

Terms of Reference

Indian Council of Agricultural Research (ICAR) has initiated a Network Project, National Initiative on Climate Resilient Agriculture (NICRA) during February 2011 and continued during XII Plan i.e., 2012-2017 as National Innovations in Climate Resilient Agriculture (NICRA). This project is being implemented at leading institutes of the ICAR, some State Agricultural Universities, 121 Krishi Vigyan Kendras and a few non-governmental organizations. The project has two major components viz., Strategic Research and Technology Demonstration. The project is likely to be concluded by March, 2017. The project is coordinated by ICAR-Central Research Institute for Dryland Agriculture, Hyderabad. For more details on partner institutions including the strategic research partners and 121 technology demonstration districts, please visit website: www.nicra-icar.in.

The Council would like to get the project evaluated through an external agency. The evaluation will cover assessing the progress made in relation to the objectives and the implementation process. The specific terms of reference are as follows:

1. **Cost of Tender Document:** The cost of Tender Document is Rs.1000/- in the form of Demand Draft (DD) drawn in favour of “**ICAR Unit – CRIDA A/c.**” payable at Hyderabad. **Cost of Tender, EMD and tender bid should be submitted as mentioned.**
2. **Downloads of Tender Documents:** Tender Document with full details can be downloaded from CRIDA Website (<http://www.crida.in>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed **Cost of tender document & EMD.**
3. **EMD :** EMD an amount of Rs.25,000/- in the form of crossed Demand Draft/Bankers cheque drawn from any commercial bank in favour of “**ICAR Unit – CRIDA A/c.**” payable at Hyderabad should be enclosed with the tender quoted by the bidder(s). The unsuccessful bidders EMD will be returned. The successful bidders EMD will be return subject to furnishing the required **Performance Security** for an amount of **10%** of the value of the contract in the form of **Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank.** The amount of **EMD** submitted along with tender document will be forfeited in the event of failure to deposit performance Guarantee (Security Deposit) by the successful bidder. The decision in all these matters shall be final and binding on you. No interest will be paid on Earnest Money/Security Deposit for the period of retention in the CRIDA, Hyderabad.
4. To assess the progress made during the past six years (2011-till date) in relation to the objectives set in terms of physical and financial progress.
5. To evaluate the technical progress under the Strategic Research component by interacting with the lead center – Central Research Institute for Dryland Agriculture (**CRIDA**), Hyderabad and at least 9 partner institutions (Indian Agricultural Research Institute (**IARI**), New Delhi; ICAR-Indian Institute of Horticultural Research (**IIHR**), Bengaluru; National Dairy Research Institute (**NDRI**), Karnal; Central Institute of Agricultural Engineering (**CIAE**), Bhopal; ICAR Research Complex for North Eastern Hill Region (**ICAR RC NEH**), Umiam; Central Institute of Brackishwater Aquaculture (**CIBA**), Chennai; Central Marine Fisheries Research Institute (**CMFRI**), Kochi; National Bureau of Plant Genetic Resources, New Delhi; Directorate of Poultry Research (**DPR**), Hyderabad)

6. To evaluate the relevance and utility of the Technology Demonstration Component being implemented in 121 districts by visiting at least 15% of the villages covering all eight [Agricultural Technology Application Research Institutes](#) (ATARI) zones (Annexure II) through interaction with farmers (The villages will be finalized in consultation with the co-ordinated lead center (CRIDA)).

The consultant/evaluating agency need to complete the work within **Ten weeks** including visiting sites and submitting the report after awarding the work by the CRIDA/ICAR.

Timeline:

- i. Pre- Bid meeting by 1500 hrs on **29.09.2016**.
- ii. Submission of technical and financial bids by the agencies by **1500 hrs on 06.10.2016** and opening of technical bids **1530 hrs on 06.10.2016**.
- iii. Opening of Financial bids for the qualified tenders.
- iv. All submissions are to be made to the Director, CRIDA.
- v. Further details are available at www.crida.in and www.nicra-icar.in.

Request for Proposal

Please find below details of the Request for Proposal (RFP) based on which the technical and financial bids have to be submitted by the interested firms / 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 Innovations in Climate Resilient Agriculture**' (NICRA). The objectives of the project are:

- To enhance the resilience of Indian agriculture (including crops, livestock and fisheries) to climatic variability and climate change through strategic research on adaptation and mitigation
- To demonstrate site specific technology packages on farmers' fields to cope with current climatic variability
- To enhance the capacity of scientists and other stakeholders in climate resilient agricultural research and awareness of impacts

With this background, it is proposed to engage an external agency / consultancy organization for evaluation of NICRA project. The evaluation of technical progress under the strategic research component of NICRA at 10 research institutes representing all research themes out of 40 total institutes (Annexure I) should be done. The evaluation of technical progress under TDC component includes identification of relevance and utility of the technology demonstration component being implemented in 121 districts/villages and the evaluation need to be done at least for 15% of the sample villages covering all eight ATARI zones (Annexure II) through interaction with farmers and other relevant stakeholders (The villages will be finalized in consultation with the CRIDA, lead center).

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

1.3. Sealed bids are invited from consultant organizations for conducting the studies mentioned above. You can submit the technical and financial bids sealed separately by **1500 hrs on 06.10.2016** to the Director, CRIDA, Santoshnagar, Hyderabad 500059. Separate technical and financial bids as described in the TOR should be submitted. Please also submit the audited financial statements of the last five years along with the bids. Incomplete bids, joint bids and bids received after the due date will not be accepted. You are also required to submit a copy of registration of the firm.

1.4. The process of evaluation proposed by the consultant organization finally selected has to be approved by Director, CRIDA before initiating the task.

1.5. Financial bids must be submitted as per the format given.

Opening of Financial bids for the qualified Tenders

1.6. Director, CRIDA reserves the right to cancel any or all the bids without assigning any reasons there for.

1.7. 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.

2. TERMS OF REFERENCE AND OTHER CONDITIONS FOR CONDUCTING STUDIES

2.1. Background

It is proposed to engage experienced consultancy organizations (hereinafter called Consultant) for evaluation of NICRA being implemented at different locations across the country. This evaluation is expected to make an assessment of progress made in relation to the objectives of the overall objectives of NICRA as well as those of various partner institutes that will be selected for evaluation, technical programme and implementation process taken up.

2.2. Objectives

The broad objectives of the evaluation are:

Strategic Research

- Technical evaluation of project components and their execution.
- Progress of research / salient achievements under each objective.
- Status of infrastructure facilities in the project.
- Financial allocation and its utilization.
- Documentation of research / technical findings in the form of publications (research papers, bulletins, policy briefs, annual reports, software developed, manuals, etc.).
- Dissemination of findings through different modes (workshops, group meetings, symposia/seminars conducted, trainings, etc.)
- Any other information that help assess the quality of work done (e.g. Awards, recognitions, patents etc)
- List of constraints/bottlenecks during the implementation of technical programme.
- Suggestions, if any, for further improvement and documentation of lessons learnt.

Technology Demonstration

- To assess the impact and usefulness of the technology interventions being made under the project through interaction with stakeholders, farmer surveys, appropriate PRA tools etc. Farmer surveys should include a representative sample of farmers (at least 25 per village) in each selected village.
- To assess the usefulness of capacity building and training programmes organized under the project.
- Financial allocation and its utilization.

2.3. Study area

The evaluation of NICRA should be taken up at the lead center – CRIDA, Hyderabad and at least 9 partner institutions, viz. IARI, New Delhi; IIHR, Bangalore; NDRI, Karnal, CIAE, Bhopal; ICAR-NEH, Umiam; CIBA, Chennai; CMFRI, Kochi; NBPGR, New Delhi; DPR, Hyderabad. Thus the evaluation of technical progress under the strategic research component of NICRA should be done at 10 research institutes representing all research themes out of 40 total institutes (Annexure I). The evaluation of technical progress under TDC component includes identification of relevance and utility of the Technology Demonstration Component being implemented in 121 districts by visiting at least 15% of the villages and interacting with farmers (The villages will be finalized in consultation with the lead center).

2.4. Study period

The task is to be completed and draft report submitted in a period of **Ten weeks** from the date of agreement. After attending the suggestions/comments of CRIDA, revised final report should be submitted within the set time frame.

2.5. Output of the study

- A clear document assessing the progress made by the project.
- Specific suggestions for improvement of the project implementation process.

2.6. Minimum contents of the evaluation 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:

- Approach and methodology followed for evaluation.
- Submission of documentary evidences for supporting the statements made in the report.
- List of various indicators of performance at different levels (objective, technical programme, infrastructure, equipment, expenditure status, etc.)
- Relevance/usefulness of findings of the programme at institute level and also as a whole.

The contents of the report should be organized into relevant chapters and appropriately sequenced. The report should contain tables, graphs, etc. to support the written text. It should contain an Executive Summary in the beginning.

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 Process

A Committee constituted by Director, CRIDA will determine the procedure for scrutiny of technical bids and other administrative conditions and finalize the list of qualified bidders. Thereafter the Committee evaluate the financial bids of only those bidders who have qualified in the technical bid evaluation. The technical bids will be evaluated based on the strength of the proposal (methodology, approach, tools followed, 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 Consultant Organization shortlisted 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.

The report will be submitted in electronic and hard copy. The Consultant will also provide all the hard copies of filled questionnaires/schedules/checklists etc. generated if any, to CRIDA. The data/ information/ findings/ report of the evaluation process should neither be disclosed nor be published in any form by the Consultant Organization . All the data/ information/ findings etc generated during the course of the evaluation process will be treated as property of ICAR-CRIDA and should not be used by the Consultant Organization for any other purpose.

Any IPR that may emanate from this study will rest with ICAR.

3.3. Financial schedule

20% of the contract value will be released after successful completion of visits to a minimum of 50% of the target institutes and KVKs, rest of the amount (80%) will be released after submission and acceptance of final report by the Director, ICAR-CRIDA.

3.4. The security deposit in the form of DD drawn in favour of "ICAR unit- CRIDA" payable at Hyderabad which will be 10% of the bid amount.

3.5. Activities and Timeline

Activity	to be completed by (week)
Visit to 10 institutions for evaluation of technical progress under strategic research	3 weeks
As per ToR, evaluate atleast 15% of total villages under TDC which include focus group interactions	3 weeks
Submission of draft report	3 weeks
Submission & acceptance of final report	1 week

The Consultant Organization should inform the progress of the evaluation to Director, CRIDA periodically.

3.6. Termination of contract

The Consultancy agreement can be terminated with a notice period of 7 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 Consultant is liable to forfeit his bank guarantee/ security deposit in case of termination of contract.

3.7. 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 by any Departments/Ministry of Govt. of India or of any state government and must be authorized to operate in India.
- The consultant organization must have at least five years of experience.
- The consultant organization must have enough experts and staff to obtain the primary data.
- The key persons responsible for consultant organization should have academic and professional background related to the work being offered i.e., climate change and agriculture.
- 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.
- The consultant is expected to conduct these studies on their own and no sub-contracting is permitted.

5.0. Submission of Bid

Consultants interested undertake the evaluation are 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 for technical and financial bids

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

The evaluation of technical progress under the strategic research component includes interaction with scientist and other NICRA associates located at the lead center – CRIDA, Hyderabad and at least 9 partner institutions as mentioned above.

The evaluation of technical progress under TDC component includes identification of relevance and utility of the technology demonstration component being implemented in 121 districts by visiting at least 15% of the villages and talking to farmers and as per the ToR.

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, budget, duration of the project, study area, sample size, relevance to the present study, etc.). Please provide this information in a tabular form.
- 6) Infrastructure available :
- 7) Human resources available for the study :
- 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 procedures followed related to objectives.

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.

Financial Bid

Financial bids have to be submitted under various categories item-wise price breakup as given below

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

- Cost of manpower
- Field study expenses (of field investigators and other personnel)
- Travel costs
- Printing/stationery and other communications
- Costs for preparation of the draft and final reports
- Miscellaneous and contingencies

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed.

Annexure - I**Strategic Research Centres list**

S.No	Institute/ Organization	Address
1.	CIAE, Bhopal	ICAR-Central Institute of Agricultural Engineering (CIAE) Nabibagh, Berasia Road, Bhopal - 462 038, Madhya Pradesh
2.	CIBA, Chennai	ICAR-Central Institute of Brackishwater Aquaculture (CIBA) 75, Senthome High Road, Raja Annamalaipuram Chennai - 600028, Tamil Nadu
3.	CIFRI, Barrackpore	ICAR-Central Inland Fisheries Research Institute (CIFRI) Barrackpore, 24 Parganas, Kolkata 700120 , West Bengal
4.	CMFRI, Cochin	ICAR-Central Marine Fisheries Research Institute (CMFRI) P.B.No.1603, Ernakulam North, P.O.Cochin-682018, Kerala
5.	CRIDA, Hyderabad	ICAR-Central Research Institute for Dryland Agriculture Saidabad Post, Santoshnagar, Hyderabad-500 059
6.	NRRI, Cuttack	ICAR-National Rice Research Institute (NRRI) Cuttack – 753006, Odisha
7.	IIRR, Hyderabad	IIRR (DRR), Hyderabad ICAR-Indian Institute of Rice Research (IIRR) Rajendranagar, Hyderabad 500 030, Telangana State
8.	IIWM (DWM), Bhubaneswar	ICAR-Indian Institute of Water Management (IIWM) Chandrasekharapur, Bhubaneswar 751023, Odisha
9.	IARI, New Delhi	ICAR-Indian Agricultural Research Institute (IARI) PUSA, New Delhi-110 012
10.	ICAR RCNEH, Meghalaya	ICAR-Research Complex for NEH Region Umroi Road, Ri-Bhoi-793103, Meghalaya
11.	ICAR RCER, Ranchi	ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.Bihar Vet. College Campus Patna -800 014, Bihar
12.	IIHR, Bangalore	ICAR-Indian Institute of Horticultural Research (IIHR) Hassaraghatta Lake Post, Bangalore-560089, Karnataka
13.	IIPR, Kanpur	ICAR-Indian Institute of Pulses Research (IIPR) Kalyanpur, Kanpur-208 024, Uttar Pradesh

14.	IIVR, Varanasi	ICAR-Indian Institute of Vegetable Research (IIVR) PO Box 5002, PO BHU, Varanasi-221005, Uttar Pradesh 2635236
15.	IVRI, Izatnagar	ICAR-Indian Veterinary Research Institute (IVRI) Izatnagar-243 122, Bareilly , Uttar Pradesh
16.	NCIPM, New Delhi	ICAR-National Centre for Integrated Pest Management (NCIPM), LBS Building, Pusa campus, New Delhi – 110012
17.	NDRI, Karnal	ICAR-National Dairy Research Institute (NDRI) Karnal – 132 001, Haryana
18.	NIASM, Baramati	ICAR-National Institute of Abiotic Stress Management (NIASM), Malegaon, Baramati – 413 115, Pune
19.	CAFRI, Jhansi	ICAR-Central Agroforestry Research Institute (CAFRI) Jhansi-Gwalior Road, Near Pahuj Dam, Jhansi 284003, Uttar Pradesh
20.	NRCPB, New Delhi	ICAR- National Research Center on Plant Biotechnology (NRCPB), Pusa Campus, New Delhi -110012
21.	IIFSR, Modipuram	ICAR-Indian Institute of Farming Systems Research (IIFSR) Modipuram, Meerut-250 110, Uttar Pradesh
22.	CAZRI, Jodhpur	ICAR-Central Arid Zone Research Institute (CAZRI) Jodhpur-342 003, Rajasthan
23.	CIFA, Bhubaneswar	ICAR-Central Institute of Freshwater Aquaculture (CIFA) Kausalyaganga, Bhubaneswar
24.	CIRG, Mathura	ICAR-Central Institute for Research on Goats (CIRG) Makhdoom, Farh Post-281 122, Mathura, Uttar Pradesh
25.	CITH, Srinagar	ICAR- Central Institute of Temperate Horticulture (CITH) K.D.Farm, Old Air Field, Rangreth, Srinagar-190 007 Jammu & Kashmir
26.	CPRI, Shimla	ICAR-Central Potato Research Institute (CPRI) Shimla-171001, Himachal Pradesh
27.	CSSRI, Karnal	ICAR-Central Soil Salinity Research Institute (CSSRI) Kachhwa Road, Karnal-132 001, Haryana
28.	CSWRI, Avikanagar	ICAR-Central Sheep & Wool Research Institute (CSWRI) Avikanagar, Via Jaipur-304501, Rajasthan
29.	DOGR, Pune	ICAR-Directorate of Onion and Garlic Research (DOGR) Pune -Nasik High way, Rajgurunagar, Pune-410505 Maharashtra

30.	DPR, Hyderabad	ICAR-Directorate on Poultry Research (DPR) Rajendra Nagar, Hyderabad – 500030, Telangana
31.	IISR, Indore	Indian Institute of Soyabean Research (IISR) Near IT Park, Khandwa Road, Indore-452001
32.	IGFRI, Jhansi	ICAR Indian Grassland and Fodder Research Institute (IGFRI) Near Pahuj Dam, Gwalior Road, Jhansi – 284003 Uttar Pradesh
33.	IIMR, New Delhi	ICAR Indian Institute of Maize Research (IIMR) (Formerly Directorate of Maize Research) Pusa Campus, New Delhi-110012
34.	IISS, Bhopal	ICAR-Indian Institute of Soil Science (IISS) Nabibagh, Berasia Road, Bhopal-462 038 Madhya Pradesh
35.	IISWC, Dehradun	ICAR-Indian Institute of Soil and Water Conservation (IISWC), 218 Kaulagarh Road, Dehradun-248 195, Uttarakhand
36.	IIWBR, (DWR)Karnal	ICAR-Indian Institute of Wheat & Barley Research (IIWBR) (Formerly Directorate of Wheat Research) P.B.No 158, Kunpura Road, Karnal-132 001, Haryana
37.	NBPGR, New Delhi	ICAR-National Bureau Of Plant Genetic Resources (NBPGR) Pusa Campus, New Delhi-110012
38.	NBSS&LUP, Nagpur	ICAR-National Bureau of Soil Survey & Land Use Planning (NBSS&LUP), Amravati Road, Shankar nagar P.O. , Nagpur – 440010, Maharashtra
39.	NIAP, New Delhi	ICAR-National Institute of Agricultural Economics & Policy Research (NIAP), DPS Mar, Post Box No. 11305 PUSA, New Delhi-110 012
40.	NIVEDI, Bengaluru	ICAR-National Institute of Veterinary Epidemiology and Disease Informatics (NIVEDI) Ramagondanahalli, Post Box No. 6450, Yelahanka Bengaluru-560064, Karnataka

Address list of ATARIs

Zone	Address
1	ICAR - ATARI, ZONE-I PAU Campus, Near Gate No.6, Ludhiana 141004, Punjab, INDIA
2	ATARI, Zone II, Bhumi Vihar, Block-GB, Sector III, Salt Lake, Kolkata 700097 West Bengal
3	ATARI, Zone III, ICAR Res. Complex NEH, Umroi Road, Barapani 793 103, Meghalaya
4	ATARI, Zone IV GT Road, Rawatpura, Near Vikas Bhawan, Kanpur – 208002, Uttar Pradesh
5	ATARI, Zone V, CRIDA Campus, Santoshnagar, Hyderabad 500 059
6	ATARI, Zone VI CAZRI Campus, Jodhpur 342 003, Rajasthan
7	ATARI, Zone VII JNKVV Campus, Adharatal, Jabalpur-482004, Madhya Pradesh
8	ATARI, Zone VIII MRS HA Farm Post, Hebbal, Bangalore 560 024, Karnataka