

Request for Proposal

The following Consultants were invited to participate in the pre-bid meeting held at CRIDA, Hyderabad on April 2, 2011.

| SNo | Organization |
|-----|--|
| 1 | Action for Food Production , 1-3-29/5, Nandanavan Colony, Street No.4 (Lane Opp. To ICICI bank), Habsiguda, Hyderabad – 500 007 |
| 2 | APITCO Limited , 8 th Floor, Parisrama Bhavan, Basheerbagh, Hyderabad –4 |
| 3 | Centre for Environment Education , Nehru Foundation for Development, Thaltej Tekra, Ahmedabad – 380 054 |
| 4 | Consulting Engineering Services (India) Pvt.Ltd , 57, Nehru Place, 5 th Floor, New Delhi – 110 019 |
| 5 | D.J. Research & Consultancy Pvt. Ltd. , M.1/69, IRC Village, Nayapalli, Bhubaneswar – 751 015 |
| 6 | Emergent Ventures India Pvt.Ltd. , 5 th Floor, Universal Trade Tower, Sector 49, Gurgaon – 122 001, Haryana |
| 7 | HAYS , No. 12-13-414/12, Street No.1, Tarnaka, Secunderabad – 500 017 |
| 8 | RMSI Pvt. Ltd. , , A-7, Sector 16, Noida – 201 301 |
| 9 | Synovate India Pvt. Ltd. , 1-8-7/13, First Floor, Street No. 13, Beside lane of Arora College, Chikkadapally, Hyderabad – 500 020 |

As agreed upon during the pre-bid meeting, please find here with the Request for Proposal (RFP) based on which the technical and financial bids have to be submitted by the above mentioned Consultants 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 to evolve 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 consultant/ 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 11.00 hrs on 18/04/2011 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 and bids received after the due date will be rejected. You are also required to submit a copy of registration if your organization is a registered body.

1.4. Financial bids must be submitted for all the districts together (Case 1) and for each zone separately (Case2). Only those Consultants submitting bids for all the zones will be considered. However, Director CRIDA reserves the right to select different Consultants for conducting these studies in different zones.

1.5. Director, CRIDA reserves the right to cancel any or all the bids without assigning any reasons. In case of any dispute arising out of the receipt and 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 details of zones and districts are appended.

1. 1

2. TERMS OF REFERENCE AND OTHER CONDITIONS FOR CONDUCTING STUDIES

2.1. Background

It is proposed to engage experienced consultants/ consultancy organizations (hereinafter called Consultant) under NICRA to conduct studies on impact of, vulnerability 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 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 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

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. Primary data is to be collected from at least 45 farmers/ households from one cluster of villages in each of the selected districts. 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. will be provided by CRIDA 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 farmers’ perceptions 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 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
- 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
- Incidence of extreme climate events such as drought, floods, heavy rainfall events, heat wave, cold wave etc in the last 10-15 years
- Impact of such 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,)
- 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 synthesis of the findings.

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 / be recommended. 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. Any of the Consultants 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, 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 15% would be given against bank guarantee 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 | 20% |
| After submission and acceptance of final report | 20% |

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 | 20% |

After submission and acceptance of final report

20%

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 will 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 will 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 must have at least five years of experience in conducting such studies.
- The consultant must have the resources to collect the primary data from different parts of the country, mainly man power.
- The consultant or 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 posses 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.

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 :
- 4) Experience in the relevant field :
- 5) Details of relevant previous studies, if any (give the client, topic of study, study area, sample size, etc.)
- 6) Infrastructure available :
- 7) Human resources available :
- 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 | Darbhanga | 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 (B1-4) | 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 | Vindhyan Zone | Sonbhadra- | Drought heat wave | 1 |
| 32 | South | Andhra | South | Nalgonda | Drought | 1 |

| | | | | | | |
|----|-------|----------------|-------------------------------------|----------------|----------------------------|---|
| | | Pradesh | Telangana Zone | | | |
| 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 | Bharatpur | Drought / flood / salinity | 2 |

| | | | | | | |
|----|------|-----------|--------------------------------|---------|---------|---|
| | | | Zone (RK-6) | | | |
| 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.

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 |