



**Request For Expression of Interest (REOI)
For
Hiring of a Consultancy Agency for Endline Survey for FOCUS-
Nagaland Project.**

Reference Number: APC/FOCUS/E. S/154(149)/2024(pt).

**Loan No./ Grant No.
2000002173 & 2000002174
(FOCUS-NAGALAND)**

Issued Date: 15-03-2024

Instructions to Consultants¹

Reference Number: APC/FOCUS/E. S/154(149)/2024(pt).

15.03.2024

Hiring of a Consultancy Agency for Endline Survey for FOCUS-Nagaland Project.

1. The Republic of India/ Government of Nagaland has received financing from the International Fund for Agricultural Development ("the Fund" or "IFAD") towards the cost of **FOSTERING CLIMATE RESILIENT UPLAND FARMING SYSTEMS IN NORTH EAST (Nagaland)** ("the client" or "procuring entity"), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD's approval/no objection, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with **FOSTERING CLIMATE RESILIENT UPLAND FARMING SYSTEMS IN NORTH EAST (Nagaland)**.

This request for expressions of interest (REOI) will be advertised in *Nagaland Post & Times of India and Assam Tribune* newspaper and on the project website www.focus.nagaland.gov.in.

2. The client now invites expressions of interest (EOIs) from consulting firms/Agency (not individual consultants) ("consultants") for Endline Survey for FOCUS-Nagaland.

More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The Consulting Agency expressing interest for the assignment should refer **Annex 1** for the minimum eligibility conditions.

¹ This document refers to legally constituted consulting firms as "consultant".

3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².
5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and

² The policy is accessible at www.ifad.org/anticorruption_policy.

- (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
- c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
7. **Procedure:** the selection process will be conducted using Selection Based on Consultant Qualification (CQS) as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.
8. The client will evaluate the EOIs using the criteria provided in Annex 2. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

9. Consultants will not be allowed to associate/ joint venture with other firms.
10. Any request for clarification on this EOI including the PTOR should be sent via e-mail to spdfocus@gmail.com no later than 7 days from the date of issue. The client will provide responses to all clarification requests by within 2 days of receipt of clarification request.
11. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **06-04-2024 at 2.00 PM**

State Project Director
APC/FOCUS-IFAD Cell
Nagaland Civil Secretariat,
Kohima-797 001
E-mail: spdfocus@gmail.com

Yours sincerely

(SHANAVAS C, IAS)
State Project Director
APC FOCUS, IFAD Cell
Nagaland Civil Secretariat,
Kohima-797 001
E-mail: spdfocus@gmail.com

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Form EOI-1
EOI Submission Form

[Location, date]

State Project Director,
APC/FOCUS-IFAD Cell
Nagaland Civil Secretariat,
Kohima-797 001
E-mail: spdfocus@gmail.com

Re: Hiring of a Consultancy Agency for Endline Survey for FOCUS-Nagaland

Ref: No: APC/FOCUS/E. S/154(149)/2024(pt).

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above- mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

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6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate "none.")

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITCC clause 5 regarding this selection process or the execution of the contract. *[insert if needed: "other than the following:" and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

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Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

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Form EO1-2 Organization of the Consultant

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[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EO must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (wherever applicable): (details in the following format to be provided for all associates) –	

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(i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Details of similar survey or any assignment carried out by the Agency:

1. Name of Organization
2. Description of actual services provided by your staff
3. Duration of the assignment in months.
4. Total cost of the assignment
5. Total No. of staff-months of the assignment
6. Address, and contact details (including email address(es)):
7. Start date (month/year): Completion date (month/year):

The qualification document should address the following competencies:

(i) Management Competence

Management competence section will review the overall governance structure, professional staff, financial management setup, past experience, quality control procedures, ability/experience of engaging consultants for the assignment, etc.

(ii) Technical Competence

Technical competence section to review the relevance of the background and experience of the firm, experience of handling Government/multilateral funded projects, number of similar size assignments undertaken where the Consultant as lead partner number of similar projects and sizes providing support role, impact studies undertaken etc.

(iii) Geographical competence

Geographical competence section will review the experience of working in the State with similar socio-economic conditions.

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Maximum 5 pages

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Form EO1-3 Experience of the Consultant

Re: Hiring of a Consultancy Agency for Endline Survey for FOCUS-Nagaland

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[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EO1. The EO1 must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages!

Assignment name:	Approx. value of the contract (in current INR):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:

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Address, and contact details (including email address(es)):		Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):		No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:		Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:		
Description of actual services provided by your staff within the assignment:		

Name of Firm:

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PRELIMINARY TERMS OF REFERENCE

Terms of Reference (ToR) for Conducting Endline Survey for FOCUS-Nagaland

Ref: No: APC/FOCUS/E. S/149/2024.

Title: "Endline Survey for FOCUS-Nagaland"

1. Client

The client for this assignment is Society for Climate Resilient Agriculture in Nagaland (SoCRAN).

2. Country background

Nagaland is one of the eight states in the North Eastern Region (NER) of India, a biodiversity hotspot where climate change adaptation is of critical importance for the largely rural population. With a hilly terrain, low population density, shallow soils and high rainfall, farmers have adopted a shifting cultivation system known as jhum. This largely self-sufficient system has adequately met the various needs of rural communities, including food, fibre and energy, but is now getting disrupted due to shortening jhum cycles as a result of increasing population, focus on high value crops for cash income, soil fertility degradation and top soil erosion on account of decreased fallow cycles. Changing climate patterns is further exacerbating these disruptive trends.

3. Background on project- Fostering Climate Resilient Upland Farming Systems in the North East

The International Fund for Agriculture Development (IFAD) is financing in the form of loan and grant to the borrower, the Republic of India for the purpose of implementing the project Fostering Climate Resilient Farming System in the North East- Nagaland (FOCUS- Nagaland). A financing agreement has been signed between IFAD and the borrower; the Republic of India dated 25th January 2018.

The overall objective of the project is "To increase agricultural income of 118,000 households and to enhance their resilience to climate change". This would be achieved through the development objective of increasing the environmental sustainability and profitability of farming systems practiced by highland farmers.

Jhum cultivation and the traditional foods that it produces are the cornerstones of the tribal cultural heritage and identity in Nagaland. The project envisions intervention on the current farming systems and livelihood practices, and making this system more productive and sustainable.

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FOCUS- Nagaland covers 645 villages in 8 districts in the state and with an additional district with the reformation of new districts in the State. The districts covered under the project are Zunheboto, Mokokchung, Wokha, Phek, Longleng, Mon, Kiphire and Kohima including Tseminyu District which was previously covered under Kohima.

The project has three components namely:

- I. Improved farmers capacities to manage upland farming sustainably
- II. Value Chain & Market Access
- III. Project Management & Knowledge services

4. Overall objectives of the project

The overall objective of the project is, "To increase agricultural income of 118,000 households and to enhance their resilience to climate change". This would be achieved through the development objective of increasing the environmental sustainability and profitability of farming systems practiced by highland farmers.

FOCUS-Nagaland covers 645 villages in 8 (Eight) districts in the state. The districts covered under the project are Kohima, Zunheboto, Mokokchung, Wokha, Phek, Longleng, Kiphire, and Mon. The project is expected to be completed by 31st March 2024.

5. Background of the assignment

The End line Survey is a comprehensive household survey that is to be undertaken at the end of the project. This aims to provide information about results that has been achieved during project implementation. In particular, the End Line Survey is intended to set out to identify positive and negative changes taking place at the household level. These changes will be measured relative to the baseline study, which was conducted at the beginning of the project. The study aims to cover all districts covering 3540 households selected randomly from 407 project villages.

6. Objectives of the assignment

The objective of the assignment is to evaluate the project achievements against the project targets. The End Line Survey to assess the achievements by comparing with the Baseline Survey that was conducted at the start of the project in 2019 by FAO covering Eight districts. The baseline survey covered 3232 randomly selected households in 388 sampled villages.

The assignment will study the changes relative to the baseline survey as well as the project target which is given in the project log frame. The endline survey will study the achievement of the log frame indicators such as the outreach, output and outcome. The detailed terms of reference will be provided to the shortlisted agency for preparing combined technical and financial proposal.

9. Key Qualifications and Experience of the Agency

The consultant agency should have an independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate, Articles and Memorandum of Association]. It will be evaluated based on the following experience and qualifications.

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Sl. No	Description
1	The firm should have prior experience & expertise in designing experimental and quasi-experimental Impact Evaluation Designs in last 5 years. Partially completed assignments will not be taken into consideration. In particular, experience in randomized evaluations, quasi experiment evaluations or evaluations using statistical methods is mandatory. Preference will be given to agencies that have successfully completed at least 1-2 impact evaluations of externally aided projects.
2	Availability of expert team members in the firm with prior experience & expertise in designing experimental and quasi-experimental Impact Evaluation Designs in last five years. Preference will be given to agencies that have full time staff which have done impact evaluations using scientific statistical methods.
3	The firm should have a successful track record of supervising or implementing large-scale household surveys (>4000 HHs) of nation-wide/ inter-state/ state-wide development projects funded by GOI or State governments other sector during the last 3 years. Preference will be given to agencies with past experience in social sector/ development project in the north eastern part of India.
4	The firm should have an annual average turnover of Rs. 1.00 Crore or more during last three financial years and preferably a positive net worth. Out of the total turnover, at least Rs. 50 lakhs should be from Impact evaluation or other monitoring studies. Relevant documents viz, audited financial statements and a certificate from Chartered Accountant in support of satisfying the criteria should be submitted.
5	The firm should not have been blacklisted or debarred from public procurement by any Central Government Departments, State Government Department/agencies, Public Sector Undertakings or externally aided projects. A self-declaration in appropriate non-judicial stamp paper value and notarized should be attached. Please be advised that suppression of information of blacklisting or debarred will render the proposal rejected.

13. Location and period of execution

Location: Kohima, Nagaland, India

The assignment is expected to be completed within 105 days with effect from the date of signing of the contract agreement.

14. Project coordination

The assignment shall be coordinated by Manager Gender and Community Institution and Manager Planning, Monitoring & Evaluation FOCUS, Nagaland and all reports and deliverable shall be addressed as under:

Office of the SoCRAN

State Project Director, FOCUS-Nagaland
Nagaland Civil Secretariat, APC Cell
Kohima, Nagaland- 797004

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ANNEX 2

Qualification and Evaluation Criteria

Item		Criteria	Points
A.	Management Competency		30
B.	Technical Competency		50
C.	Geographical competency		20
		Total	100
		Minimum points required to pass	70 points

Note: Prior to this evaluation, the basic qualification is having an experience of in the last 3 years (2021-2023).

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