



**Terms of Reference for undertaking Impact Assessment Study of the project entitled:  
“No one shall be left behind initiative: Biodiversity for Food, Nutrition and Energy  
Security for 3000 households in Meghalaya and Nagaland”**

- I. **Background Summary:** REC Foundation, under its Corporate Social Responsibility has supported NESFAS and partners to promote Indigenous Food Systems (IFS) with the aim to enhance food security, improve nutrition, and create sustainable livelihood opportunities. This includes mobilization of communities to conserve, revitalize and rebuild their ecological links to the production landscapes and to empower them to make informed choices and innovate to improve community members' health, sanitation and hygiene, wellbeing, livelihood opportunities and alternate energy interventions. The REC-supported project has four outcomes, viz., increase the productivity and production of micro-nutrient rich and climate resilient local food species; increase the consumption of micro-nutrient rich and climate resilient local foods species, particularly among young children, adolescent girls, young mothers and youth; improve the income and livelihoods of community members through capacity building and innovation promotion with a focus on micro-nutrient rich and climate resilient local food species, benefitting adolescent girls, women's groups and all indigenous youth; and encouraging Cutting edge innovations to be piloted and tested for improved rural community wellbeing and for addressing the most crucial problems of indigenous communities, especially those in the more remote parts of the states. The project is now in its final year and in order to meet the project requirements, an evaluation assessment is being scheduled for November 2021.
- II. **Objectives of the evaluation:** To review and assess the implementation and impact of the program.
- III. **Information and assessment requirements**  
**Key questions to be answered**  
***Increase the productivity and production of micro-nutrient rich and climate resilient local food species:***
  1. Has the area under micro-nutrient rich and climate resilient local food species shown some signs of increased productivity or revitalized use particularly of nutrient rich and climate resilient local food species?
  2. Has the harvesting of wild edibles shown signs of revitalization?
  3. Are there signs or indications that either the volume or yields of micro-nutrient rich and climate resilient local food species have increased?
  4. Has the adoption of agroecological practices among farmers increased?



***Increase the consumption of micro-nutrient rich and climate resilient local foods species, particularly among young children, adolescent girls, young mothers and youth;***

1. Has the consumption of micro-nutrient rich and climate resilient local food species increased?
2. Has there been an improvement in household dietary diversity?
3. Has the consumption of wild edibles increased?
4. Has the nutritional status of especially young children improved?

***Improve the income and livelihoods of community members through capacity building and innovation promotion with a focus on micro-nutrient rich and climate resilient local food species, benefitting adolescent girls, women's groups and all indigenous youth;***

1. What are the interventions promoted to enhance the livelihood of the participating communities during the project period?
2. Have those interventions helped in enhancing the income of the participating communities especially the targeted groups?
3. Has the average income of the community especially the targeted groups improved from the period when project was initiated?
4. Is the income of the targeted groups better compared to those who are not direct beneficiary of the interventions?

***Encouraging Cutting edge innovations to be piloted and tested for improved rural community wellbeing and for addressing the most crucial problems of indigenous communities, especially those in the more remote parts of the states;***

1. What are the innovations promoted to enhance the well being of the participating communities during the project period?
2. Have those interventions helped in enhancing the well being of the participating communities especially the targeted groups?

#### **IV. Expected outputs**

- ❖ Design suitable methodology for the collection of data in the field.
- ❖ Prepare an evaluation report for the programme donor, REC Foundation. The report will summarize the findings based on the purpose and objectives of this evaluation described in this TOR.
- ❖ Make recommendations for improvements

#### **V. Timeframe:**

- ❖ Preparation will be done from 11 to 15 November 2021.
- ❖ Field observation will be conducted from 18 to 23 November 2021.
- ❖ Data analysis and report writing will be done from 25 to 29 November, 2021 and



❖ The assessment report will be submitted to NESFAS on 30th November, 2021.

- VI. Project locations:** 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 two districts in Nagaland, viz., Phek and Noklak.
- VII. Financial arrangements:** 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 40% of the total contract amount will be released. The remaining 60% will be released on final acceptance of the report by the Donor.
- VIII. 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.
- IX. Copyrights:** 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.
- X. Expected and desirable qualifications of the consulting teams**

Following are the qualification/experience that NESFAS would expect:

- ❖ A minimum master's degree in related fields and/or equivalent work experiences.
- ❖ Proven real experience, of at least 5-10 years, in the subject area.
- ❖ 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.
- ❖ Policy and institutional knowledge of the subject matter.
- ❖ Experience in, and a thorough understanding of, national and/or international best practices in the subject areas.
- ❖ Possess solid analytical and conceptual skills and the ability to think creatively.
- ❖ Have a good knowledge of local context (culture, politics, and geography) and familiarity with the situations in North East India.
- ❖ Has a pro-active, independent and responsible personality.



- ❖ Required to have excellent oral and written communication skills in English

#### **XI. How to apply:**

- ❖ Consulting Firm/Agency/Organization/Institution/University/Individual may submit their bid, in two separate sealed cover envelopes for (a) Technical and (b) Financial bid.
- ❖ 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 5<sup>th</sup> November, 2021 addressed to The Executive Director, NESFAS, Kerie Ville, Arbutnott Road, Laitumkhrah, Shillong 793003, Meghalaya, India.
- ❖ **In case of registered firm;** 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.
- ❖ A separate MoU will be signed between the Project and Consulting Firm/Agency/Institution/individual

#### **XII. Terms & Conditions:**

- ❖ Interested firm/candidate may submit their proposals to NESFAS office, Laitumkhrah (address as mentioned above) or via email provided above. The proposal will be evaluated by NESFAS Procurement Committee.
- ❖ The Proposal amongst others may ideally contain Profile of the Firm, copy of Registration certificate in case of registered firm.
- ❖ In case, interaction is required, the same will be held in the NESFAS office, Shillong in the above-mentioned address and the firms attending the interaction session will however do so at their own cost.
- ❖ Once a proposal/quotation is received before the due date and time, NESFAS will:
  - Log the receipt of the proposal and the business information.
  - Review all proposals and disqualify any non-responsive ones and retain the business details on file with a note indicating disqualification.
  - Inform respondents within 15 business days of the evaluation decision being made.

#### **XIII. NESFAS reserves the right:**

- ❖ To accept any or reject all proposals, without incurring any liability to the affected respondents or any obligation to inform the affected respondents on the grounds for NESFAS'S actions prior to contract award, and
- ❖ To negotiate - with respondents invited to negotiate the proposed technical approach and the proposed price based on the respondent's proposal.



**XIV. Guideline for Preparing Proposals:**

- ❖ The proposal must be submitted in English and must be set out in three parts, viz.
  - Part 1: Covering Letter
  - Part 2: General and Technical Bid
  - Part 3: Financial Bid

**XV. The final evaluation report should include the following:**

- ❖ Executive summary
- ❖ Interventions description
- ❖ Evaluation purpose
- ❖ Evaluation methodology
- ❖ Findings
- ❖ Conclusions (answers to the Evaluation Questions)
- ❖ Recommendations
- ❖ Annexes (list of people interviewed, key documents consulted, data collection instruments)

**XVI. Validity of Quotations/Tender:** The tender shall be valid for at least 2 months from the date of the tender.

**XVII. Address:** C/o Executive Director, North East Slow Food & Agrobiodiversity Society; Kerie Ville, Arbuthnott Road, Laitumkhrach, Shillong 793003, Meghalaya, India.  
**Email:** [infonesfas@gmail.com](mailto:infonesfas@gmail.com)/[piusranee.nesfas@gmail.com](mailto:piusranee.nesfas@gmail.com)  
**Contact No:** 9862596370/9856800587

**XVIII. Last date for submission:** 5<sup>th</sup> November, 2021. (Before 5:00 PM)