

NORTH-EAST SLOW FOOD & AGROBIODIVERSITY SOCIETY

Term of Reference for Undertaking Baseline Survey

Objective	To undertake Baseline Survey on NESFAS interventions in its programme areas in 11 districts across two States, viz., Meghalaya and Nagaland in North Eastern Region (NER)
Programme area	Ri Bhoi, East Jaintia Hills, West Garo Hills, East Garo Hills, West Khasi Hills, South-West Khasi Hills, East Khasi Hills and West Jaintia Hills in Meghalaya; Kohima, Phek and Tuensang in Nagaland
Estimated duration	4 months from the date of awarding the contract
Starting date	August 2018

INTRODUCTION

North East Slow Food and Agrobiodiversity Society (NESFAS), registered in 2012 under the Meghalaya Societies Registration Act, emerged as a result of discussions between the Rome-based The Indigenous Partnership for Agrobiodiversity and Food Sovereignty (TIP), Slow Food International, Bra, Italy and the Government of Meghalaya. It invites tender from interested firms/organizations/institutions to carry out a Baseline Survey which will include data collection, analysis and report writing for its project 'No One Shall Be Left Behind Initiative: Biodiversity for Food, Nutrition and Energy Security for 3000 Households in Meghalaya and Nagaland, North East India' supported by Rural Electrification Foundation, New Delhi. This study will assist in monitoring and evaluation of the project outcomes. Survey will need to be carried out in 130 villages spread across eight districts in Meghalaya, viz., Ri Bhoi, East Jaintia Hills, West Garo Hills, East Garo Hills, West Khasi Hills, South-West Khasi Hills, East Khasi Hills and West Jaintia, and three districts in Nagaland, viz., Kohima, Phek and Tuensang. The following

table will give the details of the various districts and the number of villages that will be participating in the survey.

Table 1: List of participants in the project

State	Districts	Number of villages
Meghalaya	Ri Bhoi	12
	East Jaintia Hills	1
	West Jaintia Hills	27
	West Garo Hills	20
	East Garo Hills	1
	West Khasi Hills	9
	South West Khasi Hills	6
	East Khasi Hills	27
Nagaland	Kohima	5
	Phek	19
	Tuensang	3

SCOPE OF THE BASELINE STUDY

At the heart of this Project is a concern for the food, nutrition and energy security of indigenous peoples of North East India and their ability make an effective contribution to the UN’s SDGs for food and nutrition security and contribute to a healthier and more resilient environment through their agroecological best practices. As a matter of fact, biodiversity based indigenous food systems have guided the vision, thinking and actions of NESFAS for the last seven years. Continuing in the similar vein, under this project NESFAS is looking to improve food and nutrition security through increased productivity/production and consumption of nutrient rich local species and create sustainable livelihood for the indigenous communities of North East India with special focus on youth, adolescent girls, women groups and community elders. The design of the Baseline Survey should ensure that the data generated can assist in monitoring and evaluation of the following project outcomes/performance indicators, viz.

- I. The productivity and production of micro-nutrient rich and climate resilient species will be increased by about 30% by the end of the third year of project implementation;

- II. The consumption of micro-nutrient rich and climate resilient local foods will be significantly increased particularly among young children, adolescent girls, young mothers and all youths;
- III. The income and livelihoods of community members of the selected villages will be increased through capacity building and innovation promotion, benefitting especially young adolescent girls, women groups and all indigenous youths;
- IV. Cutting edge innovations of renewal energy for improved rural community well being and for solving the most crucial problems of indigenous communities, especially those who live in the more remote parts of the states will be pilot tested and evaluated.

Keeping in mind the performance indicators and the aims of the project, the baseline survey should be carried out on the following broad issues:

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| 1 | Demographic profile of the households | Information will be elicited on the age, gender, ethnicity, occupation, income, education, etc. |
| 2 | Availability of assets and amenities | The types of assets households possess and access to different kinds of amenities. |
| 3 | Expenditure pattern | Expenditure incurred on provisioning of various households demands. |
| 4 | Health | This will require information on both the direct and indicators of health, viz., status and changes in various morbidities from which people suffer and sanitation and hygiene practices; various kinds of supports from various institutions for health, hygiene and sanitation, etc. Also people's perception on their health status, i.e., whether they feel healthy or not will be required. |
| 5 | Agriculture (which includes fishery, apiculture, etc.) | Information will be sought on the following aspects, viz., types of farming systems, length of fallow period (esp. in shifting cultivation systems), inputs and practices (institutional and personal) associated with it; output from the various farming systems; livestock characteristics; and methods of conservation of crop (seeds) and livestock varieties; institutional supports; changes that have taken place, etc. Since there is an emphasis on IFS, distinctions |

between traditional and modern systems and practices will need to be brought out.

- 6 Natural resource management Access to various natural resources in the area, various kinds of items that are collected both timber and NTFP (non-timber forest product), practices and knowledge associated with it, mode of disposal of collected items, institutional framework governing natural resource management esp., biodiversity conservation, changes in use of biodiversity products, etc.
- 7 Food security Information will be required on all four aspects of food security: availability; affordability and financial access; utilization which focuses on nutritional quality of diet and family use; and resilience and stability. This will contain but not limited by information on consumption of various kinds of food items either regularly or during special occasions throughout a calendar year to capture dietary diversity and their source (including government programs like mid-day meal program), food insecurity issues and coping mechanisms, changes, etc. Indicators of food security like malnutrition and stunting, especially among children, will also need to be investigated to get an idea on the challenges faced by households on food insecurity. Finally, since there is an emphasis on IFS, distinctions between traditional and modern food items and practices will also need to be brought out.
- 8 Livelihood strategy This will include but will not be limited to the various kinds of livelihood options that people practice, viz., farm and non-farm, the returns from it, source of the skills needed to pursue the different strategies (formal and informal), changes and the coping and adaptation mechanism in times of stress.
- 9 Market linkage Access to various kinds of markets on which people depend for selling their produce and procuring commodities for consumption, changes and their status in terms of sufficiency and reliability.
- 10 Climate change adaptation There will be two aspects that have to be captured, viz., changes that have taken place in recent past in terms of rainfall pattern, extreme weather events, etc.; and adaptation of IFS to such changes, e.g., introduction or loss of some varieties in the cropping system, changes in the farming practices, etc.

11	Gender	Women's role in IFS, household food security, access to institutions and challenges esp. in terms of nutrition regarding early pregnancy among teenage or adolescent girls.
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The broad issues highlighted above will enable NESFAS to assess the IFS within the social, cultural and ecological context of the participating communities. In turn, this will help in building evidence on the IFS and creating benchmarks to compare against the past works that have been done on the subject.

APPROACH TO THE BASELINE SURVEY

Initiation exercise and meetings between the Consultant and NESFAS

- The initiation exercise on the project should involve rigorous meetings and discussions with NESFAS who should be involved in the entire process of the project duration. This includes the Consultant's plan on the various aspects of the project including the project plan. The aspirations as per project goals of NESFAS are to be accommodated keeping in mind a quality project report.

Technical Team Building

- In order to carry out an effective household Baseline Survey and bring about a quality project report the Consultant should form a technical team who has prior experience in such field.
- The project area should be categorized into appropriate size of clusters for undertaking the Survey. These clusters will comprise a team leader, supported by appropriate number of staff. These technical teams will conduct the Survey in the respective states simultaneously.
- Besides them, there should be additional experts to do the data analysis and report writing in consultation with the state coordinators. The experts involved in the project should be qualified and experienced professionals in the region.

Orientation and Training of Team Member

- The project team leader should have an orientation programme with the team members about the project, the strategies and methodologies to be adopted, on the questionnaire designed, minimum rules to be followed in the field while interacting at household and community level, Baseline Study, on the need to collect quality data etc. The objectives should be clearly analyzed and the work plan will be thoroughly briefed at the beginning.

Liaising with stakeholders

- A participatory data collection strategy should be adopted where the various stakeholders' viz., nodal NGOs, line departments, community organizations and the client will be involved. Though in case of a household survey, individuals at household level will be the respondents, other stakeholders are equally important as they would be the source of secondary data in cases where the respondents fail to furnish relevant data.

Enhancing the skill of the technical team

- Special learning course on the subject matter pertaining to the survey project team should be imparted. This should be done to bring clarity on the concept of the project and to bring out a quality project report. For this matter, experts' opinion from reputed and experienced organization should be sought to equip the best approaches and methodologies in conducting the baseline survey.

Meeting and discussion with technical team

- The technical and the financial proposal should be a direct outcome of meetings and discussions amongst all the technical teams with valuable inputs from diverse experienced professionals. Team-wise presentation in their approach and strategy should be shared among the team members to gain broader knowledge prior to proceeding for data collection. A strategy should be adopted where there will be ample opportunities for midterm corrections in the field during the process of data collection amongst the teams. This should be done as a precautionary measure to counter the numerous problems that are going to surface during the data collection exercise. In short the strategy adopted should be flexible nature.

Logistic arrangements

- Schedule for baseline survey should be intimated to the concerned nodal NGOs and community members and other stakeholders well in advance so that all the stakeholders are ready with the information and documents and in the process avoid any sort of communication gap. The survey process should commence well on time to meet deadline. Others factors such as the time of operations, staying arrangements while at the site should be planned well in advance. The schedule includes the date and places where the respondents were to be met and the expected time and duration of each questionnaire should be planned in advance so that the respondents were not put in a difficult situation. The field experiences should be shared among the project team members and reviewed by team leaders from time to time so that a common understanding is arrived in bringing out a uniform reporting format.

Allocation of resources

- Before initiating the site visit, necessary background information, questionnaires, interview schedule and documentation equipments such as camera, notebook should be made available to the respective coordinators. The allocation of resources should assist efficient data collection to ensure a quality report based on the project goals.

TASKS

The task of the firm undertaking the baseline survey will be as follows:

1. Design and carry out the baseline survey in Meghalaya and Nagaland spread across the 11 districts mentioned above (see table 1).
2. Compile, analyze and prepare a report based on the baseline data collected during the survey.

METHODOLOGY

NESFAS believes in inclusive partnership for action and advocacy. Free Prior and Informed Consent (FPIC) of the participating communities has therefore been always important for any initiative undertaken by it. The proposed methodology should therefore be participatory in nature with a targeted focus on youth, adolescent girls, women groups and community elders and

should be guided by principles derived from agro-ecology and biodiversity assessment. The proposed methodology should have the following components:

1. A mixed method approach combining quantitative and qualitative techniques of survey for eliciting information on variables derived from the performance indicators.
2. Field visits in Meghalaya and Nagaland to the participating districts; interactions with project teams and partner NGO's; visit to participating villages and interaction with the communities.
3. Desk review of the findings of the baseline report along with existing secondary literature on the subject matter.

ANTICIPATED DELIVERABLES

The anticipated deliverables from the firm undertaking the baseline survey will be as follows:

1. It is expected that the firm will submit an analytical report containing detailed findings of the Baseline survey. The report needs to be substantiated with appropriate qualitative and quantitative data derived from the survey. There will also be the requirement of an analysis of the reliability of the interventions and recommendations for the same.
2. Executive summary of the report.
3. All relevant literature listed as references.
4. All deliverables both in hard copy and soft copies.

FORMAT OF REPORT

The format of the report prepared by the firm for undertaking the baseline survey will be as follows:

1. The proposed format of the report/contents of the assessment report will be presented by the firm and to be reviewed by NESFAS prior to the writing of the final report.
2. The final report should be presented in Arial 11 font, single spacing.

3. All abbreviations or acronyms used have to be expanded.
4. All units of weights and measures should follow standard Indian system.

VERIFICATION OF REPORT

The first drafts of the Report should be submitted to NESFAS in hardcopy and in electronic form within the specified time frame. NESFAS reserves the right to get the Draft Report reviewed by experts as may be identified or deemed appropriate by NESFAS. Final versions of the Report responding to and where necessary incorporating comments and feedback received from NESFAS should be resubmitted within 30 working days after receipt of the feedback.

TIMEFRAME

It is estimated that the impact study will be completed within 4 months from the date of award of the contract.

TOTAL BUDGET AND PAYMENTS

The budget should include consultancy/professional fee, local travel and logistic cost, including that for preparation of the report. On the signing of the contract 30% of the total contract amount will be released. The next 20% will be released on the receipt of the first draft by NESFAS. The remaining 50% will be released on final acceptance of the report.

COORDINATION OF THE ASSESSMENT

The assessment study, including the field visits, will be coordinated and facilitated by NESFAS with its Headquarter in Shillong. The focal point within NESFAS for this study will be the Senior Associate, Research and Knowledge Management. However, the costs of such field visits are to be borne by the Firm/institution/awardees of the contract which would be part of the package of contract cost.

COPY RIGHTS

NESFAS will be the sole copy right owner of the report generated by this consultancy. The consultant or the organization to which he/she may be affiliated cannot publish the report in

whole or to any substantial extent without the prior permission of NESFAS. However, information or data can be quoted in parts in any scientific and non-profit publication with due acknowledgement to NESFAS and REC or the source. Any reproduction of any portion of more than 500 words of the report would require the permission of NESFAS.

EXPECTED AND DESIRABLE QUALIFICATIONS OF THE CONSULTING TEAM MEMBERS

Following are the qualification/experience that NESFAS would expect from the firm:

1. A minimum master's degree in related fields and/or equivalent work experiences.
2. Proven real experience, of at least 10 years, in the subject area.
3. Good understanding of agro-ecological assessment, food security, nutrition, grassroots indigenous institutions, rural livelihoods (farm and non-farm), natural resource management, gender issues, government programmes and sustainable development issues.
4. Policy and institutional knowledge of the subject matter.
5. Experience in, and a thorough understanding of, national and/or international best practices in the subject areas.
6. Possess solid analytical and conceptual skills and the ability to think creatively.
7. Have a good knowledge of local context (culture, politics, and geography) and familiarity with the situations in North East India.
8. Has a pro-active, independent and responsible personality.
9. Required to have excellent oral and written communication skills in English

HOW TO APPLY

Part A

- Interested Consulting Firm/Agency/Organization/Institution/University may submit their bid, in two separate sealed cover envelopes for (a) Technical and (b) Financial bid, (super scribed as Technical or Financial as the case may be). Financial bids of the firms shortlisted based on their Technical bids only shall be opened and evaluated. All bids have to be submitted on or before 25th July 2018 addressed to The Director, Community Nutrition, Research and Knowledge Management, NESFAS, Kerie Ville, Arbuthnott Road, Laitumkhrah, Shillong 793003, Meghalaya, India.
- The technical bid amongst others may ideally contain (a) Profile of the firm/Institution, copy of the Registration certificate in case of registered firms, (b) last 3 years audited statement of the firm (c) plan of work for data collection (d) plan/design of work for analysis, (e) probable structure of the report (f) exact time line for carrying out data collection to final report (g) evidences of experiences and capabilities in undertaking the task, especially within the region; and (h) CV of the key persons who will be involved in carrying out the work.
- Both technical and financial bids need to have a breakup of the plan and cost for (a) carrying out the data collection and (b) for analysis and final report.
- The data collection for the Baseline survey, analysis and final report shall have to be completed within four months from signing of the MoU.
- Financial bids of only shortlisted firms will be opened and evaluated.
- The short listed firm if required will be invited to interact with the Project Authorities/Committee constituted for this proposal; they may also be required to give a presentation (oral and/or Power Point) if the Project Authorities/Committee desires so at the time of interaction.
- NESFAS reserves the right to reject any bidder if the proposal is found to be non responsive in the context of the objectives and the scope of work and the same will be re advertised.

- In case interaction is required, the same will be held in the project office at Shillong in the above mentioned address and the firms attending the interaction session will however do so at their own cost.
- All things being equal, knowledge and familiarity with the region and project areas will be added advantage.

Part B

A separate MoU will be signed between the Project and Consulting Firm/Agency/ Institution being awarded the contract.

Part C: Receipt, evaluation and handling of proposals

Once a bid is received before the due date and time, NESFAS will:

1. Log the receipt of the bid and the business information.
2. Review all bids and disqualify any non-responsive ones (that fail to meet the terms set out in these instructions) and retain the business details on file with a note indicating disqualification.
3. Evaluate all responsive bids objectively in line with the criteria specified below.
4. Inform Respondents within 15 business days of the evaluation decision being made.

NESFAS reserves the right:

1. To accept or reject any or all bids and/or to annual the TOR process prior to award, without incurring any liability to the affected Respondents or any obligation to inform the affected respondents of the grounds for NESFAS's actions prior to contract award, and
2. To negotiate – with respondents invited to negotiate – the proposed technical approach and methodology and the proposed price based on the Respondent's proposal.
3. Amend the TOR at any time.

Part D: Selection Criteria

The selection of the NGO or Agency for undertaking the Baseline Survey will be based on the evaluation of two criteria, viz., technical bid and financial bid. Out of the total scores of 100, 60 will be assigned to technical and 40 to the financial bid.

ASSESSMENT FOR SELECTION OF TECHNICAL AGENCY/NGO		
	Criterion	Maximum score
Technical Bid	NGO or Agency's previous experience of implementing multi-disciplinary studies with special focus on gender-specific, nutrition-sensitive Indigenous Food Systems (IFS).	30
	Availability of adequate and skilled (education and work experience) team members for carrying out the assignment.	20
	Adequacy of methodology to capture the target populations, participatory nature of the project, the requirement of the performance indicators and work plan in response to the terms of the TOR.	10
Financial Bid	Takes into consideration all potential expenses (i.e., no obvious omissions).	25
	Reasonable estimate for NGO or Agency administrative costs.	15
Total score		100

Upon evaluation the final scores the Evaluation Team may, in its sole discretion, establish a shortlist of the Respondents with the highest scores. On the shortlisted Respondents will be called for the interview. The number of Respondents shortlisted for the interview will be in the sole discretion of NESFAS.

Interview of the shortlisted Respondents will be carried out by the Evaluation Team or a subgroup of the Evaluation Team. After the conclusion of the interviews a list will be prepared based on the quality of the Respondent's interview (the Interview Score). The successful Respondent will then be expected to enter into a contract with NESFAS for the duration of the work. In the event of a contract award, all terms and conditions of the TOR, including the Respondent's response, will form part of the contract.

Part E: Guideline for Preparing Proposals

The proposal must be submitted in English and must be set out in three parts, viz.

Part 1: Covering Letter and Declaration

Part 2: General and Technical Bid

Part 3: Financial Bid