

Request For Expression of Interest
INDIA
WORLD BANK AIDED NATIONAL CYCLONE RISK MITIGATION
PROJECT- II (NCRMP-II)
OF
NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA)
CREDIT No. IDA-5693-IN
SELECTION OF CONSULTANT FOR CONSULTING SERVICES OF
“BENEFIT MONITORING AND EVALUATION STUDY” UNDER
NCRMP PHASE – II (MID & END-TERM EVALUATION)

Reference No. IN-NDMA-36097-CS-QCBS

1. The Government of India has received financing from the World Bank toward the cost of the National Cyclone Risk Mitigation Project- Ph I & II and intends to apply part of the proceeds for consulting services on the subject as mentioned above.
2. National Cyclone Risk Mitigation Project Phase – I included the States of Andhra Pradesh & Odisha with sanctioned cost of Rs. 2541.60 crore, whereas Phase –II includes States of Goa, Gujarat, Kerala, Karnataka, Maharashtra & West Bengal at sanctioned cost of Rs.2361.35 crore
3. The Project has been divided into four components:-
Component ‘A’ – Early Warning Dissemination System (EWDS) – Ensuring Last Mile Connectivity for dissemination of cyclone warnings and advisories from district/sub-district level to communities and vice versa. This will be implemented by NDMA in consultation with participating States/UTs.

Component ‘B’ - Construction of physical infrastructure for cyclone risk mitigation like cyclone shelters, saline embankments, roads and bridges. This Component will be implemented by the States/UTs.

Component ‘C’- Technical assistance for capacity building on hazard risk management including the preparation of Composite Risk Atlas, strategy for long term capacity building and damage and loss assessment. NDMA and National Institute of Disaster Management are the implementation agencies for this component.

Component 'D'- Project Management and Monitoring applicable to all implementing agencies.

4. The objective of the study is to undertake Benefit Monitoring & Evaluation of the project at the beginning (as baseline study), mid –term and at the end of the project for monitoring and evaluating the outcomes/results of the project interventions based on the key indicators developed for the Project to measure Project outcomes/results. The Baseline study in the beginning and Mid-term Evaluation of the project under Phase-I have already been completed in March, 2014. Mid-term and End-term evaluation of Phase-II are required to be conducted and the data to be used for baseline study shall be provided by PMU for Phase-II as was done in Phase-I. Thus, in short, the study is proposed to be taken up in two stages:-

- i. Mid- Term Evaluation of NCRMP, Phase –II (July, '18 – September, '18)
- ii. End-Term Evaluation of NCRMP, Phase –II (December,'19 – February, '20)

Total duration of the study is 24 months. The study will involve both quantitative and qualitative data collection survey methods. Quantitative survey shall gather information on knowledge, awareness and accessibility of measures on hazard risk management and disaster risk reduction under the project, whereas the qualitative aspects shall cover the nature and adequacy of the development indicators of the project intervention. Surveys are to be conducted in the coastal villages having project intervention in the States under Phase-II.

6. The finally selected Consultant will be provided with the Mid-Term & End-Term Evaluation report and the survey questionnaire of Phase-I for reference.
7. Primary data relating to population, demography and other scientific studies will be drawn from national accredited institutions and local administration to form the basis for measuring performance. During implementation, project progress and impact data will be collected from all stakeholders viz: beneficiary communities, Community Based Organizations (CBOs), implementing agencies (IAs) and implementation progress reports.

8. The Consultant will be required to carry out primary surveys during both the two stages of the Study. The survey should cover quantitative aspects such as number of cyclone shelters, number of saline embankments, underground cabling etc. and will also cover qualitative aspects in terms of the nature and adequacy of training the community in emergency response and receipt of warning messages and capacity built for understanding the disaster risk reduction measures contemplated. For the survey – particularly to measure qualitative aspects -- Specific parameters, questionnaires, reasonable size of sample, sampling and survey strategy (including orientation and training of surveyors, data verification and authentication) shall be designed, which shall be decided in consultation with NDMA, the States and the World Bank. The Consultant shall conduct a Pilot Sample Study before Phase-II Mid-term Survey in at least 2 villages in each of the six States, to test the questionnaire and modify the same based on feedback/experience. The actual survey (not the pilot survey) shall be repeated during the Mid-term & End-term Survey. Full information shall be given in support of data collected and to establish its veracity; in the form of photographs, signatures of contacts etc.
8. The Project Monitoring Unit (PMU), National Cyclone Risk Mitigation Project (NCRMP), National Disaster Management Authority (NDMA) invites eligible consulting firms to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform these services (in form of brochures, description of similar assignments, past experience in similar services, availability of appropriate skills among staff etc.).
9. Consultants may associate with other firms in the form of a joint venture or a sub-consultant to enhance their qualifications.
10. Consultants may also send their comments on the objectives and scope of the required service.
11. A consulting firm will be selected in accordance with the procedures set out in the “**World Bank Guidelines on Selection and Employment of Consultants**”, revised in July 2014, which is available on the World Bank website www.worldbank.org/procurement following Quality Cost Based System (QCBS) method.

12. The contract signed with the selected Consultant will be a Lump Sum Contract for 24 months and the payments will be linked with deliverables.
13. The Consulting firms should also indicate information relating to any conflict of interest that they know may impact objective, performance and imparting advice for their services.
14. Interested consulting firms may obtain further information on eligibility, other details etc. at the address given below between 1000 to 1700 hrs on all working days upto 22/12/2017 or at project website www.ncrmp.gov.in or NDMA website www.ndma.gov.in . The Expression of Interest will also be appearing on <https://eprocure.gov.in/cpp>.
15. Expression of Interest must be in a sealed envelope super-scribed in bold with “**Expression of Interest for Consultancy on Benefit, Monitoring & Evaluation Study under NCRMP Phase-II**” and delivered to the address below by 1700h on 28/12/2017 through Registered/Speed Post/by Hand in a sealed cover addressed to:-
Shri P.E. Narayanan
Project Manager
National Cyclone Risk Mitigation Project (NCRMP),
National Disaster Management Authority (NDMA),
NDMA Bhawan, A-I, Safdarjung Enclave,
New Delhi-110029
Tele: 011-26701749/877, Fax: 011-26714321
Bidders may kindly note that **postal delay** will not be an excuse for late receipt of bids. All bids received late will be summarily rejected.
16. The interested consultant firms must provide the following information indicating that they are qualified to perform the required services:-
- (a) The organization shall provide its name, address, facsimile number, e-mail ID and website address.
 - (b) The organization shall provide the number of coastal States/UTs in the country in which the firm has branches/offices, giving full addresses of the branches/offices.
 - (c) The organization shall furnish information regarding the year wise annual turnover for the last five years (From F/Y 2012-13 to 2016-

2017). A certificate to this effect from a Chartered Accountant, in original, must be submitted.

- (d) The organization shall also provide details of organizational structure & availability of key staff of the firm with relevant experience in similar projects and their qualifications.
- (e) The organization shall furnish details of relevant Benefit monitoring/Impact assessment/Monitoring & Evaluation assignments with focus on social survey undertaken during the last five years. Certified copies of the orders received for these assignments/projects must be submitted.
- (f) The organization shall also provide details of relevant assignments undertaken for large Public Sector/ Government organization.
- (g) The organization shall also provide details of relevant assignments undertaken for externally funded projects e.g. World Bank, ADB etc.
- (h) The organization shall provide a copy of valid PAN/TAN number from Income Tax Department.
- (i) An undertaking (Self Certificate) is to be submitted that there has been no outstanding bankruptcy, judgement or pending legal action that could impair operating as a going concern.
- (j) An undertaking (Self Certificate) is to be submitted that the organization has not been blacklisted by any Central/State Government Department/Central Government funded organization/State Government funded Organization/ World Bank or other UN agencies and is not under investigation by any Government or UN member country.

17. On the basis of the above mentioned parameters, Expression of Interest shall be evaluated and interested Consulting firms shall be shortlisted for Request for Proposal (RfP) stage.

Terms of Reference

Selection of Benefit Monitoring and Evaluation Consultant –

NCRMP Phase II

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1.0 PROJECT BACKGROUND

1.1 The National Cyclone Risk Mitigation Project ('NCRMP') (herein after called 'Project') is a World Bank funded project, for which the National Disaster Management Authority ('NDMA') is the nodal implementation agency at National level. Government of India has approved Phase-I in January, 2011 and the completion date is March 2018. Phase-I covers the States of Andhra Pradesh & Odisha at an Outlay of Rs. 2541.60 crore Phase-II was approved in July, 2015 and the completion date is March 2020. Phase-II covers the States of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal at an Outlay of Rs 2361.35Cr with the World Bank funding amounting to Rs1881.20Cr. The remaining amount of Rs480.15Cr. is being contributed by State Governments as their share.

1.2 The key objectives of the Project are as follows:

- Reductions in cyclone vulnerability of coastal States, through creation of appropriate infrastructure which can help mitigate the adverse impacts of cyclones.
- Strengthening of cyclone warning systems enabling quick dissemination of warnings and advisories from source/districts/sub-districts level to the community and vice versa for their timely reception and adequate response
- Enhance capacity and capability of local communities to respond to disasters, and Strengthening Disaster Risk Mitigation (DRM) capacity at Central, State and Local levels in order to enable mainstreaming of risk mitigation measures into the overall development agenda.

1.3 Project Components

Based on the above objectives, the Project has been divided into four components, namely”

- Component A – Early Warning Dissemination System (EWDS) - Last Mile Connectivity for the dissemination of cyclone warnings and advisories from district/sub-district level to communities and vice versa. This will be implemented by States in consultation with NDMA

- Component B - Construction of physical infrastructure for cyclone risk mitigation like cyclone shelters, saline embankments, roads, bridges and underground cabling. This Component will be implemented by the States/UTs.
- Component C – Technical assistance for capacity building on disaster risk management for mainstreaming of DRR policies, programmes & and their implementation. NDMA/National Institute of Disaster Management is the implementation agency for this component.
- Component D- Project Management and Monitoring applicable to all implementing agencies.

1.4 Project Implementation Arrangements

1.4.1 A Project Management Unit ('PMU') has been set up at the NDMA. This PMU is responsible for overall implementation of NCRMP, as well as coordinating and monitoring the implementation of the Project activities by the respective Project Implementing Units (PIUs) in the States and NIDM. While the line departments of the participating States are the implementation agencies on ground for Component 'B' of the Project. Components 'A' and "C' of the Project will be implemented by the States, NDMA/NIDM.

1.4.2 Overall Project Supervision, Reporting & Monitoring (SRM) Framework

The multi-tier implementation arrangements under the project include supervision and monitoring roles and responsibilities of the various players involved in implementation. Monitoring will occur as a periodic function, and will include process reviews/audits, reporting of outputs, and maintaining progressive records, covering the following thematic areas.

- I) Social and Environmental Monitoring
- II) Independent Quality Monitoring
- III) Periodic Physical and Financial Progress Monitoring
- IV) Benefit Monitoring and Evaluation**

1.4.3 Benefit Monitoring And Evaluation (BME)

The Consultants for Benefit Monitoring and Evaluation ('BME') Study will be appointed by the PMU at NDMA. The Consultant shall report to PMU on its findings.

2.0 Objective of Benefit Monitoring and Evaluation Study

Benefit Monitoring & Evaluation is to monitor and evaluate the outcomes/results of the project interventions. The objectives of the assignment are to undertake i) Benefit Monitoring & Evaluation at Mid-term of Phase-II ii) End- term of Phase-II of the project compared to the baseline.

3.0 SCOPE OF WORK

3.1 The study will be carried out in two well defined steps.

- Step I, will setup/update the baseline data and conduct pilot study
- Step II, conduct midterm evaluation
- Step III, will be the end-term evaluation

3.2 The study shall incorporate both qualitative & quantitative analysis and will be used as a tool for midcourse corrections. A broad framework for assessing the results of the Project is given in the Table below.

Table: Results Framework

	Key Performance Indicator(s)	Means of Verification
Outcome Level		
Reduced vulnerability of coastal communities in participating states to cyclone and climate related hazards	<p>Proportion (%) of targeted coastal population covered by the Early Warning Dissemination System and the efficacy of the system in all emergent situations</p> <ul style="list-style-type: none"> • Proportion (%) of people having access to emergency shelter and their ability to maintain the structures including efficient use of the structures during normal times • Number of people and hectares of land protected by strengthened/improved embankments • Increased number of people connected through road communication network. • Increased awareness about warnings and emergency response • Advantages of Under Ground Cabling 	Quantitative/Qualitative Surveys for comparison with base line.
Capacity built towards managing disasters	<ul style="list-style-type: none"> • % of targeted communities / people trained in use of early warning and evacuation procedures • Number of government officials trained on specific disaster management skills • Preparation of long-term training and capacity building strategy and Damage and Loss Assessments • Completion of risk assessment studies and the use of such studies for disaster risk reduction 	Quantitative studies to assess the first two items and a qualitative assessment on the use of the consultancies
Sustainability of Project intervention	<ul style="list-style-type: none"> • Measuring the performance of the key indicators at the gram panchayat/ local bodies/ community level 	Qualitative Surveys for benefits evaluation of the

	Key Performance Indicator(s)	Means of Verification
	<ul style="list-style-type: none"> Collecting information at the institutional level through interaction with project implementation functionaries of the States 	beneficiary community

3.3 Primary data relating to population, demography and other scientific studies will be drawn from national accredited institutions and local administration to form the basis for measuring performance. During implementation, project progress and impact data will be collected from all stakeholders viz: beneficiary communities, NGOs, Community Based Organizations (CBOs), implementing agencies (IAs), Third Party Quality Auditors and implementation progress reports.

3.4 The Consultants will be required to carry out primary surveys during two stages of the Study.

States	Coastal Districts	No. of Villages	HHs per village	Total no of HHs
A. Stage I (Mid-term Evaluation of Phase-II): 6 surveys				
Goa	2	20	20	400
Gujarat	16	100	20	2000
Karnataka	3	20	20	400
Kerala	9	30	20	600
Maharashtra	6	50	20	1000
West Bengal	3	50	20	1000
Total (A)				5400
B. Stage II (End-term Evaluation of Phase-II): 6 surveys				
Goa	2	20	20	400

Gujarat	16	100	20	2000
Karnataka	3	20	20	400
Kerala	9	30	20	600
Maharashtra	6	50	20	1000
West Bengal	3	50	20	1000
Total (B)				5400
(A+B) i.e.,12 surveys				10800 HHs

3.5 The survey should cover quantitative aspects such as number of Shelters, number of Saline Embankments, Underground Cabling etc. and will also cover qualitative aspects in terms of the nature and adequacy of training the community in emergency response and receipt of warning messages and capacity built for understanding the disaster risk reduction measures contemplated. For the survey – particularly to measure qualitative aspects -- Specific parameters, questionnaires, reasonable size of sample, sampling and survey strategy (including orientation and training of surveyors, data verification and authentication) shall be designed, in consideration with NDMA, the States and the World Bank. The Consultant shall conduct a Pilot Sample Study before conducting mid-term survey in at least 2 villages in each of the six States, to test the questionnaire and modify the same based on feedback. Actual survey (not the pilot survey) shall be repeated during the two stages of evaluation. Full information shall be given in support of information collected and to establish its veracity; in the form of photographs, signatures of contacts etc.

4.0 Time Schedule, Type of Contract & Payments

The contract period shall be approximately **24 months**. It will be a lump sum contract where payments will be linked with submission and acceptance of deliverables in installments.

5.0 Deliverables and Timelines

The key deliverables for the assignment along with respective timelines are as follows. The deliverables and tentative timelines for mid-term (Phase-II) and end-term (Phase-II) evaluations are given below, which shall be finalized during project implementation. For all these deliverables, drafts shall be prepared first before finalizing the reports. Each deliverable (draft, final) shall be made in five hard copies, and a soft copy.

Sl. No.	Deliverable	Timeline
1.	Inception Report outlining methodology of Study, coverage, sample size, questionnaire etc	Within 30 days of signing the contract.
2	Baseline data report covering clear quantitative and qualitative assessment of various key Performance Indicators of Phase-II	Within 2 months of signing the contract.
4	Pilot Study to test the questionnaire/survey tools	Within 4 months of signing the contract.
3	Mid-term Review Report covering quantitative and qualitative assessment of Key Performance Indicators vis-à-vis Baseline data and recommendations for midcourse corrections	By October, 2018
4	End review report covering quantitative and qualitative assessment of Key Performance Indicators vis-à-vis Baseline data and evaluation of Project Outcomes and suggestions for upstream activities to ensure sustainability.	About 3 months prior to the Closure of the Phase-II

6.0 Tentative Team Composition and Estimated Man Month Inputs

The tentative estimated key man-month requirement for the duration of the project is about 53 man-months. The Consultant's team will consist of the following professionals. The team shall be deployed as necessary, during the two specific stages of mid-term and end-term.

Sl. No.	Position in the Team/maximum no of positions	Consultant profile	Man months
1	Team Leader / 1	<p>Post Graduate in Economics or Sociology with a minimum 15 years experience of managing similar assignments.</p> <p>Persons having experience of working in the field of disaster management and exposure to international assignments will be preferred.</p>	12
2	Social Management Expert/ 1	<p>Post graduate with relevant specialisation in the field of Social Sciences.</p> <p>Minimum 10-12 years experience in social research studies</p>	3
3	Statistical Analyst/1	<p>M.Sc in Statistics with a minimum of 5 years of experience in survey research and analysis. He/ she must be conversant with the latest software available for statistical analysis.</p>	12
4	Survey Team Leaders/5 Nos	<p>Post Graduates in Science/Humanities with at least 5 years experience in the preparation of questionnaires, sampling techniques and conduct of surveys – One Team Leader for each state with proficiency in the local language</p>	20
5	Disaster Risk Management Expert	<p>The specialist will have a graduate /post graduate degree in the disaster risk management or related field with 5 years of experience specifically with Community-Based Disaster Risk Mitigation (CBDRM) activities. The Consultant must have good experience in working with the Indian administrative</p>	6

Sl. No.	Position in the Team/maximum no of positions	Consultant profile	Man months
		system and knowledge in dealing with disaster mitigation interventions and communications, preferably within a multi-disciplinary team.	
Total man months			53

Supporting staff such as Data Entry Operators shall be deployed as needed by the Consultant at their cost.

7.0 The Consultant will be reporting to PMU of the NCRMP at NDMA. This is an ongoing task, in which the status of the project shall be communicated to PMU through weekly/monthly brief progress report (10-15 pages) by the Consultant and specific meetings as needed with the Consultant.

8.0 DATA AND SERVICES TO BE PROVIDED BY THE CLIENT

The Consultant will be provided access to all such information as is necessary to plan and execute the assignment. It shall include:

- 8.1 Project documents available in public domain such as ESMF, procurement plan, manuals etc.
- 8.2 Contracts/tenders for selected sites, including special specifications.
- 8.3 Access to sites, and support of the nodal department.
- 8.4 Progress Reports, Reports of other Consultants.

9.0 REVIEW AND MONITORING OF CONSULTANTS WORK

Consultant's performance and quality of work will be reviewed by a review committee set up by the PMU including the representatives from the states.