

Request for Proposal

The following Consultants were invited to participate in the pre-bid meeting held at CRIDA, Hyderabad on May 28, 2011.

1.	Matt McDonald, NOIDA
2.	WAPCOS Ltd., Haryana
3.	APITCO Ltd., Hyderabad
4.	GFK Mode, Hyderabad
5.	DJRC, Orissa
6.	HAYS, Secunderabad
7.	AFPRO, Hyderabad
8.	Pragna Research & Consultancy Services, Hyderabad
9.	Centre for Advanced Research & Development, Bhopal
10.	Foretell Business Solutions, Bangalore
11.	NR Management Consultants Pvt. Ltd., New Delhi

Please find below details of the Request for Proposal (RFP) based on which the technical and financial bids have to be submitted by the above mentioned Consultant Organizations before the stipulated time.

1. Invitation for submission of bids

1.1. This is to inform that CRIDA is implementing the project '**National Initiative on Climate Resilient Agriculture**' (NICRA). The objectives of the project include evolving strategies, technologies and measures to make Indian agriculture more resilient to climate change and variability. Understanding how farmers in different regions cope with and adapt to climate change is critical to achieving the project outputs. With this in view, it is proposed to engage a consultancy organization to conduct studies on impact of, vulnerability to and coping with climate change and variability by farmers including livestock owners and fishermen in different agro-climatic regions in India and produce a report thereon.

1.2. The conditions and terms of the reference (TOR) for conducting these studies are provided in Sections 2 and 3.

1.3. Sealed bids are invited from your organization for conducting the studies mentioned above. You can submit the sealed bids by **12.00 hrs on 13/6/2011** to The Director, CRIDA, Santoshnagar, Hyderabad 500 059. Separate technical and financial bids as described in the TOR should be submitted. Please also submit the audited financial statements of the last three years along with the bids. Incomplete bids, joint bids and bids received after the due date will be rejected. You are also required to submit a copy of registration.

1.4. Financial bids must be submitted for all the districts together (Case 1) and for each zone (details provided in subsequent sections) separately (Case2). The Consultant Organizations, who do not submit bids for all the 5 zones separately (Case 2) along with the Case 1 bid will not be considered further. However, Director CRIDA reserves the right to select different Consultants for conducting these studies in different zones.

The technical bids will be opened at 1500 hrs on 13/6/2011 and the financial bids at 1100 hrs on 20/6/2011.

1.5. Director, CRIDA reserves the right to cancel any or all the bids without assigning any reasons there for. In case of any dispute arising out of the selection of consultant organization, the decision of the Director, CRIDA will be final and abiding. No further correspondence will be entertained in this regard.

1.6. The estimated cost for conducting these studies is about Rs. 45.87 lakhs (excluding taxes).

1.7. The details of zones and districts are appended.

2. TERMS OF REFERENCE AND OTHER CONDITIONS FOR CONDUCTING STUDIES

2.1. Background

It is proposed to engage experienced consultancy organizations (hereinafter called Consultant) under NICRA to conduct studies on impact of, vulnerability and adaptation to and coping with climate change and variability by farmers in different agro-climatic regions in India.

2.2. Objectives

The broad objectives of the study are:

- To elicit and understand the perceptions of farmers w.r.t. climate change and variability
- To Capture the extreme weather events based on historical data of 30 years (rainfall, temperature, cyclone, flood, etc. from the nearest weather station
- To examine the impact of extreme weather events such as incidence of droughts, floods, heat and cold waves, cyclones, frost, untimely rains etc at farmer/household level.
- To document the mechanisms adopted at household and community levels to adapt to and cope with the climate change or variability
- To document the information on investments that affect response to climate change and variability
- To document the policies/ initiatives of the government at state and district level
- To assess the preparedness of the government and communities to deal with the climate change and variability including extreme weather events at village, district and state level

2.3. Study area

The study is to be conducted in 50 districts across the country that vary in terms of agro-climatic conditions, economic development, and incidence of extreme events and so on. The study has to cover two stresses in 7 districts and one stress in 43 districts. For each stress in a selected district as specified in the Appendix-B, primary data is to be collected from at least 45 farmers/ households from one cluster of villages. In addition, relevant secondary data is to be obtained from different sources and from interactions and consultations with relevant stakeholders such as gram panchayats, village communities, line departments, government web sites, nearest weather station etc. The list of districts where the studies are to be conducted is given in Appendix-B. Care should be taken to see that village selected is representative of the district in terms of stress (drought/ flood etc) and also that farmers/households selected are able to give proper responses when the schedule is being administered.

For this study, the term 'farmer' / 'household' mean those who grow crops, rear livestock or engaged in fish farming and the landless labour.

2.4. Study period

The task is to be completed and draft report submitted in a period of six months from the date of agreement. After attending the response/comments of CRIDA, the modified or revised final report should be submitted

2.5. Output of the study

- Documentation of perceptions of farmers and other stakeholders about climate change and variability.
- Documentation of farmers' vulnerability to climate change, adaptation and coping mechanisms to deal with climate change and variability and extreme climatic events.
- Synthesis of policies, initiatives, investments and programmes that have a relevance to climate change and variability.
- Documentation of institutional structure and its preparedness to deal with extreme climatic events.

2.6. Minimum contents of the study report

The report must include the information and findings as related to the objectives and outputs mentioned and any other relevant information that enables a better interpretation of the findings of the study. **At the minimum**, the report should contain the information and findings related to the following:

- Profiles of villages in terms of bio-physical and socio-economic aspects, infrastructure facilities available, cropping pattern, land use pattern, irrigation sources etc. Latitude and longitude of the villages are also to be given.
- Cadastral maps of the villages (digital format amenable for GIS analysis) and district-statistics (district-handbooks)
- Profiles of households/farmers selected in terms of their assets, land resources, irrigation facilities, cropping pattern and intensity, crop economics, education, income and employment sources, etc.)
- Daily weather data (e.g. rainfall, temperature, wind speed etc) from the nearest weather station for the last 30 years and an analysis thereof
- Incidence of extreme climate events such as drought, floods, heavy rainfall events, heat wave, cold wave etc in the last 10-15 years
- Record of recent abnormal weather events (preferably based on the data collected from nearest observatory or through PRA/ FGD)
- Awareness and perceptions of farmers about climate change and variability, the causes and the signs or manifestations thereof
- Whether farmers see a change in the rainfall pattern, snow fall, temperature etc
- Impact of extreme climate events on crop and livestock production, incomes, consumption etc.
- Farmers' coping mechanisms in such situations and their path and time taken to get back to 'normal situation'
- What adaptation measures are farmers taking up in their farming decisions and operations?
- Investments made by farmers in the recent past and how they affect vulnerability or adaptation to climate change and variability
- Investments made by the government or other agencies at the district level and how they can affect vulnerability or adaptation to climate change and variability
- Important acts/legislations/policies of the state government that affect vulnerability or adaptation to climate change and variability. The important provisions of such acts/policies and their potential impact on mitigation and adaptation.
- Institutions/ departments/organizations involved in dealing with after-effects of extreme weather events, etc (e.g. those involved in relief operations, relief/compensation payments, insurance agents,)

- Support of extension agencies / NGOs, etc. to farmers on the adaptation / coping measures
- Mechanism to implement contingency crop measures at village / taluq / district level
- Infrastructure interventions, (such as storage facilities for contingency crop seed) for contingency measures at taluq / district level
- Comparative analysis of weather events across districts in GIS framework
- The contents of the report should be organized into relevant chapters and appropriately sequenced. The report should contain adequate number of tables, figures/graphs, pictures, etc to support the written text. Photographs depicting the success stories of different coping or adaptation measures or those that illustrate the damage or impact on crops, livestock, fisheries, infrastructure, etc are also to be included. The report must be written in a professional way.
- The report should contain an Executive Summary in the beginning. The report should also include region-wise and crop-wise syntheses and inter-state and inter district comparisons.

2.7. The instruments (questionnaires/checklists/schedules etc) used for data collection will be finalized in consultation with CRIDA and will have to be approved by the Director, CRIDA

3. CONTRACT TERMS

3.1. The proposals/ bids/ and draft and final reports will be evaluated by a Consultancy Evaluation Committee constituted for the purpose by Director, CRIDA and the decisions of Director, CRIDA will be final and binding and no correspondence will be entertained in this regard.

3.2. Selection Criteria

The Committee will determine the procedure for scrutiny of technical bids and other administrative conditions and finalize the list of successful bidders. Thereafter the Committee will open financial bids of only those bidders who have qualified in the technical bid and a comparative statement will be prepared. The technical bids will be evaluated based on the strength of the proposal (methodology, approach etc) and on the capacity of the Consultant. Final selection will be based on both the technical and financial aspects taken together. The technical and financial aspects will be given weights of 0.7 and 0.3, respectively. Any of the Consultant Organization short listed based on the evaluation of technical bids can be selected even if they do not quote the lowest if their technical bid is found to be superior or better. In this regard, the decision of Director, CRIDA is final and binding.

3.3. Processed data (tables, results, figures, pictures, maps, etc) and report will be submitted in electronic and hard copy. Raw data preferably in a popular spreadsheet/ database format along with the coding details and metadata will be submitted in electronic form. The Consultant will also provide all the hard copies of filled questionnaires/schedules/checklists etc to CRIDA.

3.4. Any IPR that may emanate from this study will rest with ICAR. The data or information collected as part of this study or the findings thereof will become property ICAR/CRIDA and no part of this will be used for any other purpose by the Consultant.

3.5. Financial schedule

At the time of signing agreement or MOU, an advance payment of 25% would be given against bank guarantee of an equal amount from a nationalized bank in appropriate manner. The remaining amount would be as per the following schedule:

Case 1

After completing data collection and submission of report for 5 districts	15%
After completion of primary data collection in the remaining 45 districts	30%
After submission of draft report	15%
After submission and acceptance of final report	15%

Case 2

After completing data collection and submission of report for 1 district	15%
After completion of primary data collection in all the districts in the zone	30%
After submission of draft report	15%
After submission and acceptance of final report	15%

3.6. Director, CRIDA reserves the right to modify the ToR before assigning the study.

3.7. Monitoring

The Consultant will give the schedule of field visits for data collection to CRIDA. Officers or representatives of CRIDA will visit the respective places of data collection at random and without informing the Consultant. If there is any change in the schedule subsequently, the same will be informed to CRIDA. A random sample of farmers surveyed by the Consultant will be resurveyed by CRIDA to cross check the data.

A sample report of five districts is to be submitted within six weeks of initiation of study so that any mid-course corrections can be done with the mutual agreement (Case 1).

A sample report of one district is to be submitted within six weeks of initiation of study so that any mid-course corrections can be done with the mutual agreement (Case 2).

3.8. Activities and Time line

Case 1

Activity	to be completed by (week)
Finalization of questionnaires/ checklists in consultation with CRIDA	Four
Data collection in five districts	Six
Preparation and submission of sample report	Eight
Comments on the sample report and modification in the instruments/ Processes, if any	Ten
Data collection, data entry and analysis	Twenty
Draft report preparation	Twenty four

Case 2

Activity	to be completed by (week)
Finalization of questionnaires/ checklists in consultation with CRIDA	Four
Data collection in one district	Six
Preparation and submission of sample report	Eight
Comments on the sample report and modification in the instruments/ Processes, if any	Ten
Data collection in remaining districts, data entry and analysis	Twenty
Draft report preparation	Twenty four

3.9. Termination of contract

The Consultancy agreement can be terminated with a notice period of 15 days. In the event of termination, the Consultant will submit all the information and data collected thus far to CRIDA and the report based on the information and data collected. The expenditure will be reimbursed on realistic basis on production of necessary proof and if it is found, as determined by the Committee, commensurate with the progress in the work. The Consultant is liable to forfeit his bank guarantee/ security deposit in case of termination of contract.

3.10. Any dispute arising from the implementation of this agreement/ contract will be dealt within the jurisdiction of Hyderabad.

4.0 Eligibility of Consultant

- The consultant organization must be a registered body in India and must be authorized to operate in India.
- The consultant organization must have at least five years of experience.
- The consultant organization must have the resources to obtain the primary data from different parts of the country, mainly man power.
- The key persons responsible for consultant organization should have academic and professional background related to the work being offered.
- The Consultant is fully conversant with the approaches and methodology to fulfill the objectives of the study and achieve outputs and possess the required infrastructural facilities, capabilities / expertise.
- If necessary, the Consultant may be required to make a presentation on any of the aspects of their proposal, as and when required. In the event of such a presentation not being made by the responding agency, as requested, it may be taken as an indication of lack of interest on the part of the Consultant for taking up the study and no further action will be taken on the proposal received from them.
- The consultant is expected to conduct these studies on their own and no sub-contracting is permitted.

5.0. Submission of Bid

Consultants interested to participate in conducting these studies will be required to submit the following bids within the prescribed time limit. The bids will be submitted to the Director, CRIDA, Santoshnagar, Hyderabad 500059 in two separate sealed envelopes.

Envelope A: Technical bid

- A1: Experiences of the Consultant in conducting field studies and surveys in general and studies related to climate change and variability in particular in different parts of the country
- A2: Description of backstopping capacities of the organization
- A3: Methodology / strategy of the consultant on conduct of the proposed study and schedule for the study. This should also include the draft of various data collection instruments (schedule/questionnaire/checklists etc) that will be used
- A4: CVs of experts involved in the study. The CVs must include a statement indicating availability of the expert during the proposed period of study

Other details to be included in Technical bid are given in Appendix A.

Envelope B: Financial bid

Financial bids have to be submitted in two forms: One for all the fifty districts together (Case 1) and the other for each zone separately (Case 2). The financial bid for case 1 should also include the zone-wise breakup of the budget/cost.

This will contain following information regarding the bid, in particular:

- Cost of manpower
- Travel costs
- Costs for questionnaire printing and stationery
- Costs for preparation of the draft and final reports
- Miscellaneous and contingencies

Two envelopes containing technical and financial bids and the audited financial statements should be kept in a big envelop and be submitted to the authority mentioned above. Please indicate the contents (e.g. technical bid/ financial bid/ audited financial statements) on the top of envelop.

Technical Bid

I.

- 1) Name of the Consultant :
- 2) Address of the Consultant :
With contact details :
- 3) Profile of the Consultant : See Appendix C
- 4) Experience in the relevant field :
- 5) Details of relevant previous studies, if any (give the client, topic of study, budget, duration of the project, study area, sample size, relevance to the present study, etc.). Please provide this information in a tabular form provided in Appendix C
- 6) Infrastructure available :
- 7) Human resources available for the study : See Appendix C for format
- 8) Geographical presence :
- 9) Established linkages with organizations in different parts of the country

II. Approach and methodology to achieve the objectives and outputs (as detailed as possible). Include such details as selection procedure of villages and farmers, sample size, tools of data collection, methods of data entry and analysis, etc. Also mention the possible analytical tools you may apply to the data to derive conclusions.

III. Mechanism for data collection, supervision of data collection process, quality checking, data entry, cleansing, analysis and report preparation. Indicate the number and qualification of people involved for these activities. Also include the arrangements made for collecting data and information from different regions and sources.

IV. Mechanisms for collecting secondary data / information related to objectives 4 to 6.

V. Draft or outline of Questionnaires/ schedules/checklists etc that you propose to use for collecting the information to fulfill the objectives and to deliver outputs. The questionnaire/schedules should also include validation or consistency checks between different items of the questionnaire/schedule.

VI Definition, meaning and interpretation of key concepts, terms etc used in these studies with appropriate and relevant references for the same

Appendix – B List of districts and zones to be covered in the study

SNo	Zone	State	AEZ	District	Stress	No. of villages/clusters *
1	East	Bihar	South Bihar Alluvial Plain zone (BI-3)	Jehanabad	Drought	1
2	East	Bihar	North West Alluvial Plain Zone	Darbhangha	Flood	1
3	East	Bihar	North east Alluvial Plain Zone (BI-2)	Supaul	Drought/Flood	2
4	East	Chhattisgarh	Bastar Plateau Zone (MP-2)	Dantewada	Soil erosion Heavy rainfall	2
5	East	Chhattisgarh	Chhattisgarh Plain (MP-1)	Raipur	Drought	1
6	East	Jharkhand	Western Plateau Zone (BI-5)	Palamu	Drought/ Heat wave	1
7	East	Jharkhand	Central and North Eastern Plateau Zone (BI-4)	Koderma	Drought	1
8	East	Orissa	Western Central Table Land Zone	Bolangir	Drought	1
9	East	Orissa	North Eastern Coastal Plain Zone	Balasore	Frequent Flood	1
10	East	Orissa	East and South Eastern Coastal Plain Zone (OR-4)	Kendrapara	Intense Flood and Cyclone	1
11	East	West Bengal	Red & Laterite Soil Zone	Purulia	Drought	1
12	East	West Bengal	Old Alluvial Zone (WB-3)	Malda	Flood	1
13	East	West Bengal	Coastal Saline Zone (WB-6)	South 24 Pargaras	Cyclonic storm	1
14	Hill	Assam	Barak Valley Zone (AS-5)	Cachar	Floods	1
15	Hill	Himachal Pradesh	High hills Temperate Dry Zone (HP-4)	Kinnaur	Cold wave / drought	2
16	Hill	Jammu & Kashmir	Mid to High Altitude (JK-2)	Phulwama	Frost/cold wave	1
17	Hill	Mizoram	Sub Tropical Hill Zone	Lunglei	Water Stress	1
18	Hill	Nagaland	High Hills Zone	Phek	Drought	1
19	Hill	Sikkim	Humid Sub Tropical Zone	East Sikkim	Soil erosion Water Stress	2
20	Hill	Uttarakhand	Hill Zone (UP-1)	Tehri Garhwal	Cold wave, hail storm	2

21	North	Haryana	Western Zone (HR-2)	Sirsa	Drought / heat wave	1
22	North	Haryana	Eastern Zone (HR-1)	Yamunanagar	Frost in winter	1
23	North	Punjab	Western Zone (PB-5)	Bathinda	Drought/heat wave	1
24	North	Punjab	Western Plain Zone (PB-4)	Faridkot	High temperature	1
25	North	Punjab	Sub-Mountainous Undulating Zone (PB-I)	Ropar	Frost/cold wave	1
26	North	Uttar Pradesh	Western Plain Zone	Baghpat	Ground water depletion	1
27	North	Uttar Pradesh	Bundelkhand zone	Chitrakoot	Drought & Heat Wave	1
28	North	Uttar Pradesh	North Eastern Plain Zone	Gorakhpur	Flood	1
29	North	Uttar Pradesh	Bundelkhand Zone	Jhansi	Drought & Heat wave	1
30	North	Uttar Pradesh	North Eastern Plain Zone (UP-8)	Kushinagar	Flood	1
31	North	Uttar Pradesh	Vindhyana Zone	Sonbhadra-	Drought heat wave	1
32	South	Andhra Pradesh	South Telangana Zone	Nalgonda	Drought	1
33	South	Andhra Pradesh	Northern coastal zone (AP-2)	Srikakulam	Floods	1
34	South	Andhra Pradesh	Krishna Godavari zone (AP-1)	West Godavari	Cyclone	1
35	South	Karnataka	Northern Transition Zone (KA-8)	Belgaum	Drought, Heat wave	1
36	South	Karnataka	Central Dry Zone (KA-4)	Tumkur	Drought	1
37	South	Kerala	Problem areas zone (KE-5)	Alleppey	Salinity, water logging	1
38	South	Tamil Nadu	Cauvery Delta Zone (TN-4)	Nagapattinam	Drought, Floods, cyclones	1
39	South	Tamil Nadu	North Western Zone (TN-2)	Namakkal	Drought	1
40	South	Tamil Nadu	Southern Zone (TN-5)	Ramanathapuram	Drought, Salinity	2
41	West	Gujarat	North West Zone (GJ-5)	Kutchh	Drought/ low rainfall	1
42	West	Gujarat	South Gujarat Heavy Rainfall (GJ-1)	Rajkot	Drought	1
43	West	Madhya Pradesh	Girid Zone(MP-7)	Guna	Drought	1

44	West	Madhya Pradesh	Girid zone (MP-7)	Morena	Drought	1
45	West	Madhya Pradesh	Central Narmada Valley Zone (MP-6)	Tikamgarh	Drought	1
46	West	Maharashtra	Central Maharashtra Plateau Zone	Amaravati	Drought	1
47	West	Maharashtra	Western Ghat zone (MH-3)	Ahmednagar	Drought	1
48	West	Maharashtra	Western Maharashtra Scarcity Zone	Solapur	Drought	1
49	West	Rajasthan	Flood Prone Eastern Plain Zone (RK-6)	Bharatpur	Drought / flood / salinity	2
50	West	Rajasthan	Arid Western Plain Zone (RJ-1)	Jodhpur	Drought	1

* For each stress mentioned against the district, one village or cluster of villages is to be selected and data collected from a sample of minimum of 45 farmers/households. Thus, data have to be collected from a total of 57 clusters of villages in 50 districts.

Zone-wise distribution of districts

Zone (States)	No. of districts
East (Bihar, Orissa, West Bengal, Jharkhand, Chattisgarh)	13
North (Punjab, Haryana and Uttar Pradesh)	11
South (AP, Karnataka, Kerala, Tamilnadu)	09
West (Gujarat, Maharashtra, MP, Rajasthan)	10
Hill (HP, JK and NE States)	07
Total	50

Appendix C

Profile of organization

Year of establishment	
Whether registered in India	
If yes, Act under which registered and year of registration	
Whether legally permitted to operate in India and to transact with GoI	
Certifications (ISO, CMMI, etc) with proofs attached	
Geographical presence (name the states where the offices are located)	

Relevant projects [Give the details of the relevant projects only]

Project title	Client	Duration (Start and End dates)	Budget (Rs. Lakhs)	Study location	Sample size	Whether related to/ included			
						Climate change	NRM	Agriculture	Socio-economic survey

Please enclose a copy of letter of award of the project showing the budget and client

Human resources available/ to be deployed to the study

Name	Age (years)/ date of birth	Highest academic qualification (degree and subject of specialization)	Post-qualification experience (years)	Role/ position in the present study	Whether permanent staff or hired for this project only	Time allocated to the project (%)