

## **Terms of Reference (TOR)**

Scheme :- National Rural Employment Guarantee Scheme

### Objective of the Study :-

The main objective of National Rural Employment Guarantee Scheme is to provide 100 days livelihood security in a year among labourers in rural areas for preventing their migration as well as creation of permanent and productive assets.

The objective of evaluation study is -

- (i) To assess whether the objective of the scheme is being achieved.
- (ii) To assess whether job is provided to job card holder family on demand.
- (iii) To assess whether the schemes are selected and executed as per provisions contained in schedule-1 of the act.

### **2. Scope of the Study :-**

- (i) Reference Period :- From April 2006 to March 2009 (3 years). Only those projects will be considered which are sanctioned before 31.3.2009.

- (ii) **Methodology :-**

<b><u>S. No.</u></b>	<b><u>Schedule</u></b>	<b><u>To be canvassed to</u></b>
1.	State Level	State Nodal officer

2.	District Level	District Programme Co-ordinator/ D.D.C.
3.	Block Level	Block Development Officer/ Programme officer
		And Pramukh of Panchayat Samiti
4.	Panchayat Level	Mukhiya and Panchayat Sevak.
Rozgar		
5.	Beneficiary Level	Target group
6.	Non-Beneficiary Level	Target group
7.	Community Leaders/ Knowledgable Persons/ Self Help Group	Panchayat/ Village Level

**(iii) Sampling Design :-**

**(a) Selection of Divisions/Districts :-** To have proper representation of all Divisions in the sample, Names of all the Divisions will be arranged alphabetically and will be given serial number. The best performing district will be selected from among the divisions having odd serial number. From among 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 Panchayat :-** From each selected Block, ten Panchayats will be selected on the basis of systematic random sampling after arranging Panchayats in ascending or descending order on the basis of performance.

(d) **Selection of Schemes** :- One completed and one on-going scheme will be randomly selected from the schemes executed by Zila Parishad, Panchayat Samiti and Panchayat from selected District, Block and Panchayat.

(e) **Selection of Beneficiaries and non-beneficiaries** :- In every selected Panchayat, ten Beneficiaries and five non-Beneficiaries will be selected on the basis of random sampling. If, a selected Panchayat is having more than one village/ habitation, in that case at least two Beneficiaries and one non-Beneficiary from each village/ habitation must be selected.

(f) **Selection of Implementing Agency** :- One implementing agency from Zila Parishad scheme, Two implementing agencies from Panchayat Samiti Scheme and one implementing agency from Panchayat Scheme will be randomly selected from each Sample District, Block and Panchayat.

(g) **Community Leaders/Rural Knowledgeable Persons** :- Two community leaders/ knowledgeable persons/Self Help Group will be selected randomly from each selected Panchayat.

**3. Sample Size :-**

<b><u>S.No.</u></b>	<b><u>Selection Level</u></b>	<b><u>Number</u></b>
1.	District	9
2.	Block	18
3.	Scheme :-	
	(i) District	18
	(ii) Block	36
	(iii) Panchayat	360
4.	Panchayat	180
5.	Beneficiaries	1800
6.	Non-beneficiaries	900

7.	Implementing Agencies :-	
(i)	District	9
(ii)	Block	36
(iii)	Panchayat	180
8.	Community Leaders/knowledgable Person/ Self Help Group	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 Rural Development Department.
- 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 Rural Development 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 Rural Development Department 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 Rural Development Department & 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 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 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 various Districts/ Blocks

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 on quick findings.

(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) The fee chargeable for the evaluation project should not include any capital cost nor should it create any liability for the Department of Planning and Development, Govt., of Bihar, beyond the original fee sanctioned to the Agency for the evaluation job.

(e) The Department of Planning and Development, Govt. of Bihar reserves the right to terminate 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 50 percent and more mistakes noticed in survey schedules found in course of inspection, 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.