

TERMS OF REFERENCE (TOR) FOR BASE LINE

OF

BIHAR TRANSFORMATIVE DEVELOPMENT PROJECT (BTDP)

Background:

The Government of Bihar has initiated a project on rural livelihoods promotion with support from the World Bank. This initiative is implemented through a Society registered with Government of Bihar by the name of Bihar Rural Livelihoods Promotion Society (BRLPS). BRLPS through the Bihar Transformative Development Project (BTDP) aims to improve rural livelihood options and works towards social and economic empowerment of the rural poor and women by promoting self managed community institutions and further strengthening their livelihoods. The BTDP intervenes with the community through the following four themes or programmes: institution and capacity building, social development, microfinance and livelihoods. The BTDP project will be implemented for the period of 6 years. It is expected to cover around 60 lakh poor families spread over 300 blocks across 32 districts of Bihar.

Objective of the Study

The objective of this study is to establish credible data to facilitate measurement of the net contributions of the Project to its sustainable livelihoods improvement objectives for the targeted families

The purpose of this assignment is to collect and document baseline from the target families and the villages in which they live, using surveys, economic experiments, and PRA techniques. These data will serve as inputs for macro and micro level assessments of the resource base, socio-economic status, institutional arrangements, and service delivery in Project treatment villages.

Data collection will use pre-tested semi structured interviews, FGD, PRA techniques, and other research methods and methodologies. The study will factor in and refer to the key result indicators of the project outlined in BTDS Result framework (Project Appraisal Document). The survey firm will develop a set of questionnaires after rounds of pre testing. The Agency has to propose the sampling methodology in the selection of sample villages and households within these villages using randomized protocols. Effective methods of tracking household surveyed in the first round should be implemented, because these households will be resurveyed in a follow-up survey to be conducted periodically.

The Baseline survey data will be collected from 4500 households.

1. Scope of Work

- a. Conduct Baseline Data Collection at the Household and Village level from a total of 4500 Households from 225 villages of 300 blocks across 32 Districts of Project locations in FY 2016-17.
- b. Using Base line data; track economic outcomes (income & indebtedness), social and political empowerment.
- c. Study the consumption, investment and indebtedness of access to affordable credit.
- d. Study the interventions to increase the agricultural productivity.
- e. Study the income pattern within the HHs.
- f. Study the Sanitation aspect of the HHs
- g. Conduct FGD to study the social changes made by the Project Intervention and also assess the changes made at the village level.

2. Key Outputs of the Consultancy

The following outputs shall be submitted for each round of data collection:

a) **Work Plan**, to be drafted through discussion with the project. The Consultant will also discuss arrangements put in place to ensure that the households included in the baseline survey can be interviewed at a later date. All this would result in a detailed work plan that assigns responsibilities and discusses implementation arrangements including appointment & training of qualified enumerators, supervision mechanism for quality insurance of data collection and data analysis etc.

b) **Interim reports** documenting data collection procedures and timing, and a 2-3 page overall summary report, should be to be submitted to the project four weeks into each survey round. This would include data from a pilot test of the Questionnaire that involves 100 Households. This will be accompanied by summary tables analyzing these data and a report that reviews the pre-test experience and identifies lessons for modifications of the survey instruments and the logistical arrangements for survey implementation and data entry. Based on a review of the data from the pilot test, a set of minimum quality standards will be agreed upon prior to the start of the field work. The interim report should include the qualitative aspect also. The training of enumerators should be completed and a report should be part of the interim report.

c) **Computerized data sets**. Each data set should be double-entered and merged, with discrepancies checked against hard copies and corrected. Raw, double-entered data sets, and merged and cleaned datasets from the baseline should be submitted as they are completed. Data collection will be closely supervised and monitored by the Project and we expect the data collection to be of the highest possible quality.

d) **Presentation by the Consultants**: After each round of survey, the consultants will have to present the results / impacts to the project.

e) **Final Report** which includes and synthesizes the Work Plan, Interim Reports, and summary statistics for each survey round. Based on these summary statistics, the final report for each round will provide general input for further analysis by the external evaluation team.

3. Period of Consultancy

The Period of Consultancy will be for 7 months.

4. Reporting obligation

The Data sets, Work Plan, Interim Report, Draft Final report, Presentation and final Report will be submitted in BRLPS as per the schedule mentioned above. The Following reports shall be submitted in both hard (3 copies in number) and soft copies. For each round, the data will be double-entered, and the two separate files in a standard format such as Stata or SPSS, will be submitted to BRLPS in addition to the merged and corrected final panel dataset.

5. Deliverables

Based on the above mentioned output, the Consultant will deliver the following in various stages of the work:

Deliverables		Period from the Date of Contract	Payment Schedule
Baseline Survey (2016-17)	Work Plan & Completion of the appointment and training of enumerators	2 nd week	10%
	Interim Report	6 th week	10%
	Raw double-entered data sets, merged and corrected data set	20 th week	30%
	Draft Final report with Presentation	24th week	20%
	Final Report	28th Week	30%

6. Key Persons, Qualification, Experience and Mandays required for the Assignment

The Team Leader & the Co- Team Leader should have an experience of similar assignment and each member of the team should have an experience in any one of the following subjects: Statistics/ Economics/ Operational research with strong expertise in the field of conducting surveys for rural development and community development projects. The Consultants should have working experience in Bihar or similar Hindi speaking belt.

The Field Supervisor & the Enumerator should have a degree of Bachelor and an experience of similar assignment. To ensure good access to female respondents, the survey team should include female staff. Male and female staff should conduct interviews as a pair, with the male staff person interviewing the man, and the female staff person interviewing the woman. (Note that the other staff person need not be present during the interviews of his / her team mate, and may concurrently conduct an interview in a neighboring household).

The Breakdown of the Consultant man-days per round as per the deliverables for Baseline is:

Deliverables	Team Leader	CO-Team Leader	Field Supervisor	Enumerators
Work Plan as mentioned above in the Output of the Consultant & Completion of the appointment and training of enumerators	2	7	39	39
Interim Report	2	14		
Raw double-entered data sets, merged and corrected data set, and Draft Final report	6	24		
Final cleaned data set and Final Report after incorporating comments and recommendation	5	15	08	
Total	15	60	47	39

This may be readjusted as per approach and methodology proposed by the agency.

- a) During the given the length of the Baseline survey, each team consisting of 2 Enumerators would be spending 1 hr per HH survey. For, 4500 HHs, 4500 man hours will be required by the Consultant. So, a total of 30 man days required by 25 teams consisting of 2 enumerators and for training and transit 09 days in required.
- b) For every 15 team of enumerators there will be one supervisor. The Supervisor will be with Enumerators to guide them and roll out the survey work. So a total of 30 man days per Supervisor will be required for this assignment, another 08 days per Supervisor will be required for training and data validation . So, a total of 47 man days will be required.
- c) For the entire assignment, there will be One Co Team Leader. The Co Team leader will validate the sample data and for the draft and final report, 60 mandays days will be required.
- d) The Team Leader will coordinate the entire assignment and he will be responsible for every deliverables with the quality output of the deliverables. For this a total of 15 man days will be required.

8. Services Provided by the Client

The State Project Manager (M & E) BRLPS, would supervise the assignment and facilitate the interaction and exchange of information between the Consultant and BRLPS. All relevant Project documentation will also be made available to the Consultant.

9. Review Committee to Monitor Consultants Work

The Chief Executive Officer, BRLPS in association with State Project Manager (M & E) shall be responsible for reviewing and monitoring the work of consultants. S/he may constitute a review committee to monitor the progress and interact with the Consultant. The Committee may also seek comments and inputs on the Consultants work from the World Bank officials and from the other experts.

10. Ownership

This assignment is funded by BRLPS and therefore shall be the owner of the assignment output. The Consultant will have no right of claim to the assignment or its outputs once completed. Any reports / research outputs /process documents produced as a part of this assignment shall be deemed to be in the property of BRLPS and the consultant will not have any claims and will not use or reproduce the contents of the above documents without the written permission of BRLPS.

