

Terms of Reference (TOR)

Scheme :- **Mukhya Mantri Balika Bicycle Yojana**

Objective of the Study :-

- To assess improvement of girls attendance in schools.
- To assess reduction in gender gap.
- To assess increase in girls' enrollment.
- To assess the impact of scheme over academic achievements by girls.
- To assess whether the flow of fund is in proper manner and on right time.
- To assess whether the fund is being utilized by the beneficiaries as per guideline.

2. Scope of the Study :-

(i) **Reference Period** :- From April 2006 to March 2009

(ii) **Methodology** :-

<u>S. No.</u>	<u>Schedule</u>	<u>To be canvassed to</u>
1.	State Level	I. State Nodal officer, Department of Human Resource & Development, Govt. of Bihar. II. Nodal officer, Bihar Education Project Council, Patna.
2.	District Level	District Education Officer
3.	Block Level	Block Development Officer/ Block Education Extension Officer.
4.	School Level	Headmaster/Headmistress of school .
5.	Beneficiary Level	Target Group

6. Non-Beneficiary Level Target Group
7. Community Leaders/ Knowledgeable Persons
residents of Coverage area.

(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 even serial number, from the divisions having odd 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 Schools :- 10 schools from each selected Development Block will be selected out of which four will be girls school and six will be co-educational schools. In case of short fall in any group it will be compensated with other group of school.

(d) Selection of Beneficiaries and non-beneficiaries :- 15 beneficiaries and 5 non-beneficiaries will be selected, on the basis of random sampling, from every school covered under the scheme. Out of 15 beneficiaries 10 beneficiaries will be selected in proportion of enrollment in class 9 and 10 and 5 will be selected from passed out beneficiaries girls.

(e) Community Leaders/Rural Knowledgeable Persons :- Two community leaders/knowledgeable persons will be selected randomly from the coverage area of each selected School.

3. Sample Size :-

<u>S.No.</u>	<u>Selected Level</u>	<u>Number</u>
1.	State	2
2.	District	9
3.	Implementing Agency	18
4.	School Level (MCS/CRC)	180
5.	Beneficiaries	2700

6.	Non-beneficiaries	900
7.	Community Leaders/ knowledgeable Persons	360

(4) **Approach** :- The Individual Researcher who will be awarded the evaluation study from amongst the empanelled Individual Researcher would get the survey work done on the basis of the evaluation design approved by the Department of Planning and Development, Govt. of Bihar. The selection of Individual Researcher will be based on competence, skill, proven track record and previous experience in the field of evaluation. The selected Individual Researcher will perform the following functions:-

- To develop evaluation study schedule/questionnaires in consultation with the Department of Planning and Development and Human Resource Development Department, Govt. of Bihar.
- Schedules/ questionnaires will be finalised after pre-testing.
- To conduct the survey at all levels.
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- 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 and five hard copy of the final report.

5. **Time Frame** :- The Researcher assigned the evaluation study will have to submit quick findings to the Department of Planning and Development within three months, the first draft report within four months and the final report within six months from the date of release of sanction order.

6. **Orientation for the Study** :- The Individual Researcher awarded the evaluation study will be required to organize orientation programme for all its supervisory as well as field staff to be engaged in evaluation work. This orientation will also be attended by 10 officers of Department of Planning and Development as well as Department of Human Resource Development 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. - 4 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 Human Resource Development Department, Govt. of Bihar 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 Human Resource Development Department, Govt. of Bihar & District officials for rendering necessary assistance for undertaking the study.

9. Deliverable by the Agency :- The deliverables are spelt out in the paragraph on " Approach", " Time Frame" and " Orientation for the study" specified for the Agency. For this Project, the Individual Researcher 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 Individual Researcher must have knowledge, skill base of large, expertise and competence of manpower for conducting and coordinating 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 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.