

Call for **EOI (Expression of Interest)** for **Conducting Need Assessment Study – “Creating Sustainable Communities’** to scope and document the possible actions/opportunities that can be incorporate to develop and design proposed interventions for the target villages, for Udyogini, New Delhi

UDYOGINI invites **EOI (Expression of Interest)** from research consultants/agencies/ organizations/ individuals to design and execute a study on **Conducting Need Assessment Study – “Creating Sustainable Communities’** from **01-04-2021** onwards. Interested research consultants/agencies / organizations/ individuals are requested to send in their applications to [hr@udyogini.org](mailto:hr@udyogini.org) by **28/03/2021** along with their CV and copies of reports of similar assignments handled by the applicant/agency.

### **ABOUT UDYOGINI**

Udyogini, a not for profit, is a Society registered under the Societies Registration Act XXI of 1860, New Delhi. Udyogini is also registered under Section 12A & 80G of the Income Tax Act of 1961, and the Foreign Contribution (Regulation) Act (FCRA) of 2010.

Udyogini means Woman Entrepreneur; the organisation was established in 1992 to implement Women's Enterprise Management Training Outreach Program (WEMTOP), a project of the Economic Development Institute of World Bank. The project facilitated Women's Enterprise Management Training to about 20+ NGOs in Odisha, Bihar and Rajasthan. The organisation in the past 28 years has been dedicated to empower rural-tribal women by building their entrepreneurship skills. Udyogini has emerged as a leading NGO working to provide customized “Business Development Services” for rural-tribal women in Rajasthan, Madhya Pradesh, Chhattisgarh, Jharkhand and Uttarakhand through working on some selected potential product value chains like Lac, Poultry, Goat and high value agricultural crops. The value chain approach has enabled the organisation to equip women in rural-tribal areas with the requisite skills and knowledge to enhance their income and social status. The youth in urban and rural areas are provided with self-employment and skill based placements while other NGOs and Government projects have availed support from delivery of its business services.

Udyogini aspires to a future that is based on equal opportunities for men and women by working on skill-building and rural entrepreneurship, building poor women as entrepreneurs, and by addressing life cycle issues to bring out changes leading to equal space for women in all spheres of their lives. Udyogini works to empower poor women by building their capacity: to understand entrepreneurship, build micro-enterprises, and participate in existing value chains, markets with higher efficiency and as a result increase their income. It works on an inclusion strategy focusing on women's capacity

building in selected rural products, value chains, and the market. This entire process is to view women as drivers and leaders. The capacity-building model for women starts with incremental steps towards livelihood security for poverty alleviation and moves to empowerment through the promotion of micro-enterprises and value chains.

## **ABOUT THE ASSIGNMENT**

UDYOGINI with support from the HDFC Bank Ltd. Parivartan Initiative is implementing – **Holistic Rural Development Programme**, targeting 15 villages of Ramanujganj block of Balrampur District.

The programme is intended to work upon on the following broad focused areas –

- Natural Resource Management.
- Skills and Livelihood Enhancement.
- Promotion of Education.
- Healthcare and Hygiene.
- Financial Literacy and Inclusion.

The mainstay of the programme is to increase the well-being of the community by enhancing the income level through collectivization of farmers, promotion of sustainable farming for increased production, setting up of on-farm and off farm enterprises and improving the village infrastructure. The main stays of the projects are promotion of WEGs (Women enterprise groups) and federated them as a Farmer Producer Collectives and setting up of the enterprises. Along with the enterprises, the families will also be engaged for improving agricultural and horticulture production, natural resource management, and access to health and education.

The Need Assessment study will undertake to understand, assess and document, the following:

- To assess and document the local knowledge, capacities, and vulnerabilities of the community in each targeted village.
- To conduct feasibility of the of the proposed intervention that can be taken up in the village at both Capacity and Infrastructure development level.
- Develop and propose localized value addition entrepreneurial measures at farm and off farm level.

## **SCOPE OF THE STUDY**

The study is to be conducted in 15 targeted villages of Ramanujganj block of Balrampur District, Chhattisgarh.

with a periphery of 40 km from the block headquarters, based on the study a comprehensive plan of proposed intervention will be developed for the targeted villages in coming 03 years.

- Conduct a comprehensive need assessment in the village, on focus areas by establishing the nature and magnitude of the gaps in knowledge, skills, and aptitudes.
- Determine the measures required to bridge the identified gaps, which may include, but not limited to, recommendation of the required programme interventions, structures, required expertise, the level of training, training institutions, etc.
- The selected agency/individual consultant will undertake a quantitative and qualitative assessment study to understand knowledge level on local issues in context to holistic development of the village, as well as different aspects related to developing strengthen the capacities of community and institutions.
- The agency/individual consultant will make special efforts to assess the difficulties and challenges experience by the community to record the transition of immediate and underline causes, which will support in developing the intact interventions under the programme.

## **OBJECTIVES**

UDYOGINI is currently implementing the programme in the targeted villages, whereas completing the inception phase of the programme incorporating the findings of the rapid rural appraisal conducted in the target villages. UDYOGINI need to conduct the need assessment at village and community level to scope of future actions by understanding the challenges and opportunities.

- a. Gather the grassroots information related to holistic development of community and the village and suggest recommendations for quality enhancement and effectiveness by which strategic changes can be incorporated in future programming.
- b. Document the capacities and vulnerabilities of the target community followed by effective strategic resolutions/recommendation for mitigation of vulnerabilities.
- c. Analyze the status of the local level entrepreneur/income generation institution, recommend bridging the gaps to strengthen these institutions/entrepreneurs.
- d. Assessment of community level local produce/products for value addition.
- e. Analyze the Social Behavior and inclusion for equitable representation.

## **METHODOLOGY**

- Collecting data from the Households of the targeted families and direct participants of the project on their socio-economic parameters – demographic details, education and employment, income, and expenditures, living and working conditions, management of disaster (adaptation, mitigation, and preparedness), role of various stakeholders, etc. through a standard questionnaire, using a suitable sampling method.
- Conducting Focus Group Discussions with Women Committees (SHGs, Micro Enterprises) and other CBOs to grasp the finer nuances that cannot be captured by the survey and to get a deeper insight to understand what can be done the programme to help address these issues and make them more vibrant and sustainable.
- Conducting qualitative interviews with different stakeholders involved through the network/ convergence having participated in the process.
- Conducting qualitative interviews with project staff and UDYOGINI management to understand their perspectives, challenges and vision
- Participatory tools will be encouraged adhering to objectives of the Study

## **EXPECTED OUTCOME OF THE TASK/ ASSIGNMENT**

- The study will come out as reference document for planning and implementation through documenting the location specific opportunities and gaps to effectively implement holistic rural development programme.

## **PROPOSED DETAILS**

### **Geographic Spread**

The programme is being implemented in the 15 targeted villages of Ramanujganj Block of Balrampur District, within the periphery of 40 km. from block headquarters.

### **Sample size**

The project will cover 15 villages of 13 panchayats, with 5851 households. The total population in the area is 20756. Out of which, the ST population is 13979, SC population is 1307, OBC is 3215, General is 25 and other is 2395. The sampling should be adequate to represent the population (preferably 5% to 10% of the direct participants for quantitative study), followed by minimum 01 FGD in each village having blend of different level stakeholders (Front Line service providers, PRI members Community Based Organizations)

### **Research focus**

Research focus should be on the small and marginal farming families along with landless, especially the women in the household. Whereas at the village level the lead stakeholders of the village (PRI members, Mukhiya, Social Leaders, etc.) including the local institutions.

## **EOI with proposal**

Expected is, based on the above-mentioned needs/ parameters, a detailed technical and financial proposal will be shared for perusal.

Shortlisted agencies/ individuals will be invited to share the study design and selected agency/ individual will be awarded the contract and ToR signed.

## **EXPECTED PERIOD OF ASSIGNMENT TO CONSULTANT/ AGENCY**

The assignment will commence from **01/04/2021** onwards and is expected to take around 3 weeks for completion. The probable completion date is **21/04/2021**.

## **DELIVERABLES FROM CONSULTANT/ AGENCY**

- *UDYOGINI will provide the research consultants with inputs on survey questionnaire; also assist in organizing point persons contacts in different project areas. For the qualitative aspects of the study like FGDs and Interviews – UDYOGINI will assist in locating the groups for FGDs and the people to be interviewed; both will be conducted by the research consultant.*
- *Consultant/Agency is expected to manage all aspects of the survey data collection, entry, management, and analysis and reporting*
- *Inception report containing a detailed methodology along with plan and strategy: work plan, timeline, team, data collection, data sources, sampling and indicators, subjective and objective sources of data to capture comprehensive picture of the project interventions in the region.*
- *After the study a quantitative and qualitative report including data analysis is to be provided in draft form followed by a presentation of the findings and way ahead.*
- *Final report (in electronic MS. Word Format for publication) is to be provided after incorporating suggestions and feedback*

## **MINIMUM REQUIREMENTS FOR QUALIFICATION AND APPLICATION FROM CONSULTANT/AGENCY**

- Please note that the EOI for proposal will be preferred from Individuals, organizations or consortiums.
- The minimum requirements for qualification and application are the following –
  - o The complete technical and financial proposal with EOI, comprising of the following at the minimum –

### **Technical Proposal**

- |               |                                       |
|---------------|---------------------------------------|
| a. Background | m. Information Generation Process     |
| b. Goal       | n. Evaluation Team                    |
| c. Objectives | o. Team Composition And Qualification |

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|---|---|
| d. Specific Outputs                             | p. Roles  |
| e. Deliverables                                 | q. Time Frame (Proposed)  |
| f. Geographic Area of Intervention              | r. Roles and Responsibilities of Partners                         |
| g. Target Group                                 | s. Duration of the Contract                                       |
| h. Specific Activities                          | t. Funding  |
| i. Flow Chart of Activities                     | u. Management & Utilization Of Funds, and Maintenance of Accounts |
| j. Strategy                                     | v. Use of Funds   |
| k. Tools and Evaluation Supplementary Materials | w. Request for Funding (Fund Release)                             |
| l. Capacity Building                            |   |

### **Financial Proposal**

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|-------------------|-------------------|
| a. Budget Summary | b. Budget Details |
|-------------------|-------------------|
- o Organizations or consortiums to be registered, having GST, PAN and other legal/ statutory requirements
  - o CVs of the Leads / Research Coordinators
  - o Past experience of research/ completing studies/ evaluation on issues on Peace and DRR and at least three such research reports
  - o Additional requirements for Leads/ Research Coordinators
    - *Should have at least three publication on related issues*
    - *Experience in compiling good practices documents on development issues*
    - *Good writing and analytical skills.*
    - *Excellent interpersonal skills, and ability to promote collaboration and consensus building*
    - *Proficiency in local language (Nimari), Hindi in addition to English*

### **HOW TO APPLY**

- Qualified individuals/ agencies/ consortiums are requested to submit a cover letter, CV of Lead Researcher along with Proposal to [hr@udyogini.org](mailto:hr@udyogini.org) with subject line Conducting Need Assessment Study – “Creating Sustainable Communities’ by **28th of March 2021**.
- Incomplete applications Application without Technical and Financial Proposal will not be considered.

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- Proposals will be screened by a Committee formed by UDYOGINI. Decision of Screening Committee of UDYOGINI will be final.
- Submission of proposal does not guarantee that the proposal will be accepted.
- UDYOGINI is no way obliged to respond to the rejection of the proposals.

- UDYOGINI also reserves the right to accept or reject any proposal, and to annul the call for proposal process and reject all proposals at any time prior to screening and selection procedure, thereby incurring any liability to the affected Individuals/ Agencies or any obligation to inform the affected Individuals/ Agencies of the grounds for the organization's action.
- UDYOGINI will inform the shortlisted individuals/ agencies after the decision of the screening committee.
- Personal canvassing is strictly prohibited.