

Technical and Financial Proposals for undertaking Concurrent Programme Appraisal (CPA) of the implementation of the National Rural Employment Guarantee Act(NREGA) in the selected States on sample basis – Financial Year 2007-08.

The Ministry of Rural Development, Government of India, invites proposals from research institutes/NGOs with the intention to commission 'Concurrent Programme Appraisal (CPA) of the implementation of the National Rural Employment Guarantee Act(NREGA) in the selected States on sample basis for the Financial Year 2007-08'. The idea is to have diagnostic approach and suggest remedial measures. The main objective of this CPA would be:

'To undertake Concurrent Field Appraisal of the physical and financial progress and assess the systems and procedures adopted for implementation of the NREGA, on sample basis'.

To elaborate further, these are:

- To assess whether the legal processes of the Act and provisions of the guidelines are being followed for implementing the NREGA and highlight the deviations if any especially with regard to issue of jobcards, application for employment by registered households, issue of dated receipt, planning of works, wage payment, social audit and grievance redressal etc.
 - To what extent the State has established effective management system at all levels to implement NREGA such as administrative arrangement(personnel), financial(fund flow), record keeping, programme monitoring & review, reporting, transparency measures, MIS, technical supervision (inspection of works, muster roll verification, social audit etc)
 - To assess the outcomes of NREGA.
 - To identify bottlenecks and shortcomings in programme implementation in order to facilitate corrective action.
2. Accordingly, you are requested to submit the technical and financial proposal for undertaking this appraisal in line with the **TOR** enclosed at **Annexure - I**, latest by **14th March 2008(1400 hrs)**, on the following conditions:
- i) Separate Technical and Financial proposals will have to be submitted for the proposed appraisal clearly stating the name of the State for which proposal is being sent on the main envelop and in the forwarding letter itself. Technical and Financial proposals will have to be submitted in separate sealed envelopes (with Technical Proposal written on the technical proposal and Financial Proposal written on financial proposal), which should be put in a bigger envelop duly sealed. The name of the State for which applying must be mentioned on the main envelop and shall be addressed to **Dr. N K Sinha, Assistant Commissioner(NREGA), Room No. 368, Ministry of Rural Development, Krishi Bhawan, New Delhi-110001.**

- ii) One agency will be entitled to apply for one State only for the above Concurrent Programme Appraisal(CPA).
- iii) The technical proposal should contain the following :
 - a. List and details of similar assignment undertaken in the past (Copy of the sanction order to be attached)
 - b. List and
 - c. details of other assignments undertaken for the Ministry of Rural Development, GoI (Copy of the sanction order to be attached)
 - d. Details of Proposed team composition for undertaking this assignment
 - e. Proposed methodology for undertaking this assignment
 - f. Details of Manpower availability with the agency
 - g. Details of Other Infrastructure available with the agency
- iv) The financial proposal should contain the detailed cost break-up as per ***Annexure – II.***
- v) The technical bids shall be opened and would thereafter be evaluated by a Committee constituted by the Ministry for the purpose. If the Committee so feels, the agency / organization would be requested to make presentation at their own cost.
- vi) Financial bids of only those institutions / organization, who are short-listed by the Committee on the basis of technical bid, will be considered.
- vii) In an event where an agency so selected following above procedure, refuses to undertake the assignment, then the agency would be liable to be black-listed by the Ministry and will not be considered for any work whatsoever, again in future.
- viii) The decision of the Committee shall be final and binding, and no enquiries, or application for review, shall be entertained.

Sd/-
(Amita Sharma)
Joint Secretary(NREGA)

ANNEXURE- I

TERMS OF REFERENCE FOR CONCURRENT PROGRAMME APPRAISAL (CPA) OF THE NREGA IN THE SELECTED STATES FOR THE FINANCIAL YEAR 2007-08

Objective of the Appraisal

The main objective of this Concurrent Programme Appraisal (CPA) would be :

‘To undertake Concurrent Field Appraisal of the physical and financial progress and assess the systems and procedures adopted for implementation of the NREGA, on sample basis’.

To elaborate further, these are:

- To assess whether the legal processes of the Act and provisions of the guidelines are being followed for implementing the NREGA and highlight the deviations if any especially with regard to issue of jobcards, application for employment by registered households, issue of dated receipt, planning of works, wage payment, social audit and grievance redressal etc.
- To what extent the State has established effective management system at all levels to implement NREGA such as administrative arrangement(personnel), financial(fund flow), record keeping, programme monitoring & review, reporting, transparency measures, MIS, technical supervision (inspection of works, muster roll verification, social audit etc)
- To assess the outcomes of NREGA.
- To identify bottlenecks and shortcomings in programme implementation in order to facilitate corrective action.

2. Scope of Services

As part of the CPA, the selected research agency / institute will undertake the following activities :

- (i) Selection of the Sample Blocks, Panchayats and works (Since the districts would be selected by the Ministry itself)
- (ii) Familiarize with the tools for the study
- (iii) Orient, hire and train the field supervisors and enumerators
- (iv) Plan the field work logistics
- (v) Conduct a pilot survey
- (vi) Prepare survey implementation and questionnaire documentation;
- (vii) Supervise survey implementation and ensure quality control;
- (viii) Develop the data entry program, supervise the project database and arrange for data cleaning and entry
- (ix) Analyze and report the findings of the survey and provide datasets and final documentation.

3. Coverage and Sample Size of the Study

Selection of States for CPA

It is proposed to consider eleven (11) States for the purpose of this study which are as follows:

1. MADHYA PRADESH
2. ANDHRA PRADESH
3. UTTAR PRADESH
4. RAJASTHAN
5. CHHATTISGARH
6. JHARKHAND
7. BIHAR
8. WEST BENGAL
9. TAMIL NADU
10. ORISSA
11. ASSAM

4. Selection of Districts

It is proposed to select minimum of five districts as sample for survey and primary data collection from each of these 11 sample State. These districts would be selected on multiple stratified sampling selection basis. The Ministry would select and assign the districts for each State and provide the list of selected districts to the respective research agency / institute so selected.

5. Selection of Blocks

It is proposed to select one block from each of the selected district as sample for survey. This block again could be the one which stands highest in the two out of the three indicators namely the number of works undertaken, amount released and no. of job cards issued. Reference period would be the current financial year.

6. Selection of Village / Gram Panchayat

It is proposed to select one GP as sample for survey and primary data collection on the same basis as the block is being selected. This GP could be the one which stands highest in the two indicators out of the three indicators namely the number of works undertaken, amount released and no. of job cards issued. Reference period would be the current financial year in this case also. The other important criteria which has to be kept in mind is that only that GP should be selected which has at least two types / categories of works which have been undertaken or are being undertaken such that at least one of the categories is watershed development activity. In case there is no single GP which has two different activities then two villages could be selected which has two different categories of which one is watershed category.

7. Selection of Activity

Two works from each of the GP (one completed in the current financial year and one ongoing) will be selected for intensive survey. These two works have to be drawn from two different categories of which one necessarily has to be an activity from the watershed category. The other activity may be drawn from different category of permissible works. As mentioned earlier in case there is no single GP which has two different activities then two villages could be selected which has two different categories of which one is watershed category.

8. Selection of Beneficiaries

Minimum of ten beneficiaries / workers would be selected, who have benefited by way of employment from the two selected activities, such that from each of the selected activities five beneficiaries are surveyed.

9. Survey Instrument / Tools

A pre-designed Survey Schedule is to be used for the purpose of this study. The same has been developed and will be supplied by the Ministry of Rural Development.

10. Schedule for completion of the task and Release of Payments

The assignment period shall be 2 months till the submission of the draft final report from the date of issue of Sanction Order by the Ministry. The schedule for completion of the assignments shall be :

Activity / Reports	Time schedule	Payment release
(a) Issue of sanction order by the Ministry	Before the beginning of the assignment	10% of the administrative approval as advance will be released alongwith the sanction order
(b) Review of progress by the Ministry based on Progress report submitted by the Agency	By the end of 30 th day of assignment	50% of the administrative approval will be released if the progress is considered to be satisfactory.
(b) Draft report	Shall be submitted in five bound copies by the end of 50 th day from the date of award of contract	
(c) Submission of Final report	Shall be submitted in 15 bound copies with electronic version on CD within 5 days from the issue of communication containing the comments on the draft report and its acceptance	Release of balance 40% of the total administrative cost of assignment after the receipt of Final Report as indicated in preceding column.

ANNEXURE – II

FORMAT FOR FINANCIAL PROPOSAL

Sr. No.	Heads of Expenditure	Total Cost (in Rs.)
1	Remuneration for key professionals	
2	Remuneration for field and support staff	
3	Long distance travel	
4	Local travel and other staying arrangements	
5	Cost of Data Analysis, Software, etc.	
6	Cost of preparation of Report	
7	Printing of Schedules / Questionnaire, Xerox, etc.	
8	Office expenses	
9	Computer and Machine Tabulation Costs	
10	Institutional overheads if any	
TOTAL		
11	Service Tax (if applicable)	
GRAND TOTAL		

Note: Details and breakup need to be given where more than one item of expenditure is proposed to be taken in any of the above heads of expenditure.