

Expression of Interest (EOI)
For
Services of a Consultancy Organization
to
Appraisal / Evaluation Study of Mid Day Meal
Scheme (MDMS)

Ministry of Human Resource Development
Department of School Education & Literacy
Shastri Bhawan, New Delhi – 110115

April, 2017

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1. TEXT OF ADVERTISEMENT

**Ministry of Human Resource Development
Department of School Education & Literacy
Shastri Bhawan, New Delhi – 110115**

INVITATION FOR EXPRESSION OF INTEREST

Ministry of Human Resource Development (MHRD) invites sealed Expression of Interest (EOI) from Indian registered agencies / organizations / institutions / Societies for undertaking Appraisal / Evaluation Study of Mid Day Meal Scheme (MDMS).

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the MHRD website www.mhrd.gov.in and MDM website www.mdm.nic.in.

Further details, if any, may be obtained from Under Secretary (MDM), Room No. 130, C-Wing, Shastri Bhawan, New Delhi-110115 during working hours.

Last date for submission of EOI is 3 pm of 02.05.2017. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 5000.00 (Rs. Five Thousand) by way of DD/Pay Order in favour of "PAO, Ministry of Human Resource Development", payable at New Delhi may be submitted mentioning "EOI for Evaluation Study of MDMS" on the top cover:

"Shri G Vijaya Bhaskar, Director, (MDM), DoSEL
Ministry of Human Resources and Development, GOI
Room No 524-C, Shastri Bhawan , New Delhi, 110115 "

Queries if any may be referred in writing to the Director, (MDM), at the above mentioned address or Telephone No. 23388641 or at E-mail: vbgorala.edu@gov.in

(G Vijaya Bhaskar)
Director (MDM), EE-I Bureau,
Deptt. of School Education & Literacy'
Ministry of HRD, GOI, New Delhi

Note: DoSEL, MHRD or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and DoSEL, MHRD reserves the right to amend/add further details in the EoI.

**MDM EVALUATION
EXPRESSION OF INTEREST
LETTER OF INVITATION TO EXPRESSION OF INTEREST (EOI)**

FOR

Engagement of Indian registered reputed Agencies/Organizations/Institutions / Societies for Appraisal / Evaluation Study of Mid Day Meal Scheme – Centrally Sponsored Scheme of Government of India

EOI is invited from Indian registered reputed agencies / organizations / institutions / Societies to carry out Evaluation Study of “**Mid Day Meal Scheme (MDMS) –Centrally Sponsored Scheme of Government of India**” implemented by the Department of School Education & Literacy, Ministry of Human Resource Development Government of India from 1995 in all the States and Union Territories in partnership with the States and UTs on fund sharing pattern between the Centre and States. The objectives of Mid Day Meal Scheme (MDMS) are given below:-

- (i) Improving the nutritional status of children studying in classes I – VIII *in Government and Government-Aided Schools, Special Training Centers (STC) and Madrasas & Maqtabas supported under Sarva Shiksha Abhiyan (SSA).*
- (ii) Encouraging poor children, belonging to disadvantaged sections, to attend school more regularly and help them concentrate on classroom activities.
- (iii) Providing nutritional support to children of elementary stage in drought-affected areas during summer vacation.

Evaluation is to be carried out as per the following broad parameters:-

Broad objectives of the study are given below:

1. To assess the extent to which MDM has been able to achieve its objectives and related targets and the factors determining the same.
2. To identify constraints in the implementation of the scheme.
3. To suggest revisions in the scheme for further effective implementation.
 - i) **Target / Sample size** - 70 districts across 20 States / UTs (as given in Methodology) will be covered and in each district 40 schools will be studied.

- ii) While the Department will facilitate in providing secondary data in terms of funds provided to the States, their progress, the study based on primary data to be collected by the Agency is emphasised.
- iii) Study should be completed in a period of Three months from the date of assignment and 50 copies of (National as well as State reports) its report along with CD, submitted to Department.

Detailed Terms of Reference (TOR) Eligibility Criteria and EOI document could be downloaded from MHRD website www.mhrd.gov.in and MDM website www.mdm.nic.in

The EOI, duly accompanied with complete details of the agencies / organizations / institutions / Societies, audited financial statement/certificate and evidence of experience such as client's certificates, project completion certificates etc. in a sealed cover should reach the office of "Director (MDM), Department of School Education & Literacy, Ministry of Human Resource Development, Government of India, Room No. 524-C, Shastri Bhavan, New Delhi-110 115 by 15.00 hrs on 02.05.2017.

Department of School Education & Literacy, Ministry of Human Resource Development, Government of India reserves the right to accept or reject any or all EOI(s) without assigning any reason whatsoever.

Expression of Interest (EOI) Document For Engagement of Consultant For Evaluation Study of Mid Day Meal Scheme – Centrally Sponsored Scheme of Government of India

1. Background:

The National Programme of Mid-Day Meal in Schools, popularly known as the Mid-Day Meal Scheme (MDMS), is an ongoing Centrally-Sponsored Scheme which covers all school children studying in Classes I- VIII of Government, Government- Aided, Special Training Centres including Madrasas and Maqtabas supported under SSA. The Mid-Day Meal Scheme seeks to improve the nutritional status of school going children of Classes I – VIII, encourage poor children, belonging to disadvantaged sections to Enrol children and encourage them to attend school more regularly so they can concentrate on classroom and other school activities. Further, as a special measure, the

scheme also seeks to provide nutritional support to children of elementary stage in drought affected areas during summer vacation. During 2015-16, 10.03 crore children studying in 11.50 lakh institutions have been benefitted under the Scheme.

The MDMS has been in operation for the last two decades. The scheme has undergone improvements and expansions at regular intervals during the period. Given its scale and significance, several impact studies, reviews and evaluations have been conducted in the past. The last comprehensive evaluation of the MID Day Meal was undertaken by the Planning Commission - the report came out in 2010. The study examined the implementation process and its impact in quantitative as well as qualitative terms such as nutritional improvement and social equity among beneficiaries. Other smaller impact studies have been conducted in 2013-14 but confined to one or two States with few districts. An Expert Committee constituted in December, 2012 to assess the adequacy. Quality and safety of Mid Day Meal served in schools recommended the need to conduct small observational studies on administrative as well as nutritional aspects of MDM.

In view of the fact that considerable time has elapsed since the last major Appraisal / evaluation of the scheme, it has been decided to undertake comprehensive Appraisal / evaluation of the implementation of the Mid Day Meal Scheme.

The study will also deal with the overall performance of the programme implementation and indicate that whether the Scheme is being implemented in various States/UTs in an effective manner. It will also indicate that whether the provisions and norms of the Scheme are being followed.

The findings of the study will inter se analyze the operation and benefit of the Scheme suggest necessary corrective measures to be taken to improve the implementation of the scheme.

The Government desires to evaluate the intervention and specific effectiveness of the scheme in terms of its objectives besides delivery of services, record keeping, financial performance and reporting including Financial Management & monitoring systems and institutional capacity building during the operation of the Scheme so far from the beginning.

2. Objective:

In pursuance of the existing guidelines of Mid Day Meal (MDM), the services of an eminent "Bidder" (agencies / organizations / institutions / Societies) need to be outsourced as per the provisions contained in General Financial Rules read with relevant instructions issued from time to time by the government" **by inviting Expression of Interest (EOI) from reputed & qualified "Bidders" for short-listing as a pre-requisite for RFP for providing services for carrying out Evaluation Study of MDM.**

3. Purpose of EOI:

The purpose of this EOI is to provide interested "bidders" with the necessary in-built capacity to enable them to prepare and submit their responses for the services to be rendered to the 'Employer' in conformity with the TOR as a pre-requisite for RFP.

4. Terms of Reference: The following are the Terms of Reference for the evaluation agency:-

- (i) To assess the extent of coverage of the Mid Day Meal Scheme and also assess the extent to which the Mid Day Meal has succeeded in achieving its objectives of making a positive impact on overall enrolment and attendance of children.
- (ii) To map the nature of participation of students from diverse social groups viz. SC, ST, OBC, Minorities and others in the Mid Day Meal Scheme in rural and urban areas, and assess the contribution of Mid Day meal scheme for social integration in the society.
- (iii) To examine the adequacy, quality and safety of the Mid-Day Meals delivery system through school based kitchens as well as centralized kitchens.
- (iv) To study the system put in place for allocation and delivery of food grains from FCI to the School level, measures for ensuring quality of food grains, payment mechanisms, system in place for ensuring full utilization of food grains and funds and suggest ways for improving the system.
- (v) To assess the current nutritional mix, interstate variations in menu items and suggest ways to enrich the same in a cost effective way.
- (vi) To examine the pattern of funds flow from the Central Government upto the School level and suggest measures for minimizing the hurdles and delays in between.
- (vii) To assess the effect of the Mid Day Meal Scheme on teaching activities in the school.

- (viii) To assess the extent to which community participation including School Management Committees, partnership with civil society and private sector, is achieved and suggest ways to enhance the same for more effective implementation.
- (ix) To assess the availability and adequacy of infrastructure facilities including manpower for implementation of the Mid Day Meal Scheme and recommend measures to strengthen the same as well as for its sustainability and institutionalization in the long term.
- (x) To examine the current mechanisms in place for monitoring of the Scheme at the ground level including use of ICT to improve coordination, management and delivery of the Scheme and suggest ways to strengthen the same.
- (xi) To understand the constraints faced in the implementation of the Scheme and suggest measures for raising public awareness and enhancing public participation through traditional and social media.
- (xii) Whether there is need to continue the scheme in the existing form or changes required in the norms (both programmatic and financial) to facilitate achieving the goals.

Other broad parameters **Specific Objectives (Deliverables)** applicable for the study are given in **Annexure-I**.

Summary schedule of procedure for conducting the Evaluation Study is given at **Annexure-II**.

Detailed procedure for selection of agencies for conducting the Study is given at **Annexure-III**.

5. Submission of Reports-

The Evaluating Agency shall complete the evaluation study within **Three month time** from the date of award of the study, however, in any case not later than 20th August, 2017.

Submission of reports and schedule of payment are as under:

- (i) Evaluation Agency will submit 10 copies of draft report National as well as State specific (duly supported with tables, graphs and photographs) within three months from the date of award of assignment but not later than 20th August, 2017 and make presentation of draft reports on a specified date, if required.

6. Submit 50 copies of Final report along with soft copy of the report in word and in PDF format within 5 days from the receipt of suggestions / comments after incorporating the suggestions / comments but not later than 31st August, 2017 made at the time of presentation or provided by the MHRD.

7. Schedule of Payment

The schedule of payment is as under unless agreed otherwise:

- (i) First installment of 40% of the total cost as an advance at the time of approval of the study.
- (ii) Second installment of 40% of the total cost on the submission of 10 copies of a draft report.
- (iii) Third and final installment of 20% of the total cost on submission, acceptance of final report.

All these payments will be released by PAO, MHRD, Shastri Bhavan, New Delhi.

Penalty Clause: Penalty @ 1 % of the released amount will be imposed on the Evaluating Agency (EA) in the event of delay in submission of the Reports as per schedule given above, for which no justification is provided. The draft and final report of the evaluation study should be submitted by 20th August, 2017 and 31st August, 2017 respectively. There should normally, be very strong and genuine grounds for waiver of penalty on account of delay. The Bureau Head, MDM will be the authority for waiving of penalty. If it is noticed that the EA is not adhering to timelines for completion of the study or for any other reasons, the Bureau Head reserves the right to get the study done by some other agency at the risk and cost of the EA.

8. Instructions to the Bidders:

7.1 Definitions:

- (a) "Employer" means "MDM Bureau, Department of School Education and Literacy Ministry of Human Resource Development, Government of India, Shastri Bhavan, New Delhi-110115".
- (b) "Bidder" means any entity or person or associations of persons who have submitted their application in the prescribed Form-I in response to EOI document intending to provide the services to the "Employer" as specified therein.

- (c) "Day" means calendar day.
- (d) "Government" means the Government of India.
- (e) "Application Form" means the prescribed Form to be submitted by the "Bidder(s)" for short-listing as a pre-requisite to RFP. "Terms of Reference" (TOR) means the aspects of evaluation for information of the "Bidder(s)".

7.2 Submission of the application in response to EOI: This EOI is advertised through select Newspapers and is also posted on website of Central Public Procurement Portal (CPPP), GeM, MHRD (www.mhrd.gov.in) and of Mid Day Meal (www.mdm.nic.in), to give wide publicity and invite a large number of eligible "Bidders" who have the capability to deliver such services, for their participation in the process of Expression of Interest.

Selected "Bidder", who the 'Employer' believes, has the capability to deliver services as shall be requested in the "Request for (RFP)". The information provided by the "Bidder(s)" will be used by the 'Employer' to select potential "Bidder".

- (i) Last date & method of submission of application by the "Bidder(s)": The "Bidder (s)" shall submit application through properly sealed envelope mentioning the address of the 'Employer' thereupon super scribing "CONFIDENTIAL-Application for Evaluation Study of Mid Day Meal Scheme (MDMS). The envelope so sealed shall be inserted in another envelope addressed to the 'Employer' at the following address and should be sent by registered post or delivered in person, so as to reach the 'Employer' by 3 pm on 02.05.2017, being the last date for submission of the application for EOI:-

"Director (MDM), EE-I Bureau, Department of School Education and Literacy, Ministry of Human Resource Development, Government of India, Room No. 524-C, Shastri Bhavan, New Delhi-110 115."

- (ii) The responsibility for ensuring that the applications are delivered in time vests with the "Bidders".
- (iii) The 'Employer' may, at its discretion, extend this deadline for the submission of application, in which case, all rights and obligations of the 'Employer' and Bidder(s) previously subject to the deadline will thereafter be subjected to the deadline as extended.
- (iv) Any application received by the 'Employer' after the deadline for submission as prescribed by the 'Employer', shall be rejected by the 'Employer'.
- (v) The applications submitted by the respective "Bidder(s)" in response to this EOI shall be valid until the award of the contract by the 'Employer' and the "Bidders" shall be bound by their bids until such period.

- (vi) The application(s) and material(s) submitted by the Bidder(s) in response to this EOI will become the property of the 'Employer'.
- (vii) The 'Employer' shall neither be responsible nor pay any expenses or losses which may be incurred by the "Bidder(s)" in the preparation and submission of their application.
- (viii) The application submitted by "Bidders" shall be treated as private and confidential documents, whether or not the 'Employer' accepts an application.

7.2 Expression of Non-Interest: If the "Bidder(s)", at any point of time, wishes not to participate in this EOI, the same information may be communicated to the 'Employer' within one week of the receipt of this EOI by the "Bidder(s)". In such circumstances, the Bidder(s) shall return to 'Employer' all the documents/materials provided by the 'Employer', without publicizing / using the contents of this EOI.

7.3 Facilities to be extended by the 'Employer' to the "Bidder(s)" : The 'Employer' shall share the requisite information/data pertaining to MDM, available with the Department, Government of India with the "Bidder(s)" for the purpose of submitting application in response to EOI.

7.4 Period of completion of Evaluation Study of MDM: The "Bidder" to be declared successful shall submit inception report within fifteen (15) days from the date of award of the contract followed by submission of draft report within three months from the date of award of the contract., however, not later than 20th August, 2017.

8. Pre-qualification criteria:

"Bidders" interested in taking up the Evaluation Study of the scheme in question must fulfill the following criteria:-

- i) It must be an agency/organization/Society either private or government incorporated / registered in India with a minimum of ten (10) years experience in evaluation of Government / public projects / schemes in Education & allied sectors and should have successfully carried three (3) studies in the said field (s) at National / State level.

- ii) Total value of the projects completed should not be less than Rupees One crore in each year, during at least in any three (3) years in preceding ten (10) years.
- iii) The Team leader of the study should possess the minimum educational qualification of Post-graduate in Education/ Nutrition / Home Science/ Social Sciences, preferably PhD in related fields. The Team leader should also have a minimum of ten (10) years of experience in Education/ Nutrition / related sectors related to implementation/monitoring/ evaluation of public sector projects and preferably public funded Projects. The team leader should have at least handled three (3) numbers of projects, out of which two (2) projects should be in the capacity of Team leader.
- iv) The members of the study team commensurate to the requirement should be post graduate in Education/ Home Science/ social science / allied sectors. They should also possess a minimum of three (3) years of experience in Education/ Home Science/ social science / allied sector projects. He should have been associated as team member with at least two (2) numbers of projects in Education/ Home Science / social science / allied sectors.
- v) Should have at least 8-10 Key persons (at least one each from) with relevant experience in monitoring and management of Nutrition, Education, Health, Social Sector Projects and Quantitative Research Techniques. Should have relevant experience of similar nature of at least 5 projects.
- vi) Should have been in existence, in the field of consultancy work to central, state and local government for at least 5 years.
- vii) Should have handled at least two (2) consultancy assignments of similar nature for government (State / Centre) sponsored schemes and programmes in Education / Health / Nutrition projects in last 5 years in India or abroad.
- viii) Should have sufficient qualified personnel, and resources to accomplish all the elements of the Scope of Work.
- ix) At least 10% of the potential core staff, including team leader should be permanent employee.

- x) If the applicant is a private entity / firm, it should be a profit making entity during each of the last three years
- xi) The applications received will be evaluated for short listing of "Bidders" based on their past experience of handling similar types of projects and man power. The following criteria (Table.1) will be adopted while short listing of the "**Bidder(s)**":-

Table.1**Classification of Weightage for conducting Evaluation Study**

S. No.	Parameters and Weightage	Weightage	Max. Marks	Minimum and Maximum Marks
1	Past Experience of the Firm in Evaluation Studies (70%)			
1.1	Number of years of experience	20%	14	Upto 10 years- 5 Marks 10-12 years-10 12 and abv -14
1.2	Past experience in carrying out studies in education / Child Nutrition / Health/ Social Sector related sector	55%	38	Less than-2- ZERO 3 to 5 no of Studies-15 6-9- 25 Marks 10 and abv-35
1.3	Past experience in carrying out studies in Mid Day Meal Scheme	25%	18	Less than-3- ZERO no of Studies Upto4 -7 5 and abv -14
2	Experience of Key Personnel (Team Leader) (20%)			
2.1	Qualifications	50%	10	PHD - 10 Post Graduation – 6
2.2	Relevant Experience –	50%	10	10-15 yrs – 6 marks 15 years or more – 10 marks
3	Total value of Evaluation Projects (10%)			
3.1	Value / Worth of total projects in last 3 years (in Rs)	100%	10	1 mark for each Rs 1 crore with a maximum of 10 marks.
Total	100%		100	

The 'Employer' shall short list those "Bidder(s)" as per requirement based on merit to be eligible for taking further part in bidding process.

9. Composition of Central Evaluation Committee (CEC):

For identification, short listing and selection of Consultant/agency for conducting Evaluation Study, there will be a Central Evaluation Committee (CEC) with the following composition:

Joint Secretary (EE.I)	Chairman
Director (MDM)	Member Secretary
Expert, Social Research	Member
Expert, Nutrition and Health	Member
Expert, Quantitative Research Analysis	Member
Deputy Secretary (Finance), IFD	Member
Under Secretary (MDM)	Member

The above Committee will also be responsible for monitoring the progress of the evaluation study.

Format for submission of EOI application: The format for submission of EOI application is enclosed as Form– I to Form VII.

10. **Procuring & Contracting details:** The EOI should be accompanied by complete details of the agency / organization, audited financial statement / certificate, evidence of experience such as client's certificates, project completion certificates or any other relevant document and details of remittance of the cost of EOI document.

'Employer' reserves the right to accept or reject any or all EOIs at any point of time without assigning any reason whatsoever.

11. **Validity:** The "Bidder(s)" acknowledge that the application submitted in response to this EOI shall constitute an offer to the 'Employer' which shall remain open for acceptance until the contract is awarded by the 'Employer'. For the avoidance of doubt, neither this EOI nor any response submitted by the "Bidder(s)" in response to this EOI shall constitute a legally binding agreement

unless and until accepted by the 'Employer' in writing in the form of a contract executed between the 'Employer' and the successful "Bidder".

12. **Confidentiality:** This EOI must not be reproduced in whole or in part without the prior written consent of the 'Employer'. All information contained within this EOI is given in strict confidence. It should not be divulged, irrespective of whether the recipient "Bidder (s)" proposes to submit an application to the 'Employer' or to any third party, without the prior written authority of the 'Employer'.

13. **Proprietary Information:** All restrictions on the use of data contained within an application and all confidential information must be clearly stated by the "Bidder (s)". Proprietary information submitted in an application, or in response to the EOI, will be handled in accordance with the applicable law(s) of the government.

[AGENCY EVINCING INTEREST IN THE ELIGIBILITY CRITERIA SHOULD ALSO ENCLOSE A CERTIFICATE ON LETTER HEAD OF ORGANIZATION AS PER FORMAT GIVEN BELOW:]

EXPRESSION OF INTEREST FOR "EVALUATION STUDY OF MID DAY MEAL SACHEME BEING IMPLEMENTED BY MHRD"

CERTIFICATE

I, _____, WORKING AS _____ IN THIS ORGANIZATION AND IS AUTHORIZED TO ISSUE THIS CERTIFICATE CERTIFY THAT:

- (A) WE HAVE GONE THROUGH THE CONTENTS OF ADVERTISEMENT FOR THIS ELIGIBILITY CRITERIA AND FULFILL ALL THE ELIGIBILITY CRITERIA AS PER ELIGIBILITY CRITERIA.
- (B) ALL RELEVANT DOCUMENTS ARE ENCLOSED WITH OUR ELIGIBILITY CRITERIA.
- (C) THE DETAILS AND CONTENTS OF OUR ELIGIBILITY CRITERIA ARE AUTHENTICATED AND BASED ON ACTUAL WORK CARRIED OUT BY OUR AGENCY, AS PER RECORD.
- (D) WE HAVE UNDERSTOOD THAT IN CASE IT IS FOUND THAT OUR AGENCY IS NOT FULFILLING ANY OF THE LAID DOWN CRITERIA, OR RELEVANT DETAILS/SUPPORTING DOCUMENTS ARE NOT FOUND TO BE ENCLOSED, WE WILL NOT BE GIVEN ANY OPPORTUNITY FOR ANY CLARIFICATIONS AND OUR ELIGIBILITY CRITERIA WILL BE EVALUATED BASED ON AVAILABLE DOCUMENTS IN ELIGIBILITY CRITERIA.

SIGNATURE OF AUTHORIZED SIGNATORY

NAME:

DATED:

DESIGNATION:

[PLEASE AFFIX RUBBER STAMP]

FORM-1

FORMAT FOR SUBMISSION OF APPLICATION FOR EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF CONSULTANT FOR EVALUATION STUDY OF MID DAY MEAL SCHEME

1 Name of bidding agency/ firm/ individual:

2 Headquarter

3 Addresses for Correspondence:

4 Date & country of incorporation / registration (enclose copy of relevant document)

5 Past experience of the firm:-

5.1 No. of years in having experience in carrying out Evaluation Studies:

5.2 Evaluation Studies carried out (No. and Details of studies) :-

5.2.1 in Education / nutrition / health and allied sectors (Specifically for centrally aided Schemes) :-

5.2.2 No. of Evaluation studies in Mid Day Meal Scheme :-

6 Professional strength:-

6.1 Qualification of Key Personnel (Team Leader / Principal Investigator) :-

6.2 Relevant experience of Key Personnel (Team Leader / Principal Investigator) :-

6.3 No of full time professionals engaged:

6.4 Location of offices in other parts of India:

7 Annual Financial strength:

7.1 Turnover / worth of evaluation projects carried out in financial terms for last 3 years (Rs. in crore) (enclose audited financial statement):

(Project completion certificates for projects completed during last 10 years to be attached in support of experience)

(Authorised Signatory)

ANNEXTURE-I

Other parameters for Evaluation Study

1. The assigned study will be based on intensive and extensive sample survey by the concerned official/ members of the Evaluation team and other concerned officials/ State Government representatives through participatory discussions and structural interviews/ questionnaires by visits and personal interviews.

2. The study will have to be conducted as per the objectives and methodologies given in the ToR:-
 - (i) The primary data in raw form in MS-Excel sheet (School Wise) will be submitted, so that customized queries based reports could be generated.
 - (ii) The agency is expected to study the districts, blocks/wards, schools as specified in the methodology schedule at Annexure - II.
 - (iii) The sample size should be statistically valid and reliable as per statistical standards, and also represent all sections of Society such as SC/ST/OBC/Minorities/ girls/Children with Special Needs so that out-reach of the programme to these sections is also reflected in the study/report.
 - (iv) The Ministry of HRD (Department of School Education and Literacy) reserves the right to call for any or all documents pertaining to the study collected by the agency, in any form. The required information will be made available by the agency concerned within seven days as and when called for, failing for which last installment of payment would not be released. Data collected for evaluation studies and the facts/conclusion report of the studies will not be published or made public to any other agency.
 - (v) Data collection from primary and secondary sources, its processing and preparation of report shall be the responsibility of the agency.
 - (vi) The Department of School Education and Literacy (D/o SE&L) will designate, a contact-cum coordinating officer for the study with whom the agency may have consultations regarding any of the aspects of evaluation studies containing methodological aspects etc for the study.
 - (vii) The Department would reserve the right to cancel the assignment of the study having regard to the quality of the Draft Reports or non-compliance of conditions etc.

- (vii) Agency will also furnish the utilization and audit certificates duly signed by competent authority immediately after the completion of work to the, Department of School Education and Literacy, Ministry of HRD.
- (viii) Agency will guarantee that the assigned work would be original work and will not infringe on the copy right of any other person(s) agency.
- (ix) The Agency will keep the Ministry of HRD apprised of developments and progress of the work relating to the study as desired by the ministry so as to enable the Ministry to depute its officers to verify the reported activities including investigation work.
- (x) Agency having prepared and delivered, the completed typed/ soft copy of the assigned work to the Bureau Head of Mid Day Meal Scheme examining and having decided to undertake its publications, it shall print, produce, publish and distribute the Report at its own cost and expenses in such a manner and style as the Department may at its discretion deem fit. The aforesaid work will be the property of the Government of India (Department of School Education and Literacy) and all the copy rights will vest in it.
- (xi) If any question, difference or dispute shall arise, between the agency and the Department relating to this agreement or any matter arising there of or incidental thereto, the matter shall be referred to the sole authority i.e. Joint Secretary, Bureau Head, MDM in the Department of School Education & Literacy and the award given by him/her shall be final and binding on both parties.

ANNEXTURE -II

Procedure for conducting the Evaluation Study of Mid Day Meal Scheme

The National Programme of Mid-Day Meal in Schools, popularly known as the Mid-Day Meal Scheme (MDMS), is an ongoing Centrally-Sponsored Scheme which covers all school children studying in Classes I- VIII of Government, Government- Aided, Special Training Centres including Madrasas and Maqtabas supported under SSA.

The Mid-Day Meal Scheme seeks to improve the nutritional status of school going children of Classes I – VIII, encourage poor children, belonging to disadvantaged sections to Enrol children and encourage them to attend school more regularly so they can concentrate on classroom and other school activities. Further, as a special measure, the scheme also seeks to provide nutritional support to children of elementary stage in drought affected areas during summer vacation.

Methodology

Sampling Frame

Information will be collected to test the various parameters inherent in the objectives. The sampling frame will include States, Districts, Tehsils /Blocks, Villages and Schools and each unit of sampling frame will be selected by using stratified sampling method.

Criteria for selection of samples

a. Selection of States

For the sake of administrative convenience and timely completion of fieldwork, entire country has been divided into 5 zones as given below

Zone 1 – Punjab, Jammu & Kashmir, Bihar, Uttar Pradesh

Zone 2 – Andhra Pradesh, Kerala, Tamilnadu, Karnataka, Puducherry

Zone 3 – West Bengal, Odisha, Assam, Mizoram, Jharkhand

Zone 4 – Maharashtra, Gujarat, Dadra & Nagar Haveli

Zone 5 – Rajasthan, Madhya Pradesh, Chhattisgarh

b. Selection of Districts

In total 70 districts will be selected from the 20 States/UTs on the on the basis of the pre-defined criteria listed below:

In each State/UT the districts for the purpose of study will be selected on the basis of stratified random sampling. There are 2 types of delivery patterns under MDM

- i) Type 1 - All the schools in a district are covered through school based kitchens.
- ii) Type 2 - Some of the schools are covered through school based kitchens and some of the schools are covered through centralised kitchens.

The agency will ensure that atleast 1 district should be covered from each of these patterns, if type 2 does not exist in the State, districts will be selected from type 1. The agency would assure that the geographical spread of the sample is representative of the State in consultation with the Ministry.

State wise number of districts to be selected

S. No.	State/UT	No. of district to be selected
Zone 1		
1	Punjab	3
2	Jammu & Kashmir	3
3	Bihar	5
4	Uttar Pradesh	6
Total		17
Zone 2		
5	Andhra Pradesh	3
6	Kerala	3
7	Karnataka	3
8	Tamil Nadu	3
9	Puducherry	1
Total		13
Zone 3		
10	West Bengal	5
11	Odisha	3
12	Assam	3
13	Jharkhand	3
14	Mizoram	2
Total		16
Zone 4		

15	Gujarat	4
16	Maharashtra	4
17	Dadra & Nagar Haveli	1
	Total	9
Zone 5		
18	Chhattisgarh	3
19	Madhya Pradesh	6
20	Rajasthan	6
	Total	15
	Grand Total	70

c. Selection of Blocks/Wards

Three blocks / municipality from each district will be selected on the basis of coverage of children vis-à-vis enrolment:

- i) upto 40%.
- ii) 40% to 60%
- iii) Above 60%

One block/ municipality should be selected from the above mentioned categories. If blocks/ municipality are not available under category under any of the above mentioned categories all blocks/wards may be selected from other category.

d. Selection of Schools

Selection of schools 40 schools per district (25 primary and 15 upper primary) will be done keeping in view the following parameters:

Criteria		Primary (25 schools)	Upper Primary (15 schools)
Enrollment	(i)	At least 25% schools in both categories with enrolment of more than 200 children.	
	(ii)	At least 25% schools in both categories with enrolment of less than 50 children.	
Category of schools*	(i) Govt.,Govt. aided & Local bodies	20	12
	(ii) Special Training Centers	2 (if available)	2 (if available)
	(iii) Madarsa / Maqtab supported under SSA	2	1
	(iv) NCLP	1 (if available)	
Mode of Cooking	Centralised kitchen	6-7 schools	3-4 schools
	School based kitchen	18-19 schools	11-12 schools

*if schools are not available under category (ii), (iii) and (iv) all schools may be selected from category (i).

e. Selection of Students

From each school, 20 students (10 boys and 10 girls) preferably from class 5 and class 8 in case of primary and upper primary school respectively will be randomly selected. The sample students will include at least three SC, three ST, three OBC and three from minority community. In case of non-availability of any of these categories, the substitute will be taken from the other category.

f. Selection of cook-cum-helpers

From each school two cook-cum-helpers will be selected to canvass the cook-cum-helper schedule.

g. Selection of Teachers

From each school two teachers will be selected (of which one will be head teacher) to canvass the teacher level schedule.

h. Selection of Parents

From each school 10 parents/guardians will be selected comprising equal number of males and females.

Summary of Sample Size

Sr. No.	Category	Sample No	Remarks
1.	Zones	5	Zone-1, Zone-2, Zone-3, Zone-4 & Zone-5
2.	States/UTs	20	Zone 1 – Punjab, Jammu & Kashmir, Bihar, Uttar Pradesh Zone 2 – Andhra Pradesh, Kerala, Tamilnadu, Karnataka, Puducherry Zone 3 – West Bengal, Odisha, Assam, Mizoram, Jharkhand Zone 4 – Maharashtra, Gujarat, Dadra & Nagar Haveli Zone 5 – Rajasthan, Madhya Pradesh, Chhattisgarh
3.	Districts'	70	
4.	Block	210	@ 3 blocks per District
5.	Schools	2800	@ 40 Schools per district
6.	Students	56000	@ 20 Students per School
7.	Cook-cum-helpers	5600	@ 2 cook-cum-helper per school
8.	Teachers	5600	@ 2 teachers per school
9.	Parents	28000	@ 10 parents per school
10.	School Management Committee	2800	@ 1 per school

Tools

Structured questionnaires will be prepared at various levels to generate primary and secondary information. The following instruments will be used for collection of quantitative and qualitative information.

1. **At school level** - It is proposed that the information will be collected on/from the following to conduct the study at school level:

- (i) School Observation Schedule (to be filled with the help of head teacher)
- (ii) School Management Committee Schedule (chairperson),
- (iii) Student Schedule (20 students),
- (iv) Teacher Schedule (head teacher and one more),
- (v) Cook-cum-helper Schedule (2),
- (vi) Parents Schedule (10)

2. **At Block, District, State level** - It is proposed that 1 interview schedule will be developed to capture the views and responses from the programme managers at each Block, each District and at each State level, covered under the study.

National Appraisal and Coordination Agency (NACA)

One of the Executing Agencies (EA) will act as National Appraisal and Coordination Agency (NACA) for the study. Each bidder will quote for the zonal appraisal study as well as for performing the function of NACA separately. The Executing Agency who quotes the lowest for the role of National Appraisal and Coordination Agency (NACA), will be selected as NACA. The NACA will be designing the research tools and will synthesize the national report. All EAs will share all the data, documents and final reports for all the States/UTs in the zone, to the ministry. The ministry reserves the right to share all such data, documents and reports to the NACA.

Reference period

The reference period of the study will mainly be from January, 2010 to December, 2016.

Duration

The time frame for the study will be 3 months from the date of signing of the contract.

ANNEXURE-III

Summary Schedule

- Name of the assignment** : "Conducting Evaluation Study of Mid Day Meal Scheme
- Name of the Client** : D/o School Education & Literacy, Ministry of Human Resource Development, New Delhi
- Method of selection** : Quality Cum Cost Based System (**QCBS**). The Technical and Financial Proposals to be submitted in two separate sealed envelopes.

The Proposal submission address is Director (MDM), D/o SE&L, MHRD, Room No. 524-C, Shastri Bhawan, New Delhi -110115.

Time and Date of Opening of Proposals : Will be intimated later on

Place of Opening of Prequalification Proposals : Office of Director, MDM, D/o SE&L, MHRD, Room No. 524-C, Shastri Bhawan, New Delhi -110115

Validity Period of the Technical and Financial Proposals : Proposal must remain valid 120 days after the submission date. Clarifications may be requested not later than 3 days before the date of Submission of the proposal.

The address for requesting clarifications is : Director, MDM, D/o SE&L, MHRD, Room No. 524-C, Shastri Bhawan, New Delhi -110115

Proposals shall be submitted in English language. Proposals received after the stated time and date will not be considered and will be returned unopened.

Procedure for Selection of Evaluation Agency

A two-stage procedure viz. Technical Qualification involving Quality and Cost Based System (QCBS) would be adopted with the technical and financial proposals submitted separately in sealed envelopes. The technical evaluation will be completed before the financial proposals are reviewed. For this purpose, application seeking offers will be invited from the short-listed Agencies.

Expected date for contract negotiations and finalization: 30 days from the date of opening.

The cost to be incurred by the prospective Evaluation Agency/Consultant to prepare the proposals and for negotiating the contract, including any visits to Ministry is not reimbursable as a direct cost of the assignment.

Information relating to evaluation of proposals and recommendations concerning award shall not be disclosed to the Evaluation Agency/Consultant who submitted the proposals or to other persons not officially concerned with the process.

Ministry of HRD reserves the right to accept or reject any of the proposals submitted without assigning any reasons thereof.

ANNEXURE-IV

PROCEDURE FOR SELECTION OF AGENCIES FOR CONDUCTING EVALUATION STUDY (ES) OF THE MID DAY MEAL SCHEME – RFP STAGE

The proposals for Evaluation study (ES) will be considered from the identified Institute/Agencies in the country subject to the fulfillment of the following requirements:

1. Procedure for Selection of Evaluation Agency

For inviting proposals for conducting the Evaluation study of MDM from the interested Institute/Agencies/Consultants, the following procedure will be followed:-

A two-stage procedure viz. Quality and Cost Based System (QCBS) would be adopted with the technical and financial proposals submitted separately in sealed envelopes. The technical evaluation will be completed before the financial proposals are assessed. For this purpose, applications seeking offers will be invited from the short-listed Agencies, seeking technical and financial bids in separate envelopes.

PROCEDURE FOR SELECTION OF AGENCIES FOR CONDUCTING EVALUATION STUDY (ES) OF MID DAY MEAL SCHEME

The proposals for Evaluation study (ES) will be considered from the identified Institute/Agencies in the country subject to the fulfillment of the following requirements:

1. Procedure for Selection of Evaluation Agency

For inviting proposals for conducting the Evaluation study of MDM from the interested Institute/Agencies/Consultants, the following procedure will be followed:-

A two-stage procedure viz. Quality and Cost Based System (QCBS) would be adopted with the technical and financial proposals submitted separately in sealed envelopes in RFP stage. The technical evaluation will be completed before the financial proposals are assessed. For this purpose, application seeking offers will be invited from the short-listed Agencies. Seeking technical and financial bids in separate envelopes.

Zonal Distribution

For the sake of administrative convenience and timely completion of fieldwork, entire country has been divided into 5 zones as given below

ZONE	No of States	States
1		
2		
3		
4		
5		

Each applicant bidders is to submit separate "Financial Bids" for each Zone for which they are interested and are willing to take up the job. To undertake fieldwork as Executing AGENCY (EA) in above mentioned zones, agencies may submit bid(s) for a maximum of 5 zones, but, each agency will be allotted a maximum of 2 zones (depending upon the QCBS) from among the zones they have applied for. Agency needs to give the details of the number of zones it has submitted bids in **Tech-format**. Agency may mention for the number of zones applied for allotment in **Tech-format**. The ministry will have the right to assign the work of appraisal / evaluation study of any zone if there are no takers for that zone, as per the rate quoted by the lowest bidder of any zone. The ministry reserves the right to review aforesaid condition and take decision as per need basis.

Details of Zones of Submitted Bids	Zone No.	No. of States	State Names	

The Financial Bid would be opened for each Zone and thereafter be added to the scores of Technical Bid for arriving at QCCBS(Quality cum-commercial bid selection). **most importantly, the sequence of Zones for opening FBs would be determined through random draws.** Once an applicant bidder selected for the number of Zones (one or two) they have applied for, the remaining FBs submitted by it would not be considered.

Submission of Bids

The agency should submit Technical and Financial Bids in the following manner. Technical and Financial bids will be separate for each zone agency applied for. If agency applies for 5 zones, 5 separate packets of each zone will be submitted and each packet (Outer envelope) will contain Technical and Financial bids in two separate inner envelopes of that zone.

One of the Executing Agencies (EA) will act as National Appraisal and Coordination Agency (NACA) for the study. Each bidder will quote for the zonal appraisal study as well as for performing the function of NACA separately. The Executing Agency, who quotes the lowest for the role of National Appraisal and Coordination Agency (NACA), will be selected as NACA, subject to other conditions. The NACA will be designing the research tools and will synthesize the national report. All EAs will share all the data, documents and final reports for all the States/UTs in the zone, to the ministry. The ministry reserves the right to share all such data, documents and reports to the NACA.

Evaluators of technical proposals will not have access to the financial proposals until the technical evaluation is concluded. The envelope containing the financial proposal will not be opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened which have obtained minimum qualifying weightage/standards prescribed for the technical proposal.

2. Selection of the Agency

The process of final selection of consultants will start by adopting following steps:

- (a) Preparation of Terms of Reference (ToR);
- (b) Preparation of cost estimate and the budget;
- (c) Preparation and issuance of the Request for Proposals (RFP);
- (d) Receipt of proposals;
- (e) Evaluation of technical proposals: consideration of quality;
- (f) Public opening of financial proposals;
- (g) Evaluation of financial proposal;
- (h) Selection of the winning proposal;
- (i) Negotiations with the selected Consultant, if required;
- (j) Award of the contract to the selected firm.

3. Cost Estimate (Budget)

The cost estimate shall be based on the assessment of the resources needed to carry out the assignment; staff time, logistical support and physical inputs (for example, vehicles,

equipment, etc.). The cost of study should be indicated in absolute monetary terms on turnkey basis.

4. Standard formats for Technical proposal

The standard formats for Technical proposals include:-

- (i) Format for Letter of Proposal submission (Form-I).
- (ii) Format for Consultant's organization and experience (Form-II).
- (iii) Format for Approach and Methodology (Form-III).
- (iv) Format for Team Composition (Form-IV).
- (v) Format for Curriculum Vitae of key professionals (Form-V).
- (vi) Format for Work Schedule (Form-VI).

The standard format for financial proposal includes:

- (i) A summary sheet of the cost estimate to be quoted by the Consultant (Form-VII).

5. Late Bids: A late bid, that is received after the specified date and time of receipt, shall not be considered in the selection process.

6. Evaluation of Proposals: Consideration of responsiveness

The evaluation of the proposals shall be carried out in two stages: At the first stage, evaluation of technical proposals would be taken up. The unsigned and incomplete proposal (not responding to the ToR fully and properly) will be summarily rejected as being non-responsive, before taking up the appraisal of the technical proposal for evaluation of quality. Evaluators of technical proposals shall not have access to the financial proposals until the technical evaluation is concluded. The envelope containing the financial proposal is not opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened which obtain minimum qualifying marks/standards prescribed for the technical proposal. The evaluation shall be carried out in full conformity with the provisions of the ToR.

7. Evaluation of the quality

The Department of School Education & Literacy (D/o S&L) shall evaluate each technical proposal (using the Evaluation Committee, taking into account criteria as prescribed in the RFP;

(a) the Agency's relevant experience for the assignment, (b) the quality of the methodology proposed, (c) the qualifications of the key staff proposed and (d) capability for transfer of knowledge. The list of key positions (CVs) is given in **Appendix-I**. Each of the Responsive technical proposal will be evaluated for the criteria prescribed in the RFP by awarding marks so as to make total maximum technical score as 100. The criteria and Weightage to each criteria or sub-criteria would depend on the requirements of each case and may be fixed objectively.

List of key position (CVs) are given in **Appendix-I**. The criteria for assigning Weightage to key personnel are given in **Appendix-II**. The applicants will be shortlisted as per requirement based on merit to be eligible for taking further part in bidding process.

8. Evaluation of cost

After completion of evaluation of quality, those agencies will be notified whose proposal did not meet the minimum qualifying standard, indicating that their financial proposal will be returned unopened after completing the selection process. In case of Quality and Cost Based System (QCBS), Consultants who have successfully satisfied the qualifying standard and obtained the minimum qualifying marks, the date and time set for opening the financial proposals shall be notified. In such a case, the opening date shall not be later than four weeks after the notification date.

The financial proposals shall be opened publicly in presence of the representatives of the technically qualified consultants who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the financial proposals are opened. The Central Evaluation committee (CEC) shall prepare the minutes of the public opening. For the purpose of evaluation, the total cost shall include all taxes and duties for which the employer makes payments to the Consultant and other reimbursable expenses included in the total cost, such as travel, translation, report printing or secretarial expenses. If conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the CEC shall reject any such proposal as nonresponsive financial proposal. However, if the CEC feels it necessary to seek clarification

on any financial proposals regarding taxes, duties or any such matter, the CEC may do so by inviting responses in writing.

9. Selection of the Agency

Under the QCBS procedure, the financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract.

The CEC will put up a report on financial evaluation of the technically qualified consultants to the competent finance authority along with their commendation that the least cost proposal (L-1) can be approved / invited for negotiation and for and awarding of final contract.

10. Negotiations and Award of Contract

Negotiations are not an essential part of the selection process. In many cases, however, it is felt necessary to conduct negotiations with the selected agency. Negotiations shall include discussions of the TOR, the methodology, staffing, Providing Government Ministry / Department's inputs, and special conditions of the contract. These discussions shall not substantially alter the original TOR or the terms of the contract, lest the quality of the final product, its cost and the relevance of the initial evaluation be affected. The final TOR and the agreed methodology shall be incorporated in "Description of Services," which shall form part of the contract. Financial negotiations shall only be carried out if negotiations as mentioned above, seeks any change in scope of work having financial bearing on the final prices or of the costs/ cost elements quoted are found not reasonable. In such negotiations, the selected firm may also be asked to justify and demonstrate that the prices proposed in the contract are not out of line with the rates being charged by the Consultant for other similar assignments. However, in no case such financial negotiation should result into increase in the financial cost as originally quoted by the Consultant.

11. Rejection of all proposals and re-invitation

The Union Ministry/ Department will have the right to reject any or all proposals of bidders without offering any reason.

LIST OF KEY POSITIONS (CVs)

List of Key CVs

The list of CVs to be provided as part of the Proposal:

Team Leader / Principal Investigator

- Should have at least 10 years of experience of leading Education/ Education related Governance projects of which the last 2 years should be in the capacity of Team Leader / Principal Investigator.
- Should be a post graduate in Social Sciences/ Home Science / Management Discipline.
- Should have extensive experience of working with Central and State Governments.
- Should have led assignments in Education/ Education related related Project/Programme.
- Number of similar Projects handled: Five of which one in the capacity of Team Leader / Principal Investigator.
- Working with the Agency for at least Two years.

Team Members (8 - 10)

- Should have at least 3 years of experience in the areas of Education/ Education related Projects/Programme.
- Work Experience 2 years on similar projects.
- Working with the Company for at least one year.

Appendix-II

Classification of Weightage for conducting Evaluation Study

1. Overall Experience of Firm	
a. No. and complexity of Education/ Education related Project/Programme (Technical &Elementary including overall Educational) - Private Sector - Government including PSU - Multilateral agencies i.e. UNESCO, UNICEF, IBRD etc.	
b. Similar Education/ Education Related Project/Programme Monitoring Assignment - Private Sector - Government including PSU - Multilateral agencies i.e. UNESCO, UNICEF, IBRD etc.	
c. Experience of working for States in issues related to elementary education and nutrition support schemes	
2. Approach and Methodology	
Detailed approach and methodology	
Understanding of scope	
Work Plan and Staffing Schedule	
Assessment of Plan of study	
3. CVs of Key Staff	
Team Leader /Principal Investigator	
a. Years of relevant experience (Max - 6 marks) Year of relevant experience in conducting research activities as Team Leader / principal Investigator (funding of above Rs 5 lakh) after year 2000 will be counted.	
b. Professional Education and Qualification (Max - 3 marks)	
c. Years with the firm (Max - 1 mark)	
Team Members	
a. Years of relevant experience (Max - 12 marks) Year of relevant experience in conducting research activities after year 2010 will be counted.	
b. Professional Education and Qualification (Max - 6 marks)	
c. Years with the firm (Max - 2 mark)	
4. Track Record of previous projects	
No. of projects completed on time	
Training capability	

<p>Recommendation implemented by the Sponsoring agency</p> <ul style="list-style-type: none">- Private Sector- Government including PSU- Multilateral agencies i.e. UNESCO, UNICEF, IBRD etc.	
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FORM- I

Impact Evaluation Study of Mid Day Meal Scheme

Format for Letter of Proposal

Ref. No.

Date

To

The Director (MDM), EE-I Bureau
Ministry of Human Resource Development,
Department of School Education and Literacy
Room No 524-C, Shastri Bhavan,
New Delhi-110115

Subject: Expression of Interest (EOI) for conducting Evaluation study of Mid Day Meal Scheme

Sir,

With reference to your ----- dated..... on the subject cited above, we wish to apply for conducting the Evaluation Study of MDM. In this connection, the following documents are submitted in two separate envelopes:

1. Technical bid (duly marked as Envelope No. 1-Technical Bid) containing brief about
 - Our organization and experience
 - Approach & Methodology of study
 - Team composition and CV of key personnel
 - Staffing schedule
 - Work schedule
2. Financial bid (duly marked as Envelope No. 2-Financial Bid) containing Financial Bid
 - Cost estimate

Enclosures: as above

Yours faithfully,

Authorized Signatory

Note: The applicant may choose to apply for more than one zone or all zones. However, the applicant shall mention the zone name on the top of the envelop.

FORM- II

Evaluation Study of Mid Day Meal Scheme

- 1 Name of bidding agency/ firm/ individual:
- 2 Headquarter
- 3 Addresses for Correspondence:
- 4 Date & country of incorporation / registration (enclose copy of relevant document)
- 5 Past experience of the firm:-
 - 5.1 No. of years in having experience in carrying out Evaluation Studies:
 - 5.2 Evaluation Studies carried out (No. and Details of studies) :-
 - 5.2.1 in Education / nutrition / health and allied sectors (Specifically for centrally aided Schemes) :-
 - 5.2.2 No. of Evaluation studies in Mid Day Meal Scheme :-
- 6 Professional strength:-
 - 6.1 Qualification of Key Personnel (Team Leader / Principal Investigator) :-
 - 6.2 Relevant experience of Key Personnel (Team Leader / Principal Investigator) :-
 - 6.3 No of full time professionals engaged:
 - 6.4 Location of offices in other parts of India:
- 7 Annual Financial strength:
 - 7.1 Turnover / worth of evaluation projects carried out in financial terms for last 3 years (Rs. in crore) (enclose audited financial statement):
(Project completion certificates for projects completed during last 10 years to be attached in support of experience)

(Authorised Signatory)

FORM- III

Evaluation Study of MID DAY MEAL SCHEME

Format for furnishing details about Approach & Methodology of Evaluation Study

1. Understanding about the study by the Agency (Maximum 500 words):
2. Approach (500 words)
3. Methodology of study (Details of methodology proposed to be adopted for various aspects of the study viz. selection of location, selection of beneficiaries, sampling method, source of data collection, its documentation, analysis and interpretation, including time period involved, to be provided here).

(Authorized Signatory)

FORM- IV

Evaluation Study of MID DAY MEAL SCHEME

Format for furnishing details about Team Composition (Key personnel proposed to be engaged in the study)

1. Name of Agency
2. No. of full time professional staff available with the agency
3. Team composition for the study

Sl. No.	Name	Area of Expertise	Position assigned	Duration (months)
1.				
2.				
3.				
4.				

(Authorized Signatory)

FORM- V

Evaluation Study of MID DAY MEAL SCHEME

Format for furnishing CV of Key personnel proposed to be engaged in the study

(Separate sheet for each staff proposed to be engaged)

1. Name:
2. Date of Birth:
3. Educational Qualification:
4. Experience:
5. Position held, starting with the latest position:
6. Position assigned in the proposed study; and duration:

(Authorized Signatory)

FORM- VI

Evaluation Study of MID DAY MEAL SCHEME

Format for work schedule

Sl. No.	Activity	Months
1		
2		
3		

(Authorized Signatory)

FORM- VII

Format for Financial Proposal

Evaluation Study of MID DAY MEAL SCHEME

Ref. No.

Date

1. Name of Agency:
2. Reference No. of Technical Proposal:
3. Total amount proposed:
4. Break up of Expenditure:

Sl. No.	Description of activity	Amount
1.		
2.		
3.		
4.		
Total		
Tax and any other liability		
Grand Total		

(Authorized Signatory)
