

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES– FIRMS SELECTION)
MAHARASHTRA STATE RURAL LIVELIHOODS MISSION (MSRLM)**

Consultancy Services for Process Monitoring of Maharashtra State Rural Livelihoods Mission

Reference No.: MSRLM/SMMU/M & E/CS/PROCESS MONITORING/02/2018-19

1. Deen Dayal Antyodaya Yojana, National Rural Livelihoods Mission (DAY NRLM) is an ambitious mission mode programme launched by Ministry of Rural Development, Government of India for eradication of rural poverty. The Maharashtra State Rural Livelihoods Mission (MSRLM) was launched in 2011 under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika. The objective of the Mission is to reduce rural poverty in Maharashtra by creating and strengthening community-based institutions which would function as pathways to sustainable livelihoods of the poor. The Mission is being implemented in a phased but intensive manner in the state. In the first phase, the Mission was being implemented in 36 blocks spread over ten districts and then slowly expanded in 13 districts of 50 blocks in 2016. In the year 2017, It has been further expanded to all the 15 districts of Maharashtra state in an intensive manner covering additional 84 blocks and in 2017-18 reached to 254 Blocks (covering another 120 blocks)

2. Objective of Consultancy Assignment

Started in 2011, MSRLM has already made significant progress and has created impact by working with more than 41,00,000 households and federating over 3.08,000 SHGs, 9152 Village Organisations, and 329 Cluster Level Federations. Besides this process of social mobilization and institution building MSRLM has undertaken livelihood interventions through sustainable agriculture, goat rearing, floriculture, vegetable cultivation, backyard poultry, fishery, non-farm and marketing interventions linking nearly 3,50,000 households. MSRLM also has at the outset of the programme defined processes that would help different interventions and programme activities to be undertaken in order to achieve its objectives and the goal. However, MSRLM is implementing a community driven programme and hence there is a need for responsive and adaptive monitoring system as community level development processes do not necessarily conform to pre-set rules, deadlines, targets or blue print approaches. Thus, process monitoring becomes an important corner-stone of any monitoring and evaluation framework at MSRLM that aims to sustainably alleviate poverty of at least 45 Lakh people, currently living below the poverty line in rural areas of Maharashtra and stay engaged with them till they come out of poverty. MSRLM perceives process monitoring as the regular analyses of which programme and community level actions and change elements are working or not working as well as the causality of the same. These analyses need to be done against the 'normative processes' defined for MSRLM. However, internal process monitoring may be influenced by biases resulting in it being sub-optimal hence there is a need for 'neutral' external organization to also undertake process monitoring. Along with the process monitoring, the progress of the MSRLM since 2011 also at this stage makes it relevant to undertake various thematic studies to understand the programme direction and the intermediate results it has been creating.

The overall objective through this assignment is to seek monitoring and evaluation services that shall entail process monitoring, thematic studies and consulting towards strengthening of internal M&E system.

3. For detail Terms of Reference and other information required for submission of EOI, please visit website www.umed.in or www.maharashtra.gov.in
4. The Maharashtra State Rural Livelihoods Mission (MSRLM) now invites eligible consulting

firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

5. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Manual for Procurement of Consultancy & Other Services 2017, issued by Ministry of Finance, Government of India.
6. Joint venture/ consortium not allowed.
7. Expressions of interest for providing consultancy services should be submitted in a sealed envelope super scribing **EOI for Consultancy Services for Process Monitoring of Maharashtra State Rural Livelihoods Mission** along with a soft copy in a CD/DVD and all necessary supporting documents to the address mentioned below latest by **28 / 01/2019 up to 17.00 Hrs.**

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission
5th Floor, CIDCO Bhavan-Southwing, CBD Belapur, Navi Mumbai 400614.
Website: www.umed.in , Phone : 022-27562552/54

**UMED - Maharashtra State Rural Livelihoods Mission (MSRLM),
Rural Development Department
Government of Maharashtra**

Draft Terms of Reference¹

Consultancy Services for Process Monitoring of Maharashtra State Rural Livelihoods Mission

1. Background

Deen Dayal Antyodaya Yojana, National Rural Livelihoods Mission (DAY NRLM) is an ambitious mission mode programme launched by Ministry of Rural Development, Government of India for eradication of rural poverty. The Maharashtra State Rural Livelihoods Mission (MSRLM) was launched in 2011 under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika. The objective of the Mission is to reduce rural poverty in Maharashtra by creating and strengthening community based institutions which would function as pathways to sustainable livelihoods of the poor. The Mission is being implemented in a phased but intensive manner in the state. In the first phase, the Mission was being implemented in 36 blocks spread over ten districts and then slowly expanded in 13 districts of 50 blocks in 2016. In the year 2017, It has been further expanded to all the 15 districts of Maharashtra state in an intensive manner covering additional 84 blocks and now additional 120 blocks are been added in FY 2017-18 covering 254 blocks.

MSRLM aims at improving the livelihoods of the rural poor through mobilization of poor women into self-managed and self-sustained Community based Organisations (SHGs, VOs and CLFs, Producer Groups). MSRLM has been working with communities for achieving the key results in the areas of Social Inclusion, Financial inclusion, Economic Inclusion and Social Security. MSRLM has worked in a partnership mode with several partners to leverage the institutional expertise of organisations who have promoted institutions of the poor women to get their full potential to achieve saturation in coverage and meet the desired key results.

MSRLM seeks to commission process monitoring for a period of 2 year by an external agency. It is proposed to procure the services of agency experienced in monitoring and evaluation studies to process monitoring in 15 districts where the programme is being currently implemented in intensive manner. The services of the agency will be contracted as per the procurement guidelines of NRLM. The contracted agency will undertake the assignment under the overall supervision of the CEO of MSRLM or his/her nominee officers.

2. Purpose and Objectives of Assignment

MSRLM has already made significant progress and has created impact by working with more than **41,00,000** households and federating over **3.08,000** SHGs, **9152** Village Organisations, and **329** Cluster Level Federations. Besides this process of social mobilization and institution building MSRLM has undertaken livelihood interventions through sustainable agriculture, goat rearing,

¹ The draft ToR is indicative and should be finalized at the stage of RFP

floriculture, vegetable cultivation, backyard poultry, fishery, non-farm and marketing interventions linking nearly 3,50,000 households.

MSRLM also has at the outset of the programme defined processes that would help different interventions and programme activities to be undertaken in order to achieve its objectives and the goal. However, MSRLM is implementing a community driven programme and hence there is a need for responsive and adaptive monitoring system as community level development processes do not necessarily conform to pre-set rules, deadlines, targets or blue print approaches. Thus, process monitoring becomes an important corner-stone of any monitoring and evaluation framework at MSRLM that aims to sustainably alleviate poverty of at least 45 Lakh people, currently living below the poverty line in rural areas of Maharashtra and stay engaged with them till they come out of poverty. MSRLM perceives process monitoring as the regular analyses of which programme and community level actions and change elements are working or not working as well as the causality of the same. These analyses need to be done against the 'normative processes²' defined for MSRLM. However, internal process monitoring may be influenced by biases resulting in it being sub-optimal hence there is a need for 'neutral' external organization to also undertake process monitoring. Along with the process monitoring, the progress of the MSRLM since 2011 also at this stage makes it relevant to undertake various thematic studies to understand the programme direction and the intermediate results it has been creating.

The overall objective through this assignment is to seek monitoring and evaluation services that shall entail process monitoring, thematic studies and consulting towards strengthening of internal M&E system. The detailed objectives under each task are as mentioned below.

Task 1

Process Monitoring: Process monitoring should be carried over 2 years in 15 districts where MSRLM intervention is done in intensive manner. The process monitoring will be carried in 15 districts each year covering 50% of the blocks in these districts over the two year assignment period.

Objectives

1. To understand how project inputs result in project outputs and identify issues critical to such conversion;
2. To identify deviations in implementation against the actual plan of implementation at community and programme management levels of MSRLM;
3. To provide pertinent recommendations for refining the unfolding processes and implementation of MSRLM at community and programme management levels;
4. To provide information necessary to the management to increase the effectiveness of the project;
 - a. inclusiveness;
 - b. internal and external functioning of the Community Institutions;
 - c. identification, financing and implementation of livelihood activities;
 - d. Convergence efforts made and succeeded etc.

² Normative processes are those processes which a programme defines at the outset as the intended nature, sequencing, frequency, and coverage of the processes the programme would undertake in order to achieve its objectives and the goal.

5. To identify and document best practices for replication;

Task 2

Thematic Studies: The thematic studies will be carried out to study and analyze the processes adopted under each thematic intervention (e.g. Financial Inclusion, Convergence, Special Livelihood Interventions or pilot programmes) and the status of desired outputs. It is aimed at sharing of learnings and making appropriate changes in the plan of interventions as per the findings and also to incorporate the best practices already being implemented in other state rural livelihood mission programmes in India.

Objectives

1. To undertake thematic wise studies and assess whether the activities are carried out as planned, challenges faced, outputs achieved and make recommendations for course correction
2. To draw out relevant learning for MSRLM from the various approaches and methods used for implementation of rural livelihood enhancement programmes in India
3. To track the pilot interventions and present findings/learnings towards strengthening and scaling up of the interventions
4. To test & suggest the Guidelines /Policies developed by MSRLM and make appropriate recommendations to the thematic heads for implementation.

3. Methodology, Design and Sample Selection

Tasks	Sampling Design/Methodology
Task 1: Process Monitoring	The agency is expected to conduct process monitoring across 75% of the blocks in 15 districts over a period of 2 years. In each quarter the findings are to be shared with state and district offices. There will be no sampling at state and district level, but care must be taken while designing the sampling frame, that a certain percentage of villages/CBOs are covered repeatedly for measuring the changes over a period of time. The sampling may be distributed each quarter such that sample representation of project blocks is covered during course of process monitoring and further comparison of old versus new blocks could also be undertaken. The indicators of process monitoring will be decided in consultation with MSRLM. Each year the agency will conduct process monitoring in selected sample villages in each quarter. Overall there will be 7 rounds of process monitoring with quarterly block/ and state level sharing of learnings. The external agency is expected to provide evidence-based observations to MSRLM, based on a systematic study. For each round, the agency will systematically observe, document and present key findings in the form of a standard report as prescribed by MSRLM. At the end of each year, the agency will also conduct an annual workshop towards sharing of cumulative findings/learnings from
Task 2: Thematic Studies	The thematic studies will have to be conducted along with the regular round of process monitoring as envisaged under each quarter in consultation with thematic heads of MSRLM. The approach to thematic studies should use a mix of quantitative and qualitative methods and present the findings in a standard

Tasks	Sampling Design/Methodology
	report. The presentation related to thematic studies for the respective quarter should be carried out along with the regular process monitoring presentation at the state level (MSRLM).

4. Deliverables and Timeline

The agency is expected to deliver key outputs presented in the below table under each task.

Sr.No.	Duration	Deliverables	Payments
1	2 nd week	Inception work with detailed work plan of 2 years	10%
2	4 th week	Scoping note with shortlisted key processes for process monitoring	
3	5 th week	Note on review of process monitoring approach and methods	
4	6 th week	Process monitoring framework	
5	1 st Eight weeks of each Qtr	Rounds of process monitoring (1 round per Qtr) to be decided with mutual agreement with MSRLM(may change with Field Situation)	
6	Last 2 weeks of each Qtr for the duration of the contract	Presentation of the finding, Learning and recommendations after each round of process monitoring (@ BMMU/DMMU and SMMU)	
7	2 nd week after completion of each Qtr.	Report of each round of process monitoring with list of identified process monitors.	
8	2 nd week after completion of each Qtr.	2 case studies per block per round and list of case studies of processes for written ,Audio-Vedio documentation	
9	7 th week	1 st round of process monitoring as per point 5/6/7/8	7.5%
10	20 th week	2 nd round of process monitoring as per point 5/6/7/8	7.5%
11	By the completion of the 2 nd round	Protocol document for process monitoring	10%
12	33 rd week	3 rd round of process monitoring as per point 5/6/7/8	7.5%
13	46 th week	4 th round of process monitoring as per point 5/6/7/8	7.5%
14	By the completion of the 4 th round	Resourse guide for process monitoring in Marathi and English Language.	10%
15	48 th week	Submission of the draft of the YEAR-1 Annual report	10%
16	50 th week	Workshop at state level for the sharing of the learnings from process monitoring, identification and training of the community monitors etc.	
17	52 nd week	Submission of final assignment completion of the YEAR-1 report	
18	61 st week	5 th round of process monitoring as per point 5/6/7/8	10%
19	74 th week	6 th round of process monitoring as per point 5/6/7/8	

20	87 th week	7 th round of process monitoring as per point 5/6/7/8	10%
21	100 th week	Submission of Annual report YEAR-2	10%
22	102 nd week	Workshop at State level for sharing of learning from process monitoring, identification and framing of community monitors etc. (YEAR_@)	
23	104 th week	Submission of final report(Assignment completion report YEAR_2)	

Indicative Timeline for the assignment

Indicative timeline towards deliverables for the tasks under this assignment is as given below.

Sr. No.	Tasks	Year 1												
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	
Task 1	Process Monitoring													
Task 2	Thematic Studies													

Sr. No.	Tasks	Year 2												
		Quarter 5			Quarter 6			Quarter 7			Quarter 8			
		M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	
Task 1	Process Monitoring													
Task 2	Thematic Studies													

5. Team Composition

The Agency is expected to comprise of a multi-disciplinary team with extensive expertise in conducting M&E in large-scale government and development partner funded programs. MSRLM expects shortlisted agencies having sound understanding of the state and regional-local contexts, expertise in socio-economic-political as well as legal and programme management processes. In line with this the shortlisted agencies need to propose a team that is able to effectively fulfill the expectations of this assignment. While there might be some overlap in the teams responsible for the different tasks, in the proposal the Agency should clearly distinguish which persons will be assigned to which tasks. This team will be available for the entire duration of the contract period and is expected to consist of the following individuals:

S. No.	Key Positions	Profile Required	Expected Competencies
Core Staff			
1.	Part time - Technical Advisor (1 person)	S/he should have PG in management/ finance/ business/ engineering/social sciences at least 8-10 years of experience in Monitoring and Capacity Building /Management of which at least 5	<ul style="list-style-type: none"> • Sound contextual understanding of Maharashtra • Designing MEL framework • Designing process monitoring

S. No.	Key Positions	Profile Required	Expected Competencies
		<p>years of field work experience.</p> <p>Specific experience in monitoring and evaluation of social development projects and process monitoring for at least for 2-3 years is must.</p>	<p>framework</p> <ul style="list-style-type: none"> • Anchoring process monitoring for large scale rural livelihood enhancement and micro-finance programmes. • Strong analytical experience of social change processes
2.	Full time - Team leader (1 person)	<p>S/he should have PG in social sciences/ Rural Development/ community development/ Social work/ Economics, Statistics with at least 7 years of relevant experience in Process Monitoring/Monitoring and Evaluation/capacity building /social mobilization.</p> <p>Fieldwork experience for at least 3-5 years in social/community development projects is a must.</p> <p>S/he should be well conversant with the methodology of community development and participatory research/resource analysis and livelihood issues with good analytical skills.</p>	<ul style="list-style-type: none"> • Sound contextual understanding of Maharashtra • Verbal and written fluency in English language is necessary. Candidates with Marathi language will be preferred. • Designing MEL framework • Designing process monitoring framework • Anchoring process monitoring for large scale rural livelihood enhancement and micro-finance programmes • Strong analytical experience of social change processes • Sound understanding of community development processes • Leading of multi-location and multi-skill teams for MEL • Data analysis and presentation • Development of briefing notes, precise reports and case studies
3.	Full time – Analyst/Research manager (1)	S/he should have PG in social sciences/population sciences or allied fields in development studies/rural	<ul style="list-style-type: none"> • Sound understanding of data management software and programmes

S. No.	Key Positions	Profile Required	Expected Competencies
	person)	<p>with 5 years of experience.</p> <p>Good knowledge in latest computer applications, web applications and knowledge of Research tools such as but not limited to SPSS/STATA and Atlas-ti will be preferred.</p> <p>Should be able to analyze and interpret qualitative and quantitative data in conjunction with MIS data.</p>	<ul style="list-style-type: none"> • Well-versed with Marathi and English languages • Data collection-entry-collation-analysis and presentation • Development of precise data-analysis based reports
Key Field Staff			
4.	Research Officer /Fieldwork Supervisors (2 person)	<p>The preferred education requirement for Field team coordinator is PG in social sciences/ Rural Development/ community development/ Social work/ sociology, Natural Resource Management, Rural Development etc with 4 years of relevant experience in field level research and managing teams of data collection.</p>	<ul style="list-style-type: none"> • Sound contextual understanding of Maharashtra • Well-versed with Marathi and English languages • Sound understanding of monitoring especially process monitoring for rural livelihood enhancement and micro-finance programmes • Sound understanding of community development processes • Leading of teams for MEL • Data analysis and presentation • Developing case studies.
5.	<p>Field Team members (16 persons)</p> <p>For Process Monitoring and Thematic Studies</p>	<p>Graduate in social sciences/Social work or any relevant Subjects like sociology, Natural Resource Management, Rural Development etc. With at least 3-4 years of experience in social sector and 2-3 years of conducting field studies. Are well conversant with the local dialect.</p>	<ul style="list-style-type: none"> • Sound contextual understanding of Maharashtra • Well-versed with Marathi language • Sound understanding of monitoring especially process monitoring for rural livelihood enhancement and micro-

S. No.	Key Positions	Profile Required	Expected Competencies
			finance programmes <ul style="list-style-type: none"> • Sound understanding of community development processes • Data collection-entry-collation-analysis and presentation • Developing case studies

6. Ownership of Data

MSRLM will remain the owner of all the data collected under this assignment output. The agency/agency team members or consultants will have no right of claim to the assignment or its output once completed. Any data, analysis, reports, research reports, process documents produced as a part of this assignment shall be deemed to be the property of MSRLM and the agency/consultant will not have any claims and will not use or reproduce the contents of the above documents without the permission of MSRLM.

7. Eligibility /Qualification Criteria:

Sr. No	Eligibility Criteria	Supporting document required
1	The Agency may be Firm/ Company/ Institute/ Society and must be registered with the Appropriate authority.	The certificate of incorporation/ Registration is to be submitted
2	The Agency should have at least five years' experience in providing consultancy services to the Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous /Statutory Bodies/ Public Sector Banks/ Public Sector Companies.	Experience to be submitted in the form of contract signed along with proof of successfully completing the assignment by submitting completion certificate
3	The Agency should have successfully conducted at least 5 impact assessment contract/Monitoring & Evaluation/Process Monitoring contracts during last five years for Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous /Statutory Bodies/ Public Sector Banks/ Public Sector Companies.	Attach documentary proof for successfully completion of assignment
4	The agency must have experience of working with NRLM/SRLM programmes with at least one State Rural Livelihood Mission Programme in the area of Monitoring Evaluation/Process Monitoring.	Attach documentary proof for ongoing/ successfully completed assignments

Sr. No	Eligibility Criteria	Supporting document required
4	The agency should have average annual turnover during the last 3 financial years ending on 31st March, 2018 should not be less than Rs. 10 Crores.	The agency must furnish chartered accountant certificate mentioning the turn over for last 03 financial years i.e., 2015-16, 2016-17 and 2017-18.
5	The Agency should not have been debarred/black listed by any Central Govt./State Govt. / CPSU/ State PSU/ Autonomous/Statutory Bodies/ Public Sector Banks/ Public Sector Insurance Companies for handling recruitment process.	A declaration on affidavit
6	The Agency should have all requisite financial registrations such as PAN, GST registration.	Submit copies of the same

8. Support to be provided by MSRLM

MSRLM would supervise the assignment and facilitate the interaction and exchange of information between the Consultant Agency and MSRLM. All relevant mission documentation will also be made available to the Consultancy firm.

9. Composition of Review Committee to Monitor performance of the agency

MSRLM will keep track on the deliverables of the assignments, take actions for the speedy settlement of the issues raised by selected agency and timely follow up. A committee would be setup under Chief Executive Officer, MSRLM towards achieving this.

State Mission Manager- Social Observation
Maharashtra State Rural Livelihoods Mission

Annexure: List of Districts and Blocks covered under Intensive Approach by MSRLM

Sr. No.	District	Block
1	Beed	Ashti
2	Beed	Beed
3	Beed	Dharur
4	Beed	Georai
5	Beed	Kaij
6	Beed	Majalgaon
7	Beed	Patoda
8	Beed	Ambajogai
9	Beed	Parli
10	Beed	Shirur Kasar
11	Beed	Wadwani
12	Chandrapur	Ballarpur
13	Chandrapur	Bhadravati
14	Chandrapur	Brahmapuri
15	Chandrapur	Chandrapur
16	Chandrapur	Chimur
17	Chandrapur	Korpana
18	Chandrapur	Nagbhid
19	Chandrapur	Rajura
20	Chandrapur	Saoli
21	Chandrapur	Sindewahi
22	Chandrapur	Warora
23	Chandrapur	Gondpipri
24	Chandrapur	Jivti
25	Chandrapur	Mul
26	Chandrapur	Pombhurna
27	Gadchiroli	Armori
28	Gadchiroli	Bhamaragad
29	Gadchiroli	Chamorshi
30	Gadchiroli	Desaiganj
31	Gadchiroli	Gadchiroli
32	Gadchiroli	Korchi
33	Gadchiroli	Mulchera
34	Gadchiroli	Sironcha
35	Gadchiroli	Aheri
36	Gadchiroli	Dhanora
37	Gadchiroli	Etapalli
38	Gadchiroli	Kurkheda
39	Gondiya	Amgaon
40	Gondiya	Deori
41	Gondiya	Gondia
42	Gondiya	Goregaon
43	Gondiya	Sadak Arjuni
44	Gondiya	Arjuni Morgaon
45	Gondiya	Salekasa
46	Gondiya	Tiroda

Sr. No.	District	Block
47	Jalna	Ambad
48	Jalna	Badnapur
49	Jalna	Jafrabad
50	Jalna	Mantha
51	Jalna	Partur
52	Jalna	Bhokardan
53	Jalna	Ghansavangi
54	Jalna	Jalna 1
55	Nandurbar	Nandurbar
56	Nandurbar	Navapur
57	Nandurbar	Taloda
58	Nandurbar	Akkalkuwa
59	Nandurbar	Akrani
60	Nandurbar	Shahada
61	Nashik	Malegaon
62	Osmanabad	Bhoom
63	Osmanabad	Kalamb
64	Osmanabad	Omerga
65	Osmanabad	Paranda
66	Osmanabad	Washi
67	Osmanabad	Lohara
68	Osmanabad	Osmanabad
69	Osmanabad	Tuljapur
70	Palghar	Dahanu
71	Palghar	Mokhada
72	Palghar	Vasai
73	Palghar	Vikramgad
74	Palghar	Wada
75	Palghar	Jawhar
76	Palghar	Palghar
77	Palghar	Talasari
78	Ratnagiri	Chiplun
79	Ratnagiri	Dapoli
80	Ratnagiri	Guhagar
81	Ratnagiri	Khed
82	Ratnagiri	Mandangad
83	Ratnagiri	Rajapur
84	Ratnagiri	Lanja
85	Ratnagiri	Ratnagiri
86	Ratnagiri	Sangameshwar
87	Sindhudurg	Dodamarg
88	Sindhudurg	Kankavali
89	Sindhudurg	Malwan
90	Sindhudurg	Vaibhavvadi
91	Sindhudurg	Devgad
92	Sindhudurg	Kudal
93	Sindhudurg	Sawantwadi
94	Sindhudurg	Vengurla

Sr. No.	District	Block
95	Solapur	Akkalkot
96	Solapur	Karmala
97	Solapur	Madha
98	Solapur	Mangalvedhe
99	Solapur	Pandharpur
100	Solapur	Solapur North
101	Solapur	Solapur South
102	Solapur	Barshi
103	Solapur	Malshiras
104	Solapur	Mohol
105	Solapur	Sangola
106	Thane	Ambarnath
107	Thane	Kalyan
108	Thane	Murbad
109	Thane	Bhiwandi
110	Thane	Shahapur
111	Wardha	Arvi
112	Wardha	Ashti
113	Wardha	Hinganghat
114	Wardha	Karanja
115	Wardha	Deoli
116	Wardha	Samudrapur
117	Wardha	Seloo
118	Wardha	Wardha
119	Yawatmal	Arni
120	Yawatmal	Babhulgaon
121	Yawatmal	Darva
122	Yawatmal	Digras
123	Yawatmal	Mahagaon
124	Yawatmal	Maregaon
125	Yawatmal	Ner
126	Yawatmal	Pusad
127	Yawatmal	Umarkhed
128	Yawatmal	Wani
129	Yawatmal	Yavatmal
130	Yawatmal	Ghatanji
131	Yawatmal	Kalamb
132	Yawatmal	Kelapur
133	Yawatmal	Ralegaon
134	Yawatmal	Zari Jamni
135	AKOLA	AKOLA
136	AKOLA	AKOT
137	AKOLA	BALAPUR
138	AKOLA	BARSHITAKLI
139	AKOLA	MURTIJAPUR
140	AKOLA	PATUR
141	AKOLA	TELHARA

Sr. No.	District	Block
142	AMRAVATI	ACHALPUR
143	AMRAVATI	AMRAVATI
144	AMRAVATI	ANJANGAON SURJI
145	AMRAVATI	BHATKULI
146	AMRAVATI	CHANDUR BAZAR
147	AMRAVATI	CHANDUR RLY
148	AMRAVATI	CHIKHALDARA
149	AMRAVATI	DARYAPUR
150	AMRAVATI	DHAMANGAON RLY
151	AMRAVATI	DHARNI
152	AMRAVATI	MORSHI
153	AMRAVATI	NANDGAON KH.
154	AMRAVATI	TEOSA
155	AMRAVATI	WARUD
156	BHANDARA	BHANDARA
157	BHANDARA	LAKHANDUR
158	BHANDARA	LAKHANI
159	BHANDARA	MOHADI
160	BHANDARA	PAUNI
161	BHANDARA	SAKOLI
162	BHANDARA	TUMSAR
163	BULDANA	BULDANA
164	BULDANA	CHIKHALI
165	BULDANA	DEULGAON RAJA
166	BULDANA	JALGAON (JAMOD)
167	BULDANA	KHAMGAON
168	BULDANA	LONAR
169	BULDANA	MALKAPUR
170	BULDANA	MEHKAR
171	BULDANA	MOTALA
172	BULDANA	NANDURA
173	BULDANA	SANGRAMPUR
174	BULDANA	SHEGAON
175	BULDANA	SINDKHED RAJA
176	DHULE	DHULE
177	DHULE	SAKRI
178	DHULE	SHIRPUR
179	DHULE	SINDKHEDE
180	HINGOLI	AUNDHA (NAGNATH)
181	HINGOLI	BASMATH
182	HINGOLI	HINGOLI
183	HINGOLI	KALAMNURI
184	HINGOLI	SENGAON
185	JALGAON	AMALNER
186	JALGAON	BHADGAON
187	JALGAON	BHUSAWAL
188	JALGAON	BODVAD
189	JALGAON	CHALISGAON

Sr. No.	District	Block
190	JALGAON	CHOPDA
191	JALGAON	DHARANGAON
192	JALGAON	ERANDOL
193	JALGAON	JALGAON
194	JALGAON	JAMNER
195	JALGAON	MUKTAINAGAR
196	JALGAON	PACHORA
197	JALGAON	PAROLA
198	JALGAON	RAVER
199	JALGAON	YAWAL
200	LATUR	AHMADPUR
201	LATUR	AUSA
202	LATUR	CHAKUR
203	LATUR	DEONI
204	LATUR	JALKOT
205	LATUR	LATUR
206	LATUR	NILANGA
207	LATUR	RENAPUR
208	LATUR	SHIRUR ANANTPAL
209	LATUR	UDGIR
210	NANDED	ARDHAPUR
211	NANDED	BHOKAR
212	NANDED	BILOLI
213	NANDED	DEGLUR
214	NANDED	DHARMABAD
215	NANDED	HADGAON
216	NANDED	HIMAYATNAGAR
217	NANDED	KANDHAR
218	NANDED	KINWAT
219	NANDED	LOHA
220	NANDED	MAHOOR
221	NANDED	MUDKHED
222	NANDED	MUKHED
223	NANDED	NAIGAON (KHAI)
224	NANDED	NANDED
225	NANDED	UMARI
226	NASHIK	BAGLAN
227	NASHIK	CHANDWAD
228	NASHIK	DEOLA
229	NASHIK	DINDORI
230	NASHIK	IGATPURI
231	NASHIK	KALWAN
232	NASHIK	MALEGAON
233	NASHIK	NANDGAON
234	NASHIK	NASHIK
235	NASHIK	NIPHAD
236	NASHIK	PETH

Sr. No.	District	Block
237	NASHIK	SINNAR
238	NASHIK	SURGANA
239	NASHIK	TRAMBAKESHWAR
240	NASHIK	YEOLA
240	PARBHANI	GANGAKHED
241	PARBHANI	JINTUR
242	PARBHANI	MANAWAT
243	PARBHANI	PALAM
244	PARBHANI	PARBHANI
245	PARBHANI	PATHRI
246	PARBHANI	PURNA
247	PARBHANI	SELU
248	PARBHANI	SONPETH
249	WASHIM	KARANJA
250	WASHIM	MALEGAON
251	WASHIM	MANGRULPIR
252	WASHIM	MANORA
253	WASHIM	RISOD
254	WASHIM	WASHIM

Annexure -1
Covering Letter on Consulting firms letter head

Date -----

To
Chief Executive Officer,
Maharashtra State Rural Livelihoods Mission (MSRLM)
5th floor, CIDCO Bhavan, Southwing,
CBD Belapur, Navi Mumbai,
Maharashtra- 400614

Subject: Submission of Expression of interest for providing Consultancy Services for Process Monitoring and livelihoods intervention of Maharashtra State Rural Livelihoods Mission

Dear Sir,

Having examined the EOI, the undersigned, offer to be shortlisted for Consultancy Services for Process Monitoring and Livelihoods intervention. I have read the provisions of EOI and Terms of reference and confirm that these are acceptable to us.

I hereby declare that all the information and statement made in this EOI are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of shortlisting and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the shortlisting process may be terminated without assigning any reason and without any liability to agencies, whatsoever, it may be.

Signature

Duly authorized to sign proposal for and on behalf of

Date:

Place:

Postal Address:

Telephone Number:

Mobile:

Email Id:

Annexure-2

Mandatory Information to be submitted by the consulting firm along with the EOI on firm's letter head

Submission Requirements

Consultant's Company/Firm Profile:

1. **Organizational:** Provide a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.

Brief Data Sheet of Consulting firm		
Sl. No.	Particulars	To be filled up by consulting firm
1	Name of Firm	
2	Postal Address	
3	Telephone: Mobile / Fax/ E-mail Website	
4	Year of Incorporation	
5	Legal Status (for profit company; not for profit company; registered trust; registered trust; others (specify))	
6	Name of the Contact person	
	Designation	
	Email id	
	Mobile	
	Land line	
7	GST Registration No.	
8	PAN No. /TAN No.	

2. **Financial:** Provide previous three financial years turnover of the firm on the basis of the audited accounts of the previous three financial years as follows.

Particulars	Amount in Lakh (INR)
Turnover 2015-16	
Turnover 2016-17	
Turnover 2017-18	
Average Annual Turnover for 2015-18	

3. Consulting firms Experience

- a. Details of total major consultancy assignments/ Projects delivered by the consulting firms up to December 2018. Documentary evidence (copy of award of contract and satisfactory completion report etc.) required to be attached. Information from year 2013.

Sl. No.	Name of the Project / Assignment	Name of the Client	Services Provided/ Key task undertaken	Duration of The Assignment from to	Value of the Contract (INR)	Status as on 31st Dec 2018

(Please add more rows if required)

- b. Experience of consulting firms in Process Monitoring Assignment up to Dec 2018. Documentary evidence copy of award of contract and satisfactory completion report etc.) required to be attached. Information from year 2013

Sl. No.	Name of the Project / Assignment	Name of the Client	Services Provided/ Key task undertaken	Duration of The Assignment from to	Value of the Contract (INR)	Status as on 31 st Dec 2018

(Please add more rows if required)

4. Key Expert Profile:

Details the key expert relevant for this assignment

S. No.	Name of professional / Expert	Qualification	Total Years of Experience

Detailed CVs are not required at EoI stage, which will be submitted if the agency qualify for next stage i.e. issuance of RfP

I / we certify that I / we have read the terms of condition of Expression of Interest for shortlisting of agency in -----as amended up to date and shall abide by us.

I / We certify that the information given above is true to the best of our knowledge. I / We also understand that if any of the information is found false, I am / we are liable to debarred from empanelment process.

Name and Signature of agency's Authorised representative

Date & place:

Seal of agency

Annexure-3

Total Turnover Certificate

To

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission
5th Floor, CIDCO Bhavan, South Wing
CBD Belapur, Navi Mumbai – 400614
Maharashtra

Dear Sir,

We hereby certify that M/s_____ (the name of consulting firm) who is submitting Expression of interest for providing Consultancy Services for Process Monitoring and livelihoods interventions of Maharashtra State Rural Livelihoods Mission having their office at _____(Address of the firm office) has turnover of the firm on the basis of the audited accounts of the previous three financial years as follow

Sr.No.	Financial year	Turnover in Crore
1	2015-16	
2	2016-17	
3	2017-18	

The above information is correct and true.

Date:

Seal

Signature of Chartered Accountant
Name (in capital letters)

Annexure-4

Declaration Letter

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been debarred/blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect this declaration at a later date, we would inform the mission accordingly.

We also confirm that the details provided in our response to EOI are true. If the client finds at any time that the information provided is not correct, we shall be bound by any action that the client deems fit and appropriate including termination of contract. Authorized Signatory

Signature [In full]:

Name and Title of Signatory: Name of Agency / Organization: (Company /Organization Seal)

Following Supporting documents should be submitted along with the EOI else EOI shall be rejected

Sr. No.	Documents	Attachment Yes /No
1	Covering letter on agency letter head –annexure-1	
2	Consulting firm information –annexure-2	
3	Copy of registration certificate / certificate of incorporation	
4	GST Registration Certificate	
5	PAN Card	
6	Turnover certificate of chartered accountant - annexure-3	
7	Declaration letter - annexure-4	
8	All relevant copies of contract documents/assignment satisfactory completion reports etc. issued by the clients for completed and ongoing assignments as mentioned in annexure-2	