

POVERTY AND HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)
Planning and Convergence Department
Government of Odisha

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF ORGANIZATIONS TO UNDERTAKE HOUSE TO HOUSE SURVEY

Government of Odisha in Planning & Convergence Department intends to map the access of households to different Government Schemes / Programmes / Initiatives. To accomplish the same PHDMA, P C Department invites the Expressions of Interest (EOI) from interested reputed research Organizations / Academic Institutions / NGOs / Cooperative of proven track record having a thorough understanding of Human Development issues and good experience in undertaking Household Survey for primary data collection, cleaning and tabulating them. The interested Organizations are encouraged to submit their proposals with competitive price quote in a sealed envelope through *speed post* within *fifteen (15) days* from the date of publication of this advertisement to the *Member Secretary, PHDMA, Planning and Convergence Department, Lokaseva Bhavan, Bhubaneswar*. Applicants may visit the website of Government of Odisha / PHDMA, i.e, www.odisha.gov.in or <http://phdma.odisha.gov.in> for the detailed *Terms of Reference (ToR)*. PHDMA also reserves the right to reject any or all proposals without assigning any reason.



Member Secretary, PHDMA.

Terms of Reference (ToR)

For

House to House Survey

**Poverty & Human Development
Monitoring Agency**

P & C Department, Lokaseva Bhavan Bhubaneswar, Odisha

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Terms of Reference (ToR) for undertaking House to House Survey

1. Background:

The emphasis on the Sustainable Development Goal (SDG) through the analysis of the Human Development situation in the State attracts special significance. In response to the importance of findings of the analysis, the Government of Odisha has been implementing various transformative Initiatives / Schemes / Programmes continuously towards eradicating poverty and strengthening human development aspects of the State. Furthermore, the emerging developmental challenges, as well as the current reflection gained in the Covid-19 pandemic provokes to document best practices and human interest stories to reveal the impact of qualitative change measures taken by the Odisha Government.

In the above backdrop, **Poverty & Human Development Monitoring Agency**, an autonomous agency under the administrative control of *Planning & Convergence Department, Government of Odisha* has been engaged. The objective of **PHDMA** is to establish a *Centre of Excellence* for research on '**Human Development**' with a view to tracking the progress of poverty alleviation, monitoring and improving human development indicators, undertaking policy analysis, developing appropriate development strategies and programmes and evaluating their impacts on the poor. Besides, **PHDMA** has also initiated branding best of practices in the field of sustainable development and livelihood transformation in the State, as a compilation of all such initiatives that will serve as a reference point for pro-people governance and repositories of policies and schemes that have impacted peoples live and suffice the goal of transformation.

The above mentioned objective necessitates conduct of H2H Connect to collect data for Qualitative Survey Analysis.

2. Survey Objectives

The objectives of the House to House Connect are hereunder:

- i. To map access of households to various Government Schemes / Programmes / Initiatives.
- ii. To determine the level of penetration and/or separation to the Schemes / Programme / Initiatives implemented by the State Government.
- iii. To understand the socio-economic characteristics of households.
- iv. To study the sustainable livelihood enhancements and improved access to beneficiary-oriented schemes related to Human Development.



- v. To estimate the concentration and distribution of households in accessing to various Government Schemes / Programmes / Initiatives.
- vi. To find out the participation/awareness of rural poor about the benefits of implementing various Government Schemes / Programmes / Initiatives.
- vii. To study the level of sustained improvement in the incomes, livelihoods, and access to the public services related to health, education and empowerment status of the targeted rural poor.

3. Scope of Work

PHDMA is seeking to enlist Organizations / Institutions / NGOs / Consulting Firms having extensive experience in conducting household surveys and primary data collection, cleaning and tabulating having grass root presence worked with people at cutting-edge position. In the first phase, on a pilot basis, the sample survey will be conducted in seven (7) selected districts namely *Anugul, Dhenkanal, Kalahandi, Khurdha, Mayurbhanj, Sundargarh, and Nuapada*.

Sample Size: In the proposed survey the sample size has been considered as: *Saturation of households of two (2) selected Village per Gram Panchayat.*

The data will be collected accurately from all households of the sample Village. The survey of households will be of face-to-face nature, that is, visiting the house of respondent household and conducting an interview on-the-spot or at a scheduled date using the prescribed survey schedule to record the data. Besides, the survey schedules need to be computerized using prescribed computer software followed by data cleaning and tabulation process also need to be accomplished.

Furthermore, the scope of this ToR includes the following obligations for undertaking the House to House Survey assignment.

4. Obligation of PHDMA

- i. Prepare and prescribe the guidelines for conduct of survey and computerization (including software to be used for capturing data into computer) of Survey Schedules.
- ii. Prepare the Metadata according to the Survey Schedule.
- iii. Formulate, design, and printing of Survey Schedules to be used in the sample Survey.
- iv. Prepare and prescribe the final field (Village) list to conduct the sample Survey.
- v. Facilitate and coordinate with District Administration for smooth conduct of the Survey by the Survey Organization.

- vi. Provide required nos. of Survey Schedules for conducting the sample Survey.
- vii. Design and conduct the required training for the Survey Coordinator of the Survey Organization on how-to-use the Survey Schedule, disciplines to be maintained during the survey and measures & techniques to be applied for quality & accurate data collection.
- viii. Review and issue instructions on improvements to be incorporated in the dataset submitted by the Survey Organization.
- ix. PHDMA Team will undertake periodic supervisory checks at the sample Villages to ensure whether the survey activities are being carried out properly. At the time of verification, Survey Organization shall ensure that the concerned Survey Coordinator accompanies PHDMA Team Members for identification of the respondent/location.

5. Obligation of Survey Organization

- i. Recruiting Survey Coordinator.
- ii. Recruiting and training field Supervisors and Enumerators.
- iii. Pilot data collection before launching the survey and providing results of the pilot survey.
- iv. Provide staffing reports with changes, if any, for Coordinators, Supervisors, and Enumerators during the Survey period.
- v. Converting the questionnaire responses into electronic form using the prescribed software, maintaining the quality of data by undertaking different levels of inspections, on-field survey verification & scrutiny, and data entry into the computer as the case may be.
- vi. Provide the raw survey data for quality control checks and periodic updates about the Survey conduct process to PHDMA.
- vii. Validation and cleaning the dataset as per the remarks made by PHDMA Team.
- viii. Attend to the queries/clarifications by the PHDMA team, while preparation of Factsheets, Analytical Reports, etc. using the Survey dataset by PHDMA.

6. Deliverables

The Survey Organization shall be responsible for conducting the sample House to House Connect as per the prescribed guidelines, survey schedule and according to the survey objectives. Furthermore, after completion of the Survey, the Survey Organization has to provide/submit the following tangible deliverables to PHDMA.

- i. Filled in Survey Schedules.



- ii. The clean dataset in electronic format with all variables, labels, and codes included as per the survey questionnaires and defined in the METADATA in softcopy format archived in a PENDRIVE.
- iii. List of Manpower to be deployed by the Survey Organization (Coordinator, Supervisors, and Enumerators) for conducting the sample Survey.

7. Timeline:

- i. *Timeline for validity of the enlisted Organization:* The shortlisted Organizations shall be empanelled for three (3) year for conducting the sample House to House survey from the date of publication of the final publication of the empanelment list.
- ii. *Duration of Survey Process:* The entire sample House to House survey process including electronic data processing activities for one (1) District needs to be completed within three (3) months from the date of award of the assignment. This is subject to other conditions, circumstances and scope of work. The timeline is suggestive and not restriction.

8. Instruction to Survey Organization

i. Submission of EOI

Interested Organization shall submit the following documents:

- a. Covering letter for Expression of Interest (EoI) as per the **Annexure-1** along with requisite documents mentioned in the Minimum Qualification Criteria.
- b. Details of the Organization as per the format given in **Annexure-2**.
- c. The offer price for conducting the survey by the Organization should be quoted per Village basis.
- d. The financial proposal / price quote for undertaking the Survey as per the format given in **Annexure-3**.
- e. Letter of Authorization duly authorizing a person as representative with all powers and authority to represent the Organization for submission of EOI.
- f. Audited Balance sheet and Income Statement for last three financial years.

The **Application** for **EoI** along with all the requisite documents and **Application Fee** including the price quote to be submitted within **fifteen (15) days** from the date of publication of this advertisement in a sealed covers super-scribing "**EoI for empanelment to conduct House to House Survey**" and addressed to:

**The Member Secretary,
Poverty & Human Development Monitoring Agency (PHDMA),
2nd Floor, North Annex Building,**



Lokaseva Bhavan, Bhubaneswar – 751001
e-mail: phdmaodisha@gmail.com
Phone: 0674-2391176

- ii. The *Organizations* are advised in their own interest to ensure that complete EoI reaches the designated office at the address mentioned above on or before the due date.
- iii. The EoI should be submitted through Speed Post / Registered Post only.
- iv. The EoI submitted through Telex / Telegraphic / Fax / Email / by hand will not be considered and shall be summarily rejected.
- v. PHDMA shall not be responsible for loss of application for EoI or delay in transit.
- vi. The EoI shall be submitted in prescribed format along with other documents and placed in sealed cover.
- vii. This document does not constitute an offer, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever.
- viii. For queries, if any, the interested Organization may contact at phdmaodisha@gmail.com.
- ix. PHDMA reserves the right to reject any application for EoI which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by PHDMA in respect of such application.
- x. PHDMA will carry out the evaluation of all responsive applications in the manner stipulated in *Evaluation Criteria* section of this document.
- xi. PHDMA shall not entertain any query or clarification from the applicants who fail to qualify at any stage of the Empanelment Process.
- xii. The Applicants are advised that the selection process shall be entirely at the discretion of the PHDMA. Applicant shall be deemed to have understood and agreed that PHDMA shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- xiii. Any information contained in the EoI shall not, in any way, be construed as binding on PHDMA, its agents, successors or assigns, but shall be binding on the Applicant Organization if the assignment is subsequently awarded to it.



9. Eligibility Criteria

The applicant Organization shall meet the following criteria to be eligible:

- i The term "Organization" means any Academic Institution / Non-Government Organization / Cooperative legally incorporated and registered in India, under the India Companies Act, 1956/Societies Registration Act, 1860/ Cooperative Registration Act, 1962, or any other Act in India that allows the Organization to conduct business in its areas of activity.
- ii The Agency should have a valid PAN and Good and Service Tax Registration in India and should submit copy of PAN card and GST Registration certificate along with their application for *EoI*.
- iii The Organization should be in existence for minimum of five (5) years. The said Organization should have undertaken business activity related to its Areas of Activities proposed in the *EoI* following the guideline mentioned in the Section-3: Scope of Work directly in the last five (5) years.
- iv The Applicant Organization should have an average annual turnover of **Rs. 5 (five) lakhs** in the last three (3) financial years (i.e. FY 2018-19, FY 2019-20 and 2020-21), as given in their audited balance sheet.
- v The Applicant Organization should not have been blacklisted by any Central or State government or Public Sector or under a declaration of ineligibility for corrupt or fraudulent practices.
- vi The Applicant Organization should have undertaken at least two (2) assignments on conducting field research activities including household survey with Central and/or State Governments/ Public or Private Sector Undertakings/ International NGOs/ National or International Donor Agencies or likewise. Further, the Applicant Organization should provide relevant letters from their Clients, in support of this claim.
- vii The Applicant Organization should have a panel of experienced Research Investigators and Supervisors having expertise in collecting data from both primary and secondary sources.
- viii The Applicant Organization shall obtain the minimum qualifying marks in the Evaluation Process of the *EoI*, as mentioned in Section-10.

10. Evaluation Criteria

PHDMA will constitute an Evaluation Committee ("the Committee") to evaluate the Applications submitted under this Invitation for EoI as per the criteria given below.

- i. Scrutiny of eligibility criteria mentioned in Section-9 for responsiveness to the Application will be done by the Committee to determine whether the documents have been properly signed, all criteria as sought for in this *EoI* fulfilled, and all relevant papers submitted and whether in response to this *Invitation for EoI* is in order.

- ii. The Committee can seek additional information from the applicants and presentations also to be made by the Agency before Competent Authority, if needed.
- iii. The response to the RFP not conforming to eligibility criteria mentioned in Section-9 will be rejected.
- iv. The selection of Organization for empanelment will be based on the evaluation of the application and the Score given by the Committee. Each of the item type has been assigned with specific marks based on which, the final score will be calculated.

Selection Score:

Sl. No.	Selection Criteria	Max. Marks
1.	Legal status (i.e., valid registration of the Organization) including year of existence	20
2.	Local Presence	05
3.	Financial Capacity (i.e., Average annual turnover for last three years)	10
4.	Project experience (research and surveys undertaken)	15
5.	Skilled Manpower for conducting Survey	25
6.	Cost (Price quoted for the Survey)	25
	TOTAL	100

The qualifying score will be **70 marks** out of **100**. Organization which qualifies in the evaluation will be ranked based on Score and they will be short-listed for empanelment.

11. General Terms & Conditions

- i. The Applicant Organization are required to submit their full bio-data giving details about their organization, experience, professional personnel in their organization, competence and adequate evidence of their financial standing etc.
- ii. An application fee of **Rs. 500/- (Rupees five hundred only)** (non-refundable) in the form of crossed demand draft in favor of '**POVERTY AND HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)** payable at **Bhubaneswar**' shall be submitted along with application document. Application without prescribed application fee shall be rejected.
- iii. **PHDMA** reserves the right to accept or reject one or all the application for *EoI* or annul the process without giving any reason whatsoever at any time without assigning any reason and without thereby incurring any liability to the affected applicants.

- iv. The decision of **PHDMA** in selection of agency for empanelment will be final. **PHDMA** is not bound to assign any reason thereof.
- v. If the space in the Form is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
- vi. **PHDMA** reserves the right to verify the eligibility criteria independently or seek any further information and also inspect the facilities of the applicant to verify the genuineness and to ensure the conformity with the details given.
- vii. Applications received after due date and time or incomplete in any respect are liable to be rejected. Besides, applications containing false or inadequate information are liable for rejection.
- viii. Applicant Organization may provide their area of specialization, skill set and any award received by any competent authority.
- ix. Each page of the Application and declaration letter shall be signed by person/s on behalf of the Organization having necessary authorization / Power of attorney to do so.
- x. Intellectual Property Rights for all documents and outputs developed specifically for the **PHDMA** will rest solely with the **PHDMA**.
- xi. No contractual obligation on behalf of the **PHDMA** whatsoever shall arise from this document unless and until a formal contract is signed for undertaking survey activity.
- xii. The Organization shall maintain strict confidentiality of any information collected during the course of the survey and after, including identity or details of persons/participants of survey, and shall not disclose the information without the written permission of PHDMA.

Note: PHDMA reserves the right to modify any/all of the terms of this document giving due notification through its website.



Member Secretary, PHDMA.

Letter format for submission of Expression of Interest (EoI)

[Location, Date]

To:

The Member Secretary,
Poverty & Human Development
Monitoring Agency (PHDMA),
2nd Floor, North Annex Building,
Lokaseva Bhavan, Bhubaneswar – 751001

**Subject: Empanelment of Organizations / Academic Institutions / NGOs / Consulting Firms/
Trust/ Private Company/ Cooperative to undertake House To House Survey**

Dear Sir/Madam,

We, the undersigned, offer to provide the services to Poverty & Human Development Monitoring Agency (PHDMA) for empanelment to undertake *House to House Survey* in accordance with your *Invitation for Expression of Interest (EoI)* dated [Insert Date]. We hereby declare that we fulfill the minimum requirement/eligibility criteria to undertake the assignment in full conformity with the EOI. Accordingly, we are hereby submitting our *Expression of Interest (EoI)* including competitive price quote for empanelment of our Organization to undertake to undertake *House To House Survey*.

We hereby declare that all the information and statements made in our Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. If, negotiations are held during the period of validity of our Proposal i.e., before [date], we undertake to negotiate. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We enclose the requisite documents as follows:

- Copy of Certificate of Incorporation/ Registration/ MoA as applicable.
- Details of offices in India.
- Copy of PAN card and GST Registration certificate.
- Copy of Audited Profit and Loss Statement and Balance sheet/ Certificate from a CA, on turnover of the last 3 Financial Years.
- Copy of Work order/ Certificate of completion and Client details.
- Details of legal cases in which Agency/organization is found guilty/penalized by any court of law. If the Survey Agency/firm is not involved / found guilty in any of such cases, self-certification on letterhead to this effect.

We understand, you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Format for Details of the Organization

1. Name of the Agency:
2. Year of Incorporation:
(Attach an attested photocopy of Certificate of Registration.)
3. Registered Address, telephone, website and email ID:
4. Contact Person, Designation and Address, Mobile No. including email ID:
5. Length of experience in the field of conducting surveys and related activities:
6. Details of similar works carried out in the past three years:
7. State whether the in-house expertise is available for the purpose:
8. Has the applicant in case of partnership firm, ever been debarred / black listed for competing in any organization at any time? If so, give details:
9. Financial Strength / Average Annual Turnover for last three years (*as per the audited statements*):
10. Has the applicant or any employee of the organization, ever been convicted?: ...
11. Proposal / EoI shall remain valid for ... days after the date of application opening prescribed by the PHDMA:
12. Details of presence / branches of the Organization outside the State:

Signature

Authorized Signatory

Format for Financial Proposal

We, hereby quote our competitive price per Village basis towards conducting the survey as per the detail breakup given below.

Sl. No.	Description	Unit	Rate
1.	Coordinator: Field Allowance	per Village	
2.	Supervisor: Field Allowance	per Village	
3.	Enumerator: Field Allowance	per Village	
4.	Scrutiny	per Schedule	
5.	Computerization (<i>includes data entry, Validation and cleaning etc.</i>)	per Schedule	
6.	Contingency per Village	Lump sum	

Signature

Authorized Signatory