

Queries and Clarifications- Hiring an Agency for Conducting Mid Term (Midline) Survey

S.No	RFP Document Reference(s) (Section)	Content of RFP requiring Clarification(s)	Points of clarification/ request	Clarifications
1	Instructions to Consultants E. Data Sheet- 17.1	The Consultants shall submit their proposal through e-proc portal only.	Please confirm if submission is through online mode only and no hard copy is required.	The Consultants shall submit their proposal (Technical + Financial) through e-proc portal only.
2	Instructions to Consultants E. Data Sheet- 17.7 & 17.9	The Proposals must be submitted no later than: through e-proc portal (https://www.eproc.bihar.gov.in) only Date: 08th May, 2019 Time: 04.00 PM	We would like to request you to extend the submission date for at least 7 days to enable us to prepare a competitive and technically-responsive proposal.	No Extension, agencies are requested to complete the process on or before the date and time mentioned in the RFP.
3	Instructions to Consultants E. Data Sheet- 21.1	Specific (similar) experience of the Consultant (as a firm) relevant to the assignment	Kindly explain what kind of assignments will be considered under this category.	Similar experience means Surveys Only (like HH Surveys, Large Scale Survey, Midline Survey, Baseline Survey, Endline Survey)
4	Instructions to Consultants E. Data Sheet- 21.1	Key expert's qualifications and competence for the assignment: K-I: Team Leader; K-II: Co-Team Leader; K-III: Field Supervisor; K-IV: Field Supervisor	Point 8 in Page 44 of the Terms of Reference lists the positions as follows: Team Leader; Co-Team Leader; Field Supervisor; Kindly confirm about the last position. Is it - Field supervisor or enumerator?	Five (05) Field Supervisors are required, (refer 44of 66 of RFP) the agencies need to submit the CVs of : K-I: Team Leader (01); K-II: Co-Team Leader (01); K-III: Field Supervisor (01); K-IV: Field Supervisor (01) *Enumerator CV is not required
5	Section 3. Technical Proposal Standard Forms	Power of Attorney: No pre-set format/form.	Please clarify if the Power of Attorney needs to be provided on non-judicial stamp paper, or the letterhead of the bidder shall suffice.	Not Applicable
6	Form Tech-1 Technical Proposal Submission Form		Please confirm to whom the proposal cover letter shall be addressed.	Chief Executive Officer, Bihar Rural Livelihoods Promotion Society
7	Form Tech-6: Curriculum Vitae (CV)		Since the authorised signatory of the firm is going to sign the CVs, please clarify if digital signature of the proposed experts will be considered, as some experts may be remotely located and may not be present to physically sign their finalized CVs.	Scan copy of CVs of each key expert with duly signed by the Key Expert as well as the authorized person of the agencies is required.
8	Section 4. Financial Proposal - Standard Forms		FIN-, FIN-2 and FIN-3 have been strike off. And FIN-4 is missing from the RFP. Which financial format shall be used for proposal Submission?	A separate excel sheet comprising financial formats (Form FIN-1, Form FIN-2, Form FIN-3 & Form FIN-4) is already uploaded on e-proc portal. Agencies are requested to fill their financial in excel sheet only and upload the same.
9	Sample Form- Consultant's Representations Regarding Costs And Charges		Is this format applicable for the Consultant?	Not Applicable

S.No	RFP Document Reference(s) (Section)	Content of RFP requiring Clarification(s)	Points of clarification/ request	Clarifications
10	Terms of Reference	Scope of work: Conduct Midterm Data Collection at the Household from a total of 2250 Households from 180 Villages across 20 blocks of 6 districts	Please provide the list of village, blocks and districts for the study. It will help the Consultant to estimate the cost.	The List of village, blocks and districts will be shared. (Annexure Attached)
11	Terms of Reference	Scope of work: Conduct Midterm Data Collection at the Household from a total of 2250 Households from 180 Villages across 20 blocks of 6 districts	We understand that the sample of 2250 HHs have to be drawn randomly from the selected villages. Kindly confirm.	Yes, it will be purposive random sampling from the baseline HHs. Selection of HHs will be from the representative baseline HHs.
12	Terms of Reference	Scope of work: Conduct Midterm Data Collection at the Household from a total of 2250 Households from 180 Villages across 20 blocks of 6 districts	Is the Consultant required to collect any valid document from the respondents such as ID Proof etc during the survey exercise?	No documents will be collected from the respondents during survey.
13	Terms of Reference	Key Outputs of the Consultancy: Computerized data sets: The Consultant will use CAPI app for data collection.	Please inform if the app will be provided by the Client or the Consultant has to arrange for the same. If the Consultant is supposed to carry out data collection by CAPI app, we understand that filling of information in hard copy questionnaires will not be required. Please confirm.	The app will be developed by the consultant. Yes, Consultant should carry out data collection by CAPI app; filling of questionnaire is not required in hard copy
14	Terms of Reference	Deliverables: Work Plan & Completion of the appointment and training of enumerators: 10%, Interim Report: 25%, Data sets submission: 25% Draft Final report with Presentation: 20%, Final Report: 20%	Since bulk of the investment will happen in the initial months till the survey exercise, we request you to consider revising payment schedule as follows: Work Plan & Completion of the appointment and training of enumerators: 15% ; Interim Report: 25%; Data sets submission: 25%; Draft Final report with Presentation: 25%; Final Report: 10%	No changes in payment Terms
15	Terms of Reference	Deliverables: Work Plan & Completion of the appointment and training of enumerators: 1st week, Interim Report: 5th week, Data sets submission: 13th week Draft Final report with Presentation: 15th week, Final Report: 16th week	Kindly fix a timeline for review and approval of reports such as 30 days after submission of reports. And in case the Consultant does not receive comments from the Client in this time period, the report shall be deemed to have been approved.	Accepted, 30 days within the submission of report
16	Terms of Reference	Point 8: The Team Leader & the Co-Team Leader should have at least seven (07) years of experience in similar assignment and a Masters degree in Statistics/ Economics/ Operational Research/ Rural Development.	Request you to kindly also consider experts with Masters degree in Social Science (geography, history, political science, sociology etc)	No Changes
17			Is the Consultant required to furnish documents like certificate of incorporation, balance sheets etc, which were already submitted in the EOI stage? Please confirm.	Not Required