

Terms of Reference (TOR)

Evaluation of Installation of Hand pump

Objective of the Study :-

- To assess the availability of adequate, safe, sustainable and accessible drinking water facilities to the rural people after installation of Hand Pump.
- To assess the Coverage of NC (Not Covered)/ P.C.(Partially Covered) habitans according to the GOI norms.
- To assess the Service utility of Hand pumps throughout the year.
- To assess the Operation and maintenance of the Hand pumps at Panchayats/ Village level.
- To assess the Quality of the Hand pumps installed.
- To assess the Coverage of ST/SC/Weaker section of the society through Hand Pumps.
- To assess the Social impact of Hand Pumps.

2. Scope of the Study :-

- (i) **Reference Period** :- From April 2003 to March 2008 (5 years).

Only those scheme will be considered which are sanctioned before 31.3.2007

- i) **Methodology** :-

<u>S. No.</u>	<u>Schedule</u>	<u>To be canvassed to</u>
1.	State Level	State Nodal officer and Head of Executive committee

2.	District Level	District Nodal officer and Head of PRAKALP
3.	Implementing Agency	Private Sector Agency/NGO
4.	Block Level	Block Nodal officer
5.	Village Level	Village level sanitation
water and Committee		
6.	Beneficiary Level	Target group
7.	Non-Beneficiary Level	Target group
8.	Community Leaders/ Knowledgable Persons	Village Level

(iii) Sampling Design :-

(a) Selection of Divisions/Districts :- To have proper representation of all Divisions in the sample, Name of all the Divisions will be arranged alphabetically and will be given serial number. The best performing district will be selected from the divisions having odd serial number, from the divisions having even serial number, the least performing district will be selected. Thus one district from each Division will be selected.

(b) Selection of Blocks :- After selection of one District in each Division, two Blocks in each selected district will be selected. Out of two Blocks one will be top performer and other will be least performer.

(c) Selection of Villages :- From the each selected Blocks, ten Villages will be selected on the basis of systematic random sampling after arranging Villages in ascending or descending order on the basis of performance.

(d) Selection of Beneficiaries and non-beneficiaries :- Out of selected Villages ten Beneficiaries and five non-Beneficiaries will be selected on the basis of random sampling. If, in selected village having more than one habitation in that case at least two Beneficiaries and one non-Beneficiary from each habitation must be selected.

(e) **Selection of Implementing Agency :-** One implementing agency from each selected Block will be selected on the basis of Random sampling.

(f) **Community Leaders/Rural Knowledgeable Persons :-** Two community leaders/knowledgeable persons will be selected randomly from each selected village.

3. Sample Size :-

<u>S.No.</u>	<u>Selected Level</u>	<u>Number</u>
1.	District	9
2.	Block	18
3.	Implementing Agency	18
4.	Villages	180
5.	Beneficiaries	1800
6.	Non-beneficiaries	900
7.	Community Leaders/knowledgeable Person	360

(4) **Approach :-** The Institution/Agency which will be awarded the evaluation study from amongst the empanelled institutions/agencies would get the survey work done by the qualified field staff on the basis of the evaluation design approved by the Department of Planning and Development, Govt. of Bihar. The selection of institution/agency will be based on its financial status, existing faculty, proven track record and previous experience in the field of evaluation. The selected institution/

agency will perform the following functions:-

- To develop evaluation study schedule/questionnaires in consultation with the Department of Planning and Development and Public Health Engineering Department (PHED).
- Schedules/ questionnaires will be finalised after pre-testing.
- To conduct the survey at all levels.
- To make available the sample frame of different level before the start of survey work.

- To prepare the software for data entry, tabulation, validation, compilation, report generation, etc. and supply the same to the Department of Planning and Development.
- To prepare the report under the overall supervision and guidance of the Department of Planning and Development while incorporating necessary corrections/ modifications as suggested by the Department of Planning and Development till the final report is approved by competent authority.
- To submit five compact discs of the final report.

5. Time Frame :- The agency/institution assigned the evaluation study will have to submit quick findings to the Department of Planning and Development within four months, the first draft report within nine months and the final report within one year from the date of release of sanction order.

6. Orientation for the Study :- The institution/agency awarded the evaluation study will be required to organise orientation programme for all its supervisory as well as field staff to be engaged in evaluation work. This orientation will also be attended by 15 officers of Department of Planning and Development as well as Public Health Engineering Department and one representation each from all the 9 selected Districts. Hence the agency should also include the expenditure to be incurred on orientation for two days training programme on account of boarding/lodging of the participants in the bid. All this should be reflected in the cost to be indicated at Sl. No. - 5 of the financial bid to be given in part -B (Annexure-III)

7. Monitoring/Supervision of the field work and the study :- The survey and the data collection work will be supervised by the officers (Headquarters & Field) of the Department of Planning and Development and Public Health Engineering Department (P.H.E.D.) as well as officers of the District administration.

8. Services to be provided by the client (Department of Planning and Development) :- The Department of Planning and Development would advise the Public Health Engineering Department (PHED) & District officials for rendering necessary assistance for undertaking the study.

9. Deliverable by the Nodal Agency :- The deliverables are spelt out in the paragraph on " Approach", " Time Frame" and " Orientation for the study"

specified for the Nodal Agency. For this Project, the agency/institutions assigned this study should be available for discussion etc. with the Department of Planning and Development, Govt. of Bihar as and when required at short notice (either by Phone, Post, Fax and/ or e-mail).

10. Others :-

(a) As the duration of the evaluation study is short, the Nodal Agency must have skill base of large, expert manpower (Permanent as well as temporary hired) for conducting and co-ordinating data collection, data scrutiny, data filtering and data analysis simultaneously from different District/Block concerned. No requirement of manpower and transportation will be met by the Department of Planning and Development.

(b) Payments to the Agency will be made in four installments :-

(i) 1st installment of 30% of the total amount. On the submission of acceptance letter, bond, pre-receipt subject to a bank guarantee.

(ii) 2nd installment of 30% of the total amount. After completion of the field work and submission of report.

(iii) 3rd installment of 20% of the total amount. On acceptance of the draft report by Department of Planning and Development.

(iv) 4th installment of 20% of the total amount. After acceptance of the final report by the State Evaluation Committee.

(c) The data generated from this study would be the sole property of the Department of Planning and Development, Govt. of Bihar. However the evaluator may be allowed to use the data specifically for Research/analysis with permission of the Department of Planning and Development, Govt. of Bihar.

(d) Neither any capital cost would be incurred under the fee money for the evaluation nor would any liability created for the Department of Planning and Development, Govt., of Bihar, beyond the original fee sanctioned for the Nodal Agency job.

(e) The Department of Planning and Development, Govt. of Bihar reserves the right to terminate Nodal Agency Contract at any point of time

without assigning any reason. In such eventuality or in case of failure to submit the report as per the time frame indicated in Para-5 above and/or in course of inspection 50 percent and more mistakes noticed in survey schedules, the agency shall have to refund the amount released by the State Govt. together with a penal interest of 18 percent per annum. Any dispute in this regard would be subject to Jurisdiction of Courts in Patna.