



**STATE PROGRAMME MANAGEMENT
UNIT
MID DAY MEAL (MDM)
School and Mass Education Department
Government of Odisha**



1st Corrigendum

EXPRESSION OF INTEREST ON “ CONCURRENT MONITORING OF MID-DAY MEAL SCHEME IN ODISHA” NO. 08/2013-14

The last date of submission of EoI in 13th January, 2014, opening of EoI in 14th January, 2014, result declaration on 24th January, all other conditions remaining unchanged.

STATE NODAL OFFICER (MDM)



**STATE PROGRAMME MANAGEMENT
UNIT
MID DAY MEAL (MDM)
School and Mass Education Department
Government of Odisha**



No : 08/2013

Dated: 16/12/2013

EXPRESSION OF INTEREST

Name of the Assignment: Concurrent Monitoring of Mid Day Meal (MDM) Scheme in Odisha

State Programme Management Unit, Mid Day Meal (MDM) functioning under School and Mass Education Department, Govt. Of Odisha invites "Expression of Interest" from the eligible bidders to undertake the service of "**Concurrent Monitoring of Mid Day Meal (MDM) Scheme in the State Of Odisha**".

Eligible bidders may furnish their "Expression of Interest" complete in all respects through **SPEED POST / REGISTERED POST** only in a sealed cover super scribing "**EOI for Concurrent Monitoring of Mid Day Meal (MDM) Scheme in Odisha**" on or before 27th December at the address specified below. The proposals received beyond the stipulated time line will be out rightly rejected. The undersigned reserves the right to accept or reject all or any of the proposals and terminate the selection process without assigning any reason thereof.

For details on EOI and Tore for the proposed assignment, please visit the websites: www.odisha.gov.in/schooleducation/index.html and mdmodisha.nic.in.

STATE NODAL OFFICER (MDM)
STATE PROJECT MANAGEMENT UNIT (MDM)
SRC Building 1st Floor, Unit-V, Bhubaneswar - 751001
Tel No. - 0674- 2393923 , 2396903
Email ID - snomdm@gmail.com
Website: mdmodisha.nic.in

EXPRESSION OF INTEREST (EOI)

SELECTION OF

CONSULTANT FOR

CONCURRENT MONITORING OF

MID DAY MEAL (MDM)

IN ODISHA

STATE PROGRAMME MANAGEMENT UNIT
(MID DAY MEAL)
SCHOOL AND MASS EDUCATION DEPARTMENT,
GOVT. OF ODISHA

TABLE OF CONTENT

Sino	Description	Page Number
1.	General Terms and Conditions (Part – I)	4 – 6
2.	Objectives and Scope of the Assignment (Part – II)	7 – 10
3.	Bidding Terms and Pre-Qualification Requirements (Part – III)	11 – 15
4	Response Formats (Annexure) (Part – IV)	16 – 22

Part I: General Terms and Conditions

EOI for Con-Current Monitoring of MDM

- 1. OBJECTIVE OF EXPRESSION OF INTEREST:** The objective of this “**Expression of Interest**” is to select a consultant, who wish to undertake the assignment of “**Con-Current Monitoring of Mid Day Meal (MDM) Scheme in Odisha**” , is being implemented through State Project Management Unit, MDM under School & Mass Education Department, Government of Odisha.
- 2. EOI ISSUING AUTHORITY :** This Expression of Interest (Eli) Notice is issued by the **State Nodal Officer (Client), State Programme Management Unit (SPMU), Mid Day Meal (MDM)**, who intends to short-list potential bidders in this selection process. The client’s decision with regard to the short-listing of bidders through this Eli shall be final and reserves the right to reject any or all the bids without assigning any reason thereof. The details of the contact persons for the overall selection process are given below:

Sino	Item	Description
1	Name of the Assignment	Con-Current Monitoring of Mid Day Meal (MDM) in Odisha
2	Name of the Client	State Nodal Officer, State Programme Management Unit (MDM), School and Mass Education Department, Govt. Of Odisha
3	Name of the Contact Person with Address	Sri Gangadhar Sahoo, State Nodal Officer STATE PROJECT MANAGEMENT UNIT (MDM) SRC Building 1st Floor, Unit-V , Bhubaneswar - 751001 Tel No. - 0674- 2393923 , 2396903 Email ID - snomdm@gmail.com
4	Name of the Contact Person (Alternate) with Address and Contact Details	Mr. Diptansu Bhusan Pati, STATE PROJECT MANAGEMENT UNIT (MDM) SRC Building 1st Floor, Unit-V , Bhubaneswar - 751001 Tel No. - 0674- 2393923 , 2396903 Email ID – diptansupati@gmail.com
5	Website Address for downloading of EOI and ToR for the assignment	mdmodisha.nic.in & www.odisha.gov.in/schooleducation/index.html
6	Address for Submission of Proposal thorough SPEED POST / REGISTERED POST	STATE PROJECT MANAGEMENT UNIT (MDM) SRC Building 1st Floor, Unit-V , Bhubaneswar – 751001, Tel No. - 0674- 2393923 , 2396903

3. TENTATIVE CALENDER OF EVENT UNDER EOI PROCESS:

Sln0	Mile Stone	Tentative Time Line
1	Issue of EOI	17 th December, 2013
2	Last Date and Time for Submission of EOI in Complete Respect	27 th December, 2013
3	Opening of EOI	30 th December, 2013

4	Declaration of result of Short Listed Firms for RFP Stage	31 st December, 2013
---	---	---------------------------------

- 4. AVAILABILITY OF EOI DOCUMENT:** Eoi can be downloaded from the websites of mdmodisha.nic.in as specified in this document. The bidders are requested to examine all instructions, forms, terms, project requirements and other details in the Eoi documents. Failure to furnish complete information or submission of a proposal not substantially responsive to the Eoi documents in every respect will be at the bidder's risk and may result in out right rejection of the proposal.
- 5. EOI PROCESSING FEE:** A non-refundable processing fee for **Rs. 5,000 (Rupees Five Thousand only)** in the form of a Demand draft or a Banker Cheque drawn in favour of **“State Nodal Officer, SPMU, MDM”** payable in any of the nationalised bank at Bhubaneswar must have to be submitted along with the Eoi. Bids received without or with inadequate Eoi Processing fees shall be out rightly rejected.
- 6. VENUE AND DEADLINE FOR SUBMISSION OF PROPOSAL:** EOI, complete in all respect must be submitted to the client at the address specified above. The client may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum, which would be made available on the specified web sites. The last date and time for submission of the EOI through **SPEED POST / REGISTERED POST** only is 27th December, 2013 up to 3.30 P.M at the specified address as given below:

**STATE NODAL OFFICER
STATE PROJECT MANAGEMENT UNIT (MDM)
SRC Building 1st Floor, Unit-V , Bhubaneswar – 751001
ODISHA**

Note: Submission of EOI through Hand / Electronic Form or any other mode will not be entertained and out rightly rejected.

Part II: Objective and Scope of the Assignment

Background

The Government of India has initiated a number of social welfare flagship schemes to enable improvement of human development in terms of education status, health care system, nutrition level, total sanitation and social security. These Government schemes have huge financial outlays. Hence, it is essential that regular and timely monitoring and assessment need to be done to understand the issues being faced to successfully implement the flagship schemes.

One of the major centrally sponsored flagship scheme is “**Mid Day Meal**” (MDM) launched by Govt. of India in 1995. This aims to give a boost to universalisation of primary education by increasing enrolment, retention, attendance and simultaneously improving the nutritional status of students in primary classes. The Government of India has now extended the Mid Day Meal Scheme to the Upper Primary Stage of Education (classes VI to VIII) w.e.f 1st October 2007.

Mid Day Meal Scheme in Odisha, formerly implemented by the Women and Child Development Department, was transferred to the Department of School & Mass Education (S&ME) in August, 2011. Quality Mid Day Meal protocol has also been included in MDM guide line w.e.f July 2013 as the objective of MDM would be served if the students receive quality food in hygienic condition.

The following are the key objectives of the MDM:

1. To improve the nutritional and health standard of the growing children.
2. To reduce drop-out rate, to increase attendance and to attract poorer children to come to the school.
3. To create supplementary employment opportunities at the village level
4. To achieve social and national integration.
5. To supplement state efforts towards removal of poverty.

The proposed concurrent monitoring of MDM scheme is concerned primarily with the ongoing collection and review of information on project implementation, coverage and use. By collecting information on a regular basis throughout the life of a project and entering those into a Management Information System (MIS) helps in assessing the quality of project inputs and services. It can identify what is working and what is not and helps make mid-course corrections in projects/ programmes for improved performance.

The overall focus of this concurrent monitoring is **Quality and Process monitoring of MDM scheme** in Odisha and develop regular monitoring framework in each stage of implementation. The concurrent monitoring will focus on areas like:

- Student enrolment, attendance and retention
- Safety and Hygiene
- Nutritional Value
- Fund Flow Mechanism
- Procurement of food grains

EOI for Con-Current Monitoring of MDM

- Monitoring
- Management of MDM accounts at school and district level
- Innovative Practises
- Transparency
- Kitchen-cum-Store Room
- Kitchen Devices

Specific objectives of the Assignment

- To check quality of MDM scheme being implemented in the state
- To identify to which extent MDM guideline/norms is being followed in scheme implementation process.
- To assess effectiveness of inbuilt process of monitoring and evaluation system in implementation of MDM in the state of Odisha.
- To recommend specific measures to improve the programme components
- To find out policy level issues (if any) in smooth and quality implementation of MDM.
- To understand the level of acceptance among students and parents of introduction of egg as a diet and how this has impacted the attendance of the students.
- To understand the complementing role that MDM plays along with school health programme like sanitation and drinking water availability in impacting student attendance and retention.
- To understand the acceptability and adaptability of hand-wash practice as part of hygiene promotion.
- To find out whether MDM has been able to bridge social discrimination among students on caste-tribe and gender dimension.
- To identify and document some of the best practices.

Scope of Assignment

The monitoring study would be conducted with certain specific objectives, which aim at highlighting the effectiveness of MDM and quality of implementation process. The study also intends to provide a framework for regular check and mid course correction in each stage of implementation. The consultancy agency will provide report on corrective measures to be taken just after monitoring is completed in particular school. In this study, both primary and secondary data would be used to bring forth the impact of the scheme. The consultancy agency would conduct workshops at three stages of the study (Inception, review and completion workshop) to take stock on the present status and to share study finding on regular interval. The suggestions are for quality implementation of the programme. The study will help the government to reformulate their strategies and make necessary changes in the programme and plan accordingly.

Deliverables

The concurrent monitoring will include following deliverables;

1. Recommendations for corrective measures to VEC/SMC before leaving the districts.
2. District wise report within a week of completion of monitoring.
3. State Level Quarterly Report
4. Assessment report on gaps in inbuilt process monitoring and evaluation system in implementation of MDM scheme.
5. Final report
6. Three state level stakeholders workshops- Inception workshop, six month review workshop and completion workshop

For details on the scopes of the assignment, please refer to ToR Document.

**Part III:
Bidding Terms and
Pre-Qualification Criteria**

1. TERMS AND CONDITIONS UNDER EOI:

- a) This Eoi is not an offer and is issued with no commitment. The Client reserves the right to withdraw the Eoi and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder at any stage.
- b) The Client reserves the right to withdraw this Eoi if it determines that such action is in the best interest of the School and Mass Education Department Government of Odisha.
- c) Short-listed bidders would be issued formal **Request for Proposal (RFP)** inviting their technical and financial bids at a later stage.
- d) Timing and sequence of events resulting from this Eoi shall ultimately be determined by the Client.
- e) No oral conversations or agreements with any official, agent, or employee of the client shall affect or modify any terms of this Eoi and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the client shall be superseded by the definitive agreement that results from this Eoi process.
- f) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the client or any of their respective officials, agents, or employees arising out of, or relating to this Eoi or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- g) Applicants, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- h) Each applicant shall have to submit only **one EOI** as per the prescribed format.

2. ACKNOWLEDGMENT OF UNDERSTANDING OF TERMS :

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this Eoi, including all forms, schedules and annexure hereto, and has fully informed and agreed itself as to all existing terms, conditions and limitations.

3. EVALUATION OF PRE-QUALIFICATION PROPOSAL :

The bidders' Pre-Qualification Proposal' will be evaluated as per the eligibility criteria specified in the Eoi. The bidders are required to submit all necessary documents in support of their eligibility to participate under this selection process.

4. LANGUAGE OF PROPOSAL:

The proposal and all correspondence and documents should be written in **English**.

5. VALIDITY OF EOI:

EOI shall remain valid for a period of **60 (Sixty Days)** days from the date of opening of the EOI. The client will make its best efforts regarding finalization of the short-listing process within this period.

6. PRE-QUALIFICATION CRITERIA :

The eligible bidders are required to full-fill the following eligibility criteria as specified below to participate in the selection process:

In case of Single Bidder:

- The bidder must be “Single Entity” having registered under competent authority.
- The bidder may be located in any part of the country but should have preferably local presence in the state of Odisha.
- The bidder must have completed **10 years** in business from the date of incorporation on last date of the submission of proposal.
- The Bidder must have **5 years** of past experience in successfully implementation of assignments in the field of concurrent evaluation/monitoring/ impact assessment or related of studies for Central / State Govt organisation
- Prior experience of successfully completion of any kind of studies in MDM or SSA would be added advantage.
- At least successfully completed **three** assignments of similar nature in the **last five** years among which **one** project should be of the capacity of **Rs. 50.00 Lakh**.
- The bidder must have an annual financial turnover equal to **Rs.1.00 Cr.** in each of the last three consecutive financial years.
- The financial net worth of the organisation must be **Rs. 25.00 Lakh** during each of the last 2 years
- The bidder / members of the consortium should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.
- Premier academic institution (Govt./ Private) of national repute in the field of MDM monitoring, evaluation, impact assessment and nutrition studies will be given preference.

In case of Consortium:-

- All the members of the consortium must have been registered under concerned competent authority. MoU in original (In stamp paper) among the members must be furnished along with the EOI.
- One of the member of the consortium should have a local base in the state of odisha
- The cumulative financial turnover figure of members should be more than **Rs. 1.00 Cr.** in each for last three consecutive financial years.
- The lead bidder must have financial net-worth of **Rs. 25.00 Lakh** during each of the last two years.

Apart from the above, all other criteria specified in case of single bidders will be applicable in case of consortium.

7. RESPONSE REQUIREMENTS:

- a) The response to the Pre-qualification requirements shall be prepared in accordance with the eligibility criteria as specified in the Eoi.
- b) Application must be direct, concise and complete in all respect. All information not directly relevant to this Eoi should be omitted.
- c) The response complete in all respect shall be sealed and super scribed “**EOI for Con-Current Evaluation of Mid Day Meal (MDM) in Odisha**” on the top and addressed to State Nodal Officer, MDM at the address specified in this document.

EOI for Con-Current Monitoring of MDM

- d) The response should contain the required forms filled in appropriately along with other supportive documents as specified in the EOI. It is mandatory that all pages of supportive documents must have to be signed by the authorized signatory.
- e) EOI delivered in through other mode shall be treated as defective, invalid and out rightly rejected.

8. SUBMISSION OF PRE-QUALIFICATION:

The EOI should be submitted in the sealed envelope with the following details.

Part – I: (Covering Letter, Bid Processing Fee and MoU (In case of Consortium))

- a) Covering Letter from the Bidder as per the prescribed format (**Annexure-I**)
- b) A Non-refundable Bid-Processing Fee as applicable
- c) MoU between the members of the Consortium in Stamp Paper (In case of Consortium)

Part – II: (Details of the Organisation)

- a) This part must include a general background of the bidder's organisation (**limited to 400 Words**) along with other details as per the format provided at (**Annexure – II**). Enclose the self attested documents in support of the information provided.
- b) The bidder must also provide the financial details of their organisation as per format provided at (**Annexure –III**). Enclose documentary evidence in support of the information provided.

Part – III: (Relevant Project Experience and CV of Full time Staff)

- a) The bidder must provide details of the (Client Organisation, nature and Scope of the Assignment, Project Cost and Status) as per the format provided at (**Annexure –IV**). Enclose documentary evidence in support of the information provided.
- b) The bidder must also provide the relevant information of the Full time Staff member of the organisation. (**Annexure –IV**).

9. EVALUATION OF EOI :

The Client shall evaluate the EOI for short listing taking into consideration of past experience, Key professional staff qualification & experience and the financial strength of the bidder.

The detail break up for the criteria for evaluation for EOI will be as follows:

Slno	Criteria of Evaluation of EOI	Maximum Marks
1	Past Experience of the Bidder	50
1.1	No. of years in business	10
1.2	Previous experience of undertaking assignments of similar nature in any sector under Central / State Govt / EAP	20
1.3	Previous experience of undertaking assignments of similar nature in the concerned sector (Education / Nutrition/SSA/ MDM) under Central / State Govt / EAP	20
2	Qualification and Experience of the Proposed Key Professionals	30
2.1	Qualification	10
2.2	Experience	20
3	Financial Strength of the bidder	20
3.1	Financial turn over for the last three years	10
3.2	Net-worth for the last two years	10
	Grand Total	100

The bidders, whose proposal will secured above the minimum qualifying technical score of **50 Marks** during the EOI evaluation stage, will be eligible for RFP Stage. The client will issue Request for Proposal (RFP) to the qualified bidders to submit their full technical as well as financial proposal for the proposed assignment.

Part IV:

Response Formats (Annexure)

(COVERING LETTER)

(IN BIDDER'S LETTER HEAD)

FROM:

TO,

THE STATE NODAL OFFICER
STATE PROGRAMME MANAGEMENT UNIT
MDM, BHUBANESWAR

Sub: EOI for Concurrent Monitoring of MID DAY MEAL (MDM) Scheme in the State.

Ref : EOI No. _____ and Dated:

Dear Sir,

Having examined the Expression of Interest (Eoi), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a Pre-qualification requirements proposal in response to the Expression of Interest (Eoi) No. _____ for the assignment of _____.

We attach hereto the response as required by the Eoi, which constitutes our proposal.

The details of the Contact Person on behalf of the bidder are given below:

Name	
Designation	
Name of the Organisation:	
Address for Communication:	
Phone:	
Mobile No:	
E-mail:	

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client 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 department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment.

We agree for unconditional acceptance of all the terms and conditions set out in the Eoi document.

GENERAL DETAILS OF THE ORGANISATION**(To be furnished in a Separate Sheet)**

DETAILS OF THE ORGANISATION	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Registered Office in India	
Type of Organisation (Govt. / Private)	
PAN Number	
Service Tax Registration Number	
<i>Mandatory Supporting Documents:</i>	
a) Certificate of Incorporation of the Bidder b) Copy of PAN Number c) Copy of Service Tax Registration Certification d) Copy of up to date IT Clearance Certificate for last two years e) MoU in original among the members (<i>In case of Consortium</i>) f) Undertaking for not have been blacklisted by any Central / State Govt. Orgnsiations during the recent past.	

Sign and Seal of the Authorised Representative**Date:****Place:**

(To be furnished in a Separate Sheet)**FINANCIAL DETAILS OF THE ORGANISATION**

Financial Information			
	FY 2010-10	FY 2011-12	FY 2012-13
Financial Turn Over (in INR crores)			
Net worth (in INR Lakhs)			
Revenue from Consulting services (in INR crores)			
<i>Mandatory Supporting Documents:</i>			
a. Auditor Certified financial statements for the Last three financial years; 2010-11, 20011-12, and 2012-13 (Please include only the duly sections on P&L, Revenue and the Assets, not the entire balance sheet.)			
<i>The above information have to be jointly certified and sealed by the company auditor and the authorised representative of the bidder and to be furnished in original along with the EOI, failing which the proposal will be out rightly rejected.</i>			

Sign and Seal of the Authorised Representative**Date:****Place:**

ANNEXURE – IV**PROJECT EXPERIENCE AND CVs: (To be furnished in a separate sheet)****1. OVERALL PROJECT EXPERIENCE: (For Central / State / EAPs) for the last 5 years)**

Name of the Assignment	Service Provided	Name of the Client	Duration of the Assignment	Contract Value in INR	Period	Status

2. EXPERIENCE IN SIMILAR TYPE OF ASSIGNMENT : (For Central / State / EAPs) for the last 5 years) (To be furnished in separate sheet)

Name of the Assignment	Service Provided	Name of the Client	Duration of the Assignment	Contract Value in INR	Period	Status

Mandatory Supporting Documents:

- Copy of the work order along with completion certificate from the previous clients must have to be furnished as supportive document to the above specified information along with the application.
- The consultant must have completed **3 nos** of similar nature of assignments in last 5 years

3. Details of the Key Professionals :

Name of the Permanent Staff:			
Designation:			
Highest Qualification:			
No of years of association with the Bidder:			
Name of the Assignment	Nature of Experience	Name of the Client	Duration of Assignment

NB: Details on Qualification and required experience of the Key Professionals please refer to Terms of Reference (ToR) for the assignment.

4. Format of CV for Key Professionals.

Proposed Position on this Project: _____

Name of Bidder: _____

Name of Staff: _____

Designation: _____

Date of Birth: _____

Year with the Firm: _____

Details of Tasks Assigned: _____

Education:

(Summarize College / University and other specialized education of staff member, giving names of schools/ University, dates attended and degrees obtained)

Employment Record:

(Starting with present position, list in reversed order, and every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments.)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualification and experience.

Date: Day / Month / Year: _____

Signature of Key Professional: _____

Authorized Signature of the Bidder: _____

Terms of Reference

Concurrent Monitoring of Mid Day Meal (MDM) in Odisha

1. Background

The Government of India has initiated a number of social welfare flagship schemes to enable improving status of human development. These Government schemes have huge financial outlays. Hence, it is essential that regular and timely monitoring and assessment need to be done to understand the issues affecting successful implementation of the flagship schemes and address them.

One of the major centrally sponsored flagship schemes is “Mid Day Meal” (MDM), launched by the Government of India in 1995. This aims to give a boost to universalisation of primary education by increasing enrolment, retention, attendance and simultaneously improving the nutritional status of students in primary classes. Besides, the scheme also aims at reducing socio-economic barriers among students, thus encouraging social harmony, and economic empowerment of women. The Government of India has now extended the Mid Day Meal Scheme to the Upper Primary Stage of Education (classes VI to VIII) w.e.f 1st October 2007.

MDM Scheme in Odisha, formerly implemented by the Women and Child Development Department, was transferred to the Department of School & Mass Education (S&ME) in August, 2011. Quality MDM protocol has also been included in MDM guideline w.e.f July 2013 as the objective of MDM would be served if the students receive quality food in hygienic condition.

The following are the key objectives of the MDM:

1. To improve the nutritional and health standard of the growing children.
2. To reduce drop-out rate, to increase attendance and to attract children to come to the school.
3. To create supplementary employment opportunities at the village level.
4. To reduce social barriers like caste and gender, and thus promote social and national integration.
5. To supplement state efforts towards removal of poverty.

2. Coverage

Coverage of the MDM scheme in the state is being presented below.

Schools	Total no. of Schools under MDM	Total no. of Students
Primary (A)		
Govt. + Govt aided + LB school	37265	3600000
EGS/AIE	0	
Mad/Maq	85	
NCPL	623	
Total (A)	37973	3600000
Upper Primary (B)		
Govt. +Govt aided +LB school	25530	1800000
EGS/AIE	0	
Mad/Maq	1728	
NCPL	Data not available	21728
Total (B)	27258	1821728
Grand Total (A+B)	65231	5421728

Source: <http://www.mdmodisha.nic.in/>

It is evident that MDM has decentralisation approach which includes a lot of public participation at the planning, implementation, monitoring and evaluation at unit level i.e. village. Planning of project at village level in consultation with the villagers not only ensures a need based and useful planning but also ensures ownership of the same at this level. This leads to motivation of the villagers towards their own development and in return ensures smooth implementation of the scheme.

It is also essential to have a monitoring system in place to assess the quantity; quality and timeliness of project inputs and to identify operational constraints to project effectiveness, thus helping planners and managers improve implementation and determine whether a project is serving intended beneficiaries. To ensure this inbuilt monitoring mechanism is already in place under MDM. Ministry of Human Resource Development (HRD), Govt. of India has also appointed two independent consultancy agencies to undertake MDM monitoring on half yearly basis. By the time independent monitoring report is available to the concerned authority it is too late to take corrective measures and

other development in the schemes takes place by that time. This delay reporting affects to take prompt action towards deficiencies in the system and scheme implementation. Hence, it is need of the hour to have regular and timely monitoring and assessment of the scheme so that corrective measures could be taken as soon as monitoring is completed in a particular school.

Recognizing the importance of the issues as discussed above, the Finance Department/ School & Mass Education department has proposed to commission independent concurrent monitoring to take stock of quality of MDM scheme & its implementation process. The concurrent monitoring would also provide a framework (ready reckon) to check discrepancies in each stage of implementation so as to facilitate corrective measures and mid course correction in MDM scheme in the state of Odisha.

The proposed concurrent monitoring of MDM scheme is concerned primarily with the ongoing collection and review of information on project implementation, coverage and use. By collecting information on a regular basis throughout the life of a project and entering those into a Management Information System (MIS) helps in assessing the quality of project inputs and services. It can identify what is working and what is not and helps make mid-course corrections in projects/ programmes for improved performance.

The overall focus of this concurrent monitoring is **Quality and Process monitoring of MDM scheme** in Odisha and develop regular monitoring framework in each stage of implementation. The concurrent monitoring will focus on areas like:

- Student enrolment, attendance and retention
- Safety and hygiene
- Nutritional value
- Fund flow mechanism
- Procurement of food grains
- Monitoring
- Management of MDM accounts at school and district levels
- Innovative practices
- Transparency
- Kitchen-cum-store room
- Kitchen devices

3. Specific objectives of the Assignment

- To check quality of MDM scheme being implemented in the state
- To identify to what extent MDM guideline/norms is being followed in scheme implementation process.
- To assess effectiveness of inbuilt process of monitoring and evaluation system in implementation of MDM in the state of Odisha.

- To recommend specific measures to improve the programme components
- To find out policy level issues (if any) in smooth and quality implementation of MDM.
- To understand the level of acceptance among students and parents of introduction of egg as a diet and how this has impacted the attendance of the students.
- To understand the complementing role that MDM plays along with school health programme like sanitation and drinking water availability in impacting student attendance and retention.
- To understand the acceptability and adaptability of hand-wash practice as part of hygiene promotion.
- To find out whether MDM has been able to bridge social discrimination among students on caste-tribe and gender dimension.
- To identify and document best practices.

4. Detailed scope of work / assignment

The monitoring assignment will be conducted with certain specific objectives, which aim at highlighting the effectiveness of MDM and quality of implementation process. The study also intends to provide a framework for regular check and mid-course correction in each stage of implementation. The consultancy agency will provide report on corrective measures to be taken just after monitoring is completed in a particular school. In this assignment both primary and secondary data will be used to bring forth the impact of the scheme. The consultancy agency will conduct workshops at three stages of the study (Inception, review and completion workshop) to take stock on the present status and to share study finding at regular interval. The suggestions will be used for improvement in quality of implementation of the programme. The study will help the government to reformulate their strategies and make necessary changes in the programme and plan accordingly.

5. Methodology, Tools & Sampling

5.1 Methodology

Methodology of the concurrent monitoring includes quality and process monitoring of MDM scheme at various level being implemented in the state. The concurrent monitoring will undertake in nine (9) sample districts out of total 30 districts in the state taking sample of 150 schools in first two months. From 3rd month onwards sample schools would be taken from previous sample so as to see the effectiveness of implementation on recommendations provided by the consultancy agency just after the monitoring of a particular school/district.

The schools will be selected randomly on GP (Gram Panchayat) basis and Field investigator will have district rotation (They will not be attached to particular GP/ district though out the monitoring period) to ensure fair monitoring.

5.2 Sampling

All the 30 districts of the state would be given weightage and categorised accordingly in different strata/cluster on the basis of **enrolment, retention and dropout rate** in the districts:

Clustering/Stratification as per the districts status on enrolment, retention and drop out status	Random Sampling
Last 30% districts	Any 3 districts
30-60% districts	Any 3 districts
60-100% districts	Any 3 districts

Hence, total 30% districts are proposed to be covered under concurrent monitoring through this method (Stratified Random Sampling).

From the sample districts gram panchayats will be chosen randomly. It is proposed to cover most of the schools under the gram panchayat.

The following table gives the details of the number of schools to be covered in the concurrent monitoring which includes the repeat schools for monitoring the effectiveness and efficiency of the actions taken based on the monitoring feedback.

Month	Total No. Of Schools	New	Old/ Previous
1.	150	150	-
2.	150	150	-
3.	120	90	30
4.	120	90	30
5.	120	105	15
6.	120	105	15
7.	120	105	15
8.	100	90	10
9.	100	90	10
10.	100	90	10
Grand Total	1200	1065	135

5.3 Tools

Following tools will be applied for the concurrent monitoring;

- Desk review of secondary literature on MDM.
- Key informants interview- Interactions/consultations/meetings with key stakeholders and the communities including district education officer, block education officer, district collector, parents, children, SMC, AWW/Cook, etc. involved in MDM.

- Preparation of checklist for different stakeholders' interaction.
- Field observation and FGDs (Focus group discussion in sample districts)
- Preparation of questionnaire, data collection, entry, analysis and report preparation.
- Trend analysis- Trends of improvement in educational and nutritional status of children

6. Deliverables

The concurrent monitoring will include following deliverables;

1. Recommendations for corrective measures to VEC/SMC before leaving the districts.- **1 page.**
2. District wise report within a week of completion of monitoring- **Max 3 pages**
3. State Level Quarterly Report- **Max 10 pages**
4. Assessment report on gaps in inbuilt process monitoring and evaluation system in implementation of MDM scheme. -**Max 3 pages**
5. Final report
6. Three state level stakeholders workshops- Inception workshop, six month review workshop and completion workshop

6.1 Format of Report

- The proposed format of the report / contents of the assessment report will be presented by the consultant and to be reviewed by School & Mass Education dept./ Finance Dept./ PPOMU prior to the writing of the final report. The final report should be presented in Arial 11 font, single spacing.
- All abbreviations or acronyms used have to be expanded.

7. Role and Responsibilities

- **SME/MDM Directorate**
 - ✓ SME/MDM Directorate will enter into agreement with consulting agency for contractual obligation, deliverables and also defining the deliverables.
 - ✓ It will act as a link between PPOMU and consulting agency. More specifically providing secondary data, issuing letters to the sample districts to facilitate the monitoring, concurrence of the TOR.
 - ✓ Once the concurrent monitoring begins facilitating and ensuring the timely implementation of measures suggested for the next stage of monitoring would be one of the major roles of MDM directorate.
 - ✓ SME/MDM directorate will be responsible for timely release of funds to the agency on receipt of certification on the outputs from PPOMU, Finance Department.

- **Finance Department**

- ✓ Approval/ Concurrence of TOR
- ✓ Ensuring independence of the work
- ✓ Ensuring timely release of funds by SME/MDM

- **Consulting institution**

- ✓ To undertake the assignment and timely completion of different deliverables in accordance with agreed TOR.

- **PPOMU**

- ✓ Communication with Finance department and SME/ MDM Directorate
- ✓ Preparation of TOR
- ✓ Preparation of RFP
- ✓ Initiating bidding process
- ✓ Representation in selection process
- ✓ Technical oversight on outputs and deliverable
- ✓ Coordinate timely payment
- ✓ Close follow up, technical inputs and close coordination with consulting agency

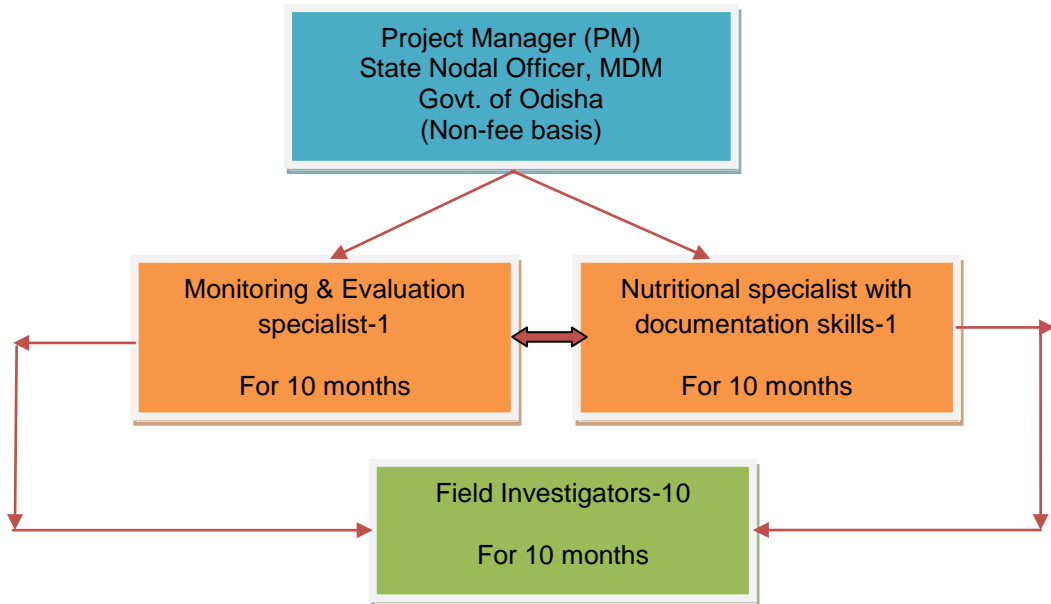
8. Criteria for selection of Consultant Agency

- Institution may be the “Single Entity” or as a Consortium having registered under the competent authority to undertake such assignments.
- Premier academic institution (Govt./ Private) of national repute in the field of MDM monitoring, evaluation, impact assessment and nutrition studies will be given preference.
- The institution may be located in any part of the country but should have local presence in the state of Odisha.
- Institutions should have completed 10 years from the date of registration on last date of the submission of proposal.
- At least 5 years of past experience in the field of concurrent evaluation/monitoring/ impact assessment of programmes.
- Prior experience of successfully completion of any kind of studies in MDM or SSA would be added advantage.
- At least successfully completed three assignments of similar nature in the last five years among which one project should be of Rs. 50.00 Lakh. project capacity
- Institutions should have an annual financial turnover equivalent to Rs.1.00 Cr. in each of the last three consecutive financial years

- The financial net worth of the organisation should be Rs. 25.00 Lakh during each of the last 2 years.
- Institutions should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.
- The Institution must have a proposed full time team as per the requirement.

9. Team Composition and Qualification of Experts

Team Composition



9.1 Project Manager- 1


The project Manager would be over all in charge of the assignment and the key contact person from Govt. of Odisha side.

Role

- Coordination with the Finance department and PPOMU
- Coordination with Consulting Agency represented by the Monitoring and Evaluation Specialist and the Nutrition Specialist
- All administrative roles for the assignments from the Government side.
- Certification of the final report
- Physical presence in state level workshop
- Signing authority of the contract.

9.2 Monitoring and Evaluation specialist-1

Monitoring and Evaluation specialist will anchor the assignment at the state.


 **Qualification-**The Monitoring and Evaluation specialist must have at least 08-10 years hands on experience on monitoring/ evaluation/research studies/ impact assessment in the field of social sector. He/she should possess at least master degree in rural development/ social work/ public administration/ Statistics. Higher qualification would be added advantage.

 **Role**

- i. Designing of the study tools and methodology
- ii. Framing checklist and questionnaire
- iii. Coordinating Workshops
- iv. Finalization of reports as mentioned in deliverables.
- v. Coordination with Project manager, Nutrition specialist and field investigators.
- vi. All administrative roles for the assignment at state level as directed by Project manager.

9.3 Nutrition specialist with documentation skills-1


Nutritional specialist will assist the monitoring and evaluation specialist with his subject matter expertise so as to assess nutritional status of children in MDM schools and ensure holistic monitoring in the state.

 **Qualification-** Nutritional specialist must have at least 8-10 years hands on experience of working in child health preferably in rural area. He/she should possess at least master degree in Health and Nutrition/ public health/ social work with specialization in health. Higher qualification would be added advantage. He/she should also possess good documentation skills.

 **Role**

- i. Incorporation of nutritional aspect in checklist and questionnaire
- ii. Highlighting the impact on nutritional status of children through MDM scheme and related issues in the reports as mentioned in deliverables.
- iii. Coordinating Workshops.
- iv. Coordination with Project manager, Monitoring and evaluation specialist and field investigators.

9.4 Field - investigators - 10

 **Qualification-** Field - investigators should possess at least bachelor degree. He/she should have at least 3 years field experience of similar assignment in social development sector.

 **Role**

- i. Undertaking school visits for on spot checks
- ii. Undertake key informant interviews
- iii. Undertake FGDs with SMC/teachers/ MDM functionaries
- iv. Prepare on site monitoring report and actions to be taken at different levels like SMC/ School / district level
- v. Reporting on measures taken on recommendations/mid course corrections suggested
- vi. Assisting in organizing workshops
- vii. Coordinating with Monitoring and evaluation specialist and nutrition specialist

10. Duration

The duration of the assignment is 10 months in a calendar year between **01st January 2014 and 31st December 2014.**

11. Budget & Payment

- The budget should include consultancy/professional fee, local travel and logistic cost, contingency expenditure including that for preparation of the final report. Tax as applicable will be calculated extra.
- 20 % of professional fees will be will be released on signing of the contract and submission of the Action Plan for the assignment , rest of the fees will be released on quarterly basis, and reimbursable costs as on actual within the budget limits. Payment Schedule

Schedule	Deliverables
10% of the Contract Price	Team Mobilisation and submission of Inception Report and acceptance
75% of the Contract Price	On quarterly basis as per the agreed time line and submission of appropriate reports
15% of the Contract Price	On submission of final report and its acceptance
