

DIRECTORATE OF
SCH. CASTES & SCH. TRIBES RESEARCH AND TRAINING INSTITUTE (SCSTRTI)
CRPF Square, Bhubaneswar-751003
(Telephone No.0674-2563649/ Fax No. 0674-2561635, Email Id- scstrti@yahoo.co.in)

No: 3426

Date: 05.12.2019

Expression of Interest

Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), Bhubaneswar invites Expression of Interest (EOI) from interested Govt. organization / Non-Govt. organization/ Universities /Autonomous Bodies/Research Organizations for undertaking a Research Project of SCSTRTI titled “**Study on the Effective Utilization of Scholarships to the Scheduled Tribe Day-Scholar students in Odisha**” during the year 2019-20.

Interested organizations are hereby requested to submit Expression of Interest (EOI) along with technical & financial proposals giving relevant details of the Organization necessary for evaluating the competencies on or before 16th December 2019 by 4P.M. The price quoted should be all inclusive (inclusive of taxes, if applicable) and not open ended.

The intending organizations may submit their bid in sealed envelopes on or before the due date. Technical proposal should be sealed in a separate envelope clearly marked in BOLD “SECTION A - TECHNICAL PROPOSAL” written on the top of the envelope. Financial proposal should be sealed in another envelope clearly marked in BOLD “SECTION B – FINANCIAL PROPOSAL” written on the top of the envelope. These envelopes are to be addressed to the Advisor-cum-Director& Special Secretary, SCSTRTI, CRP Square, Bhubaneswar- 751003. SCSTRTI will not be responsible for delay in transit or damage or loss of EOI document sent by post.

TECHNICAL Bids will be opened on 17th at 4.30 P.M. in the office of the Advisor-cum-Director& Special Secretary, SCSTRTI, Bhubaneswar, Odisha.

Only those firms who fulfill technical criteria will be considered for opening of financial bids.

Terms of Reference (TOR) and other details can be obtained from the office of the SCSTRTI on any working day during office hour on personal contact with the OSD, SCSTRTI and the same can also be downloaded from the website www.scstrti.in and from the Govt. website www.odisha.gov.in.

Any application received after the due date and time or in incomplete form are liable to be rejected. Canvassing in any form will be treated as disqualification.

SCSTRTI reserves all rights to accept or reject all or any of the EOI's at any stage without assigning any reasons thereof as per CVC rule. SCSTRTI also reserves the right to engage/empanel one or more firm depending on requirements.

Sd/-
**Advisor-cum-Director &
Special Secretary**

Memo No. 3427(2)

Date:05.12.2019

Copy to the Head Portal Group Secretariat IT Centre, Bhubaneswar and M/s Luminous for wide circulation of the notice through Govt. website.

Sd/-
Asst. Director (Admn.)

TERMS OF REFERENCE (TOR)

FOR THE STUDY ON *THE “EFFECTIVE UTILIZATION OF PRE-MATRIC SCHOLARSHIPS TO THE SCHEDULED TRIBE DAY-SCHOLAR STUDENTS IN ODISHA”*

A. Background

ST Scholarship is awarded to the students of scheduled tribe (ST) category by the Ministry of Tribal Affairs, Government of India. The objective of this **scholarship** is to provide financial assistance to these students to complete their studies at both school and college levels. In Odisha, the ST& SC Dev. and M & BCW Department implements a host of scholarship programmes for the students. The funds of scholarship programmes are handled out of the funds under State Sector Schemes, Central Sector Schemes and Centrally Sponsored Schemes. Some of these scholarships are funded under Special Central Assistance for Tribal SubScheme (SCA to TSS) Component Funds under Article 275 (1) of the Constitution of India.

Though the amount of scholarship is very meagre, this amount is expected to fulfil the critical needs of the students. Further, all necessary educational provisions for elementary students like text books, uniforms etc are provided under Right to Education Act through SSA.

Thus, looking at the long intervention, it is now required to assess the effectiveness of the incentives for the Pre-Matric day scholar scheduled tribe students of Odisha.

B. Objectives

- a) To examine the utilisation of day scholar scholarships for scheduled tribe students;
- b) To assess the effectiveness of different scholarships and their impact on scheduled tribe days-scholar students on improving their quality education;
- c) To assess the impact of this provision in strengthening the carrier pathway of scholarship recipients;
- d) To find out ways for policy and practice level improvements required for making the scholarship schemes more effective for the tribal students.

C. Scope of the work

This assessment would be done on the basis of four basic dimensions:

1. Timeliness
2. Effectiveness
3. Adequacy
4. Governance mechanism

While the timeliness will cover the issues related to period and frequency of scholarship disbursement, effectiveness will be assessed through analysing the expenditure pattern of scholarships made by the scholars and parents. The adequacy of the scholarship amount will be assessed through capturing the perception of the students and parents. This will also be assessed through estimating the proportion of the scholarship amount in the out-of-pocket expense on education. Lastly, the governance mechanism will be studied to capture the systemic issues in the disbursal of the scholarship.

D. Study Geography & Sample

A multi-stage representative sampling method will be followed to select the study geography and sample. At the first stage, in order to make the study representative for the state, study area and sample will be selected from both the scheduled and non-scheduled areas of Odisha.

In the second stage, two districts from each category- total four districts will be selected on the basis of highest concentration of tribal population in each category of districts.

In the third stage, two blocks from each district will be selected based on the highest tribal concentration. Further, in each block four schools will be taken as the sample of the study. These schools will be taken under following process.

- a) 2 schools under S&ME¹ department
- b) 2 schools under SC/ST department

In each school two categories of students will be taken as the primary sample of the study. These categories are;

Category-1: Tribal Students of Class-VI & VII

Category-2: Tribal Students of Class VIII

Further, in each school 15 tribal students (both Boys and Girls) will be interviewed from both the categories. Similarly, under each school one administrative staff (Headmaster/Headmistress) and five parents will be interacted to assess the effective utilization of the scholarship provided by Govt.

Thus, total 32 schools from 8 blocks of 4 districts will be visited to collect the information for the study. Total 480 tribal students, 160 parents and 32 administrative staffs will be interacted during the course of the study work. The students will be the primary respondents who will be selected on the basis of simple random sampling method in each school. Apart from Key stakeholders like Welfare Extension officer (WEO) and District Welfare Officer (DWO) will be contacted to collect the information regarding their perception, roles, accountability mechanism, systematic gaps in receiving and utilizing the scholarship by the tribal students.

E. Methodology

Both quantitative and qualitative methods will be employed for collection of information. The qualitative information will include desk review, perception of key stakeholders and the findings of FGDs. In the other hand quantitative information will capture the views of parents of the tribal children regarding benefits of the scholarship. However, following methods will be used to gather information from both primary and secondary sources:

- i) Desk review
- ii) Design Research Framework
- iii) Preparation of tools and piloting
- iv) Training of Team members
- v) Data collection (Both primary and secondary)
- vi) Analysis and Reporting

¹School and Mass Education department of the Government of Odisha

F. Tools to be used

With a view to systematically collection of information, following tools are to be used.

- i) Semi-Structured Interview schedule for sample parents
- ii) Structured Interview schedule for sample school children
- iii) Semi Structured Interview scheduled for Key Stakeholders

Finally, the prepared tools would be finalized by the technical committee of SCSTRTI and after formal approval required numbers the sets of tools would be prepared to be administered during the course of the field work at the sampled places.

G. Deliverables of the study

Following are the key outputs of the study:

- i) **Inception Report** including the detailed methodology, sample size, tools and timelines.
- ii) **Field Work Completion Report** with a write up on how the methodology and agreed work plan followed and justification, if there are any deviations in methodology or work plan
- iii) **Draft report** containing the study objectives, appropriate disaggregation as per gender, social group etc.
- iv) **Final report** in soft and hard copy and all the documents and report related to assignment received or generated during the assignment.
- v) **Presentation of key findings** before SCSTRTI for further improvement of the schemes

H. Time Frame:

Two and Half Months

I. Eligibility criteria for Organization:

1. Should have a proven track record of undertaking similar works in tribal areas of Odisha / India. It must have prepared & got approval of at least two detailed projects reports as per prevailing guidelines of the Gol, or the State Government of Odisha and carried out in depth studies in the realm of Tribal Development in India.
2. Should have adequate infrastructure and dedicated and experienced technical and research personnel.
3. Should be a registered organization under Society Registration Act'1860.
4. Should have adequate experienced professionals in the required field.
5. The consultant/s must have a requisite exposure to project management consultancy / field supervision for development projects for the backward classes.

II. Documents and information to be submitted:

Intending Organization/ applicants shall furnish the following information and documents.

1. Details of Organization set up – State whether proprietorship, partnership, private Limited or Public Limited or registered under Societies Registration Act.
2. Particulars of similar jobs carried out in the past five years including stipulated period of completion.
3. Details of similar work on hand at present and value of works.
4. Financial status indicating annual turnover.

5. Balance sheet / Audited statement for the past three years.
6. Latest Income Tax clearance certificate, if applicable to the Organization.
7. Staff strength of the organization and profile of Key personnel including fulltime and part-time research personnel separately.
8. List of Survey equipment/ computer aided design facilities/statistical software in use etc., available with the firm/organization/applicant.
9. Performance certificate from previous clients.
10. Undertaking to the effect that the applicant has never been blacklisted.
11. Copy of Registration certificate (if any) with Central / State Authorities / Public Sector undertakings for undertaking consultancy works.

III. Mode of Selection:

Agencies with relevant and demonstrable experience in the following areas will be selected:

- a. Experience of conducting evaluation/assessments of the development programmes in Odisha/India.
- b. Experienced in undertaking questionnaire based sample survey and competency in applying statistical tool for quantitative analysis.
- c. Evidence of producing high quality reports.

Interested agencies/ consulting firms are required to submit their current Profile along with a technical and financial proposal. Along with the need to meet the above experience criteria, the following aspects will also be considered in selecting the consultant:

- Understanding of the Terms of Reference.
- Overall balance of skills being brought to the assignment.
- Quality of the proposal.
- Cost

The consultant will be responsible for the overall management of the assignment and the production of the final report. The consultant will be assisted by SCSTRTI to undertake the field work. The overall assistance will be provided by the SCSTRTI.

IV. Submission of Expression of Interest

Interested agencies are expected to submit a detailed expression of interest with the following components on or before 16th December 2019 by speed post or in person during office hours (10AM to 5 PM) including:

- **Technical Proposal:** providing the technical specifications like an estimate of the sample size, methodology, methods to be used during data collection, plan of analysis and proposed timeframe. Based on this approach and framework, the consultant will need to specify in detail the time requirements and implementation schedule in table as a part of the proposal
- **Financial Proposal:** the cost breakup of admin and consultancy fees with taxes.

V. Technical Evaluation

Technical Evaluation shall be carried out on the following basis:

- (a) Experience of the applicant in the relevant area and documentary proof specifying the details of the project(s) handled, certifying the level of service rendered and whether completed or substantially completed.
- (b) Qualification and experience of personnel proposed in the team.

The points assigned for evaluation are:

| | Points |
|---|---------------|
| 1) Relevant experience of the firm for the assignment | 40 |
| 2) Methods to be adopted and work plan proposed | 30 |
| 3) Qualification and experience of key personnel of the team proposed | 30 |
| | ----- |
| Total | 100 |

VI. Selection Process

A two-stage procedure will be adopted for evaluating the proposals:

- 1) A technical evaluation, which shall be carried out prior to opening of the financial proposal;
- 2) The technical proposal should score at least 70 percent to be considered for financial evaluation.
- 3) Firms those who qualify in the technical bids will be eligible for participation in financial bid.

VII. Execution of Agreement for the study.

For the Project, the selected External Agency will have to execute an agreement with SCSTRTI for undertaking the study. The contents of the agreement, besides other related things, include the following roles and responsibilities of the selected External Organization:

1. To undertake preparatory works - finalization of research design, study module, Schedules, FGD guidelines, etc., organization of workshops, compilation and gathering of secondary for documentation purpose.
2. To undertake the study, conduct field work, analysis of data, preparation of the draft and final report.
3. Any other related tasks as would be required for the study.

Any application received after the due date and time or in incomplete form are liable to be rejected. Canvassing in any form will be treated as disqualification.