of the region and help build capacities of the Village Council Development Committees (VCDCs) and local community-based organizations. In June 2022, BRLF entered into an agreement with BTC. According to that, the programme to transform the lives and livelihoods of Bodoland will be implemented in 7 blocks (Majbat, Odalgudi, Tamulpur, Nagrijuli, Goreswar, Baksa, and Dhamdhama) of 3 districts (Udalgudi, Tamulpur, and Baksa). Duration of the programme is four years- till June 2026. By July 2023, 5 CSO partners were selected for implementation of the same in association with BRLF and the BTC.

The goal of the project is to transform the socio-economic condition of the scheduled tribes, and other vulnerable households in the region over five years and contribute to their sustainable development. To achieve these goals, three main **objectives** for the project were set:

1. Increased income levels of Scheduled Tribe and adivasis of Bodoland.
2. Improved governance of local institutions to ensure the effective implementation of all flagship schemes.
3. Increased capacities of community institutions and grassroots functionaries.

Through this project, it is aimed to improve the lives and livelihoods of 40,000 scheduled tribes and Adivasi households in seven blocks of the three districts mentioned earlier. The key strategies to be taken by BRLF in association with the partner CSOs are:

1. Intervention in agriculture and allied sector to introduce better agronomics practices.
2. Better natural resource management
3. Effective implementation of MGNREGS
4. Non-farm interventions (lab to land and land to market approach)
5. Capacity building of frontline functionaries, local institutions, and grassroots cadre
6. Institution building and strengthening

Scope of Work

Sample size and Methodolgy

The study will be adopting a mixed methods design to set the baseline. The targeted sample size is 200 households from each of the 7 blocks, 1400 households in total. Details on the VCDC and villages will be decided later. The overall sample should consider representative household for all the major tribal communities to be benefitted from the project. Along with the questions regarding the objectives mentioned, questions regarding the status of education of children in the sampled households (HH) will also be included in the survey.

Sl. No	District	Block	No. of sampled VCDC	No. of HH sampled from each VCDC	No. of HH Sampled from each block
1	Udalguri	Majbat	2	100	200
2	Udalguri	Odalguri	2	100	200
3	Tamulpur	Tamulpur	2	100	200
4	Tamulpur	Nagrijuji	2	100	200
5	Tamulpur	Goreswar	2	100	200
6	Baksa	Baska	2	100	200
7	Baksa	Dhamdhama	2	100	200
Total	3	7	14	700	1400

The qualitative part of the study will include FGDs, semi structured interviews with the block level officials (like assistant engineer, GRS- associated directly with the implementation), VCDC (chairman etc.), and community members about status of execution, participation, governance of the government schemes.

Data Collection

For the study, the quantitative data is to be collected using Computer Assisted Personal Interviewing (CAPI) tablets having the feature of GPS location. CAPI devices along with internet facility needs to be arranged for the proposed study by the selected organisation. It will be developing the methodology, questionnaire for the study with inputs and approval from BRLF. It will also translate the questionnaire in Assamese and adapt them to their preferred CAPI application (for the quantitative part) and get it approved by

BRLF. Preference will be given to the team with at least one team member who understands Assamese/ Bodo language.

Surveyors and supervisors should be provided with adequate training for asking the questions and fill out their responses appropriately. A training session should be conducted before the actual launch of the survey. After the training, the selected organisation will conduct a pilot study and after a discussion with BRLF, finalize the study design before the actual study. A representative from the organisation should be in contact with BRLF after the actual study is launched, providing BRLF with the cleaned data in regular intervals.

It is preferred if surveyors selected by the organisation have worked as field enumerators in similar CAPI based surveys. They must also be proficient in English and Assamese language.

Data Analysis and Report writing

The selected organisation will analyse the collected data, share the findings with BRLF and with discussion and inputs from BRLF, prepare and submit the final baseline report.

Deliverables

1. Design of the study
2. Designing Questionnaire in English and Assamese (Local language)
3. Analysis of data
4. Final report

Evaluation Criteria

Proposals will be evaluated by the following criteria:

S. No	Evaluation Matrix – Technical	
	Evaluation Parameters	Weightage (in %)
1	Profile of the organisation	10%
2	Experience of having undertaken similar assignments in past.	20%
3	Capability of Resource person deployment on the assignment	15%
4	Approach and methodology in response to RFP in technical proposal	25%
	Total Weight on Technical Proposal	70%
	Evaluation Matrix – Financial	
5	Financial proposal	30%
	Total Weight on Financial Proposal	30%
	Total Weighted score (Technical + Financial)	100%

A Consultant Evaluation Committee will be evaluating the received proposals. The final score will be the weighted average of scores received in technical and financial proposals with assigned weights being 70% and 30% respectively. The minimum qualifying percentage for clearing the technical round is 50%. The proposal with the highest weighted score on the combined technical and financial proposal would be the contract's lowest substantially responsive bidder.

Documents to be submitted for evaluation

1. Mandatory documents: Registration certificate (Society, company, trust etc) PAN and GST certificate of the organisation.
2. A technical proposal which elaborates:
 - a. Profile of the organisation
 - b. Experience with similar assignments in the past.
 - c. Engagement of Team composition and profile of team members
 - d. The proposed approach, methodology, and study plan in detail
 - e. Proposed timeline for completion in a matrix
3. A detailed financial proposal (HR Cost, Travel, Institutional cost, enumerator fee etc)

Proposal Submission Details:

The technical and financial proposals must be sent in two different sealed envelopes combined in a larger envelope. The last date for posting proposals via courier or post to reach our office is December 21, 2023, before 8:00 PM. Please send the proposals to the address mentioned below:

Mr. Ravi Prakash
Bharat Rural Livelihoods Foundation (BRLF)
C-32, 2nd Floor,
Neeti Bagh,
New Delhi- 110049
Contact No- 011-46061935

The organisation can also email the proposals to info@brlf.in on or before December 21, 2023 (8:00 PM) with the subject line for communication being '**Proposal for Baseline Study: Transformation of Lives and Livelihoods in Bodoland**'.

Note: Any proposal posted or e-mailed after 8:00 PM, December 21, 2023, will not be considered.