

**Minutes of the Pre-Proposal Conference for
“Hiring of Consulting Services for Monitoring and Evaluation of APART on
27th September, 2020 at 11:30 AM in the PCU of ARIAS Society, Khanapara- 22, Guwahati.**

Ref. RFP No: ARIAS/APART/1335/2020/66 Dated Guwahati the 10th September, 2021

The following officials of ARIAS Society and representatives of the consultancy firms were present in the pre-proposal conference meeting:

Officials of the ARIAS Society:

1. Sri P.R. Dash, Procurement & Contract Management Specialist
2. Sri Sreemant Phukan, M & E Specialist
3. Dr. Sanjay Sarma, Fishery co-ordinator
4. Sri Amarendra Deka, Asstt. Proc. Engineer cum Road Coordinator
5. Sri Prasenjit Chaliha, Procurement Management Executive
6. Smti. Runa Handique, Procurement Management Executive

Representative of the Firms:

1. Sri Akibul Rahman, KPMG
2. Sri Avinob Das, TERI
3. Sri Lenin Kumar, Forsight Research & Consulting
4. Sri Kishor Purohit, Sambodhi
5. Smti Kishmita Arora, Vision EIS Consulting Pvt.Ltd
6. Smti. Tanuskha Ojha, Sambodhi
7. Smti. Gyanasree Borthakur, RGVN
8. Sri Jonathan Newton, Technoserve

Attendance sheet of the meeting is enclosed at **Annex-1**. The attendance sheet also includes name of participants who joined the pre-proposal conference through online mode.

1. The Procurement & Contract Management Specialist welcomed all the participants present in the pre-proposal conference.
2. During the meeting, the ARIAS Society officials clarified the queries of the representatives of the firms who attended the meeting, subject to the approved minutes of pre-bid meeting to be formally issued. The queries received through email till the date of finalization of the pre proposal conference minutes were also clarified. The queries raised and the clarifications provided (including the clarifications received through email) are enclosed at **Annex-2**.

Minutes Signed,



(Sreemant Phukan),
Monitoring & Evaluation Specialist,
ARIAS Society

Dated Guwahati the 4th October, 2021

Copy by email to:

1. Service Provider Agency: **(a)** KPMG: akibulrahman1@kpmg.com; neeloybarman@kpmg.com; **(b)** TERI: nabakg@teri.res.in; **(c)** FRC: leninupadhyaya@gmail.com; **(d)** Cluster Development Initiative: siddharth.choudhury@schoolnetindia.com; **(e)** Centre for market Research Social Development: officialmail.cmsd@gmail.com; **(f)** SMEC: shekhar.gaur@smec.com; **(g)** Vision EIS: corporate@visioneis.com;
2. The responses to the queries will be uploaded in www.arias.in
3. Internal: All concerned officials of the ARIAS Society present in the meeting/ MIS Section for uploading in website.

Attendance Sheet of the Pre-Proposal Conference for









Hiring of Consulting Services for:- "Monitoring and Evaluation of APART"

Date: 27th September, 2021

Venue: PCU of ARIAS Society,

Time: 11:00 AM

Khanapara, Guwahati -22

Sl.	Name of the Attendant	Organization name, Contact no & Email id	Signature
1	Sreemant Phukan	ARIAS Society sreemantphukan@arias.in	
2	P. Ranjan Dash	ARIAS Society prajandash@arias.in	
3	Dr. Sanjoy Sarmah	ARIAS Society sanjoysarmah@arias.in	
4	A. Deke	ARIAS Society anandradev@arias.in	
5	Prasenjit Chaliha	ARIAS Society prasenjitchaliha.arias@gmail.com	
6	Ruma Handique	ARIAS Society ruma.pme@gmail.com	
7	AKibul Rahman	KPMG akibulrahman1@kpmg.com	
8	Arinab Das	TERI nabakg@teri.res.in	
9	Lenin Kumar Upadhyaya	ERC (Foresight Research & Consulting) leninupadhyaya@gmail.com	
10	Kishor Purdhit	Sambodhi Research & Communication Pvt. Ltd	Present Virtually-Online
11	Kishorita Annu	Vision EIS	- do -
12	Tanushta Ojha	Sambodhi Research & Comm. Pvt. Ltd	- do -

Sl.	Name of the Attendant	Organization & Contact no.	Signature
13	Jonathan Newton	Techno Serve	Presently Virtually - Online
14	Gyanansree Barhakar	RGVN	- do -
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Annex- 2

Queries and Responses on the RFP No ARIAS/APART/1335/2020/66 for Hiring of Consulting Services for “Monitoring & Evaluation of APART”

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY
1	(Point no-6 in Page-7 of the RFP)	Mandatory Criteria: Page 17 of the RFP details out the Mandatory Criteria as under: Document (s) to demonstrate that the firm is in the business for the last five (5) years; ☐ Details of at least 3 similar assignments related to monitoring and evaluation, executed in the last 5 years (2015- 16,2016-17, 2017-18, 2018-19 & 2019-20) ☐ Minimum annual turnover of Rs. 3 Crore in last 3 years (i.e. 2017-18, 2018-2019, 2019-2020)	<p>A) Please clarify whether each member of the JV is required to meet the Mandatory Criteria or the same would be evaluated for the JV as a whole. For e.g. will a JV between Firm A and B be eligible a. In case firm A has 3 or more than 3 similar assignments but does meet the required turnover</p> <p>Criteria b. In case Firm B meets the required turnover criteria but does not have 3 similar assignments We request you to kindly consider the JV eligible in the above scenario.</p> <p>B) We request you to also consider proof of payment by the client towards the final invoice in lieu of completion/acceptance certificate</p>	<p>A. Please refer to 14.1.1 of the RFP</p> <p>B. There shall be no change to the existing provision.</p>
2	Page 38-39 of RFP	Tasks to be carried out by the consultant	<p>We understand that the M&E Consultant has following broad tasks</p> <ul style="list-style-type: none"> • 6 Monthly Progress Monitoring • Mid-term assessment • End term assessment • Advisory support for PMIS <p>We understand that the base line study has been completed. In the above context, please clarify:</p> <p>A) What was the sample size/distribution for the baseline study?</p> <p>B) Will the same sample be followed during the mid-term and end-term assessment?</p> <p>C) We presume that as a part of Summary of socio impact evaluation during 6 Monthly progress monitoring a particular theme/intervention are is to be evaluated. Please clarify if this presumption is correct or not</p> <p>D) We presume that already a PMIS in place and the M&E Consultant is required to suggest modifications, if any required to reflect existing status/progress of the project</p>	<p>A) The Baseline Report is available at http://www.arias.in/contractmgmt.php</p> <p>B) For Mid term and End term reports, the baseline data will have to be considered</p> <p>C) Yes</p> <p>D) Yes</p>
3	Part B: Evaluation Criteria	Specific experience of the Consultant (as a firm) relevant to the Assignment (10) marks)	We request clarity on the evaluation mechanism. It may be suitable to provide eligible marks for each project.	No sub-division is proposed for specific experience. Higher number of experience will get higher score. You are requested to provide all the relevant experience.

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY
4	Section 7	Terms of Reference	It has been mentioned that a baseline survey has been carried out and report will be shared. However, it is requested to clarify whether in the midterm, midterm and end term reports again all those baseline units have to be covered or it can be done on sampling basis.	The Baseline Report is available at http://www.arias.in/contractmgmt.php For Mid-term and End term reports, the baseline data will have to be considered.
5	Section 7	Terms of Reference	It is mentioned that the targeted districts are Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Kamrup-M, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon, Nalbari, Hailakandi, Mankachar, Majuli, West Karbi Anglong, Hojai, Charaideo and Biswanath. It is requested to provide the number of farmers/households per district.	All necessary data will be provided after on-boarding of the consultancy firm. However as per the Project Appraisal Document (PAD), at least five lakh farmers will be benefitted from the project
6	Section 7. Terms of Reference, point J	The consultant shall propose one non key expert in Guwahati for the entire duration of the assignment for day to day co-ordination with PCU.	Applying firms would be keen on providing non-key experts as advisors to the project who would be senior level resource to provide direction, local know-how, specific sectoral inputs etc. It may be suitable for ARIAS Society that key resources who would be working in the project be placed with PCU. Hence it is requested that 2 nos. of resources from the list of Key resources may be deployed at the PCU. These two may be the a) Agribusiness Specialist and b) Statistics Specialist. Therefore, an additional 52 man-months may be required to be added to the budgeted 65 man-months making it a total of 117 man-months for the project.	There shall be no change to the existing provision.
7	Datasheet 10.2	Statement of Undertaking is required: Yes	We request ARIAS Society to either share a format for the undertaking or explain as to what will be the contents of the same	Any suitable format for the same may be used for the same.
8	Section 7. Terms of Reference D	Commissioning special studies related to the objectives of the assignment, as needed and as asked by the Client	We request ARIAS Society to confirm on the number of studies that will have to be undertaken by the consultancy organization	Anything beyond the reports mentioned in the ToR will be undertaken as per the need of the project and on mutual agreement. The cost for the special studies is not part of the financial proposal of this RFP.
9	Section 7. Terms of Reference D	D. TASKS TO BE CARRIED OUT BY THE CONSULTANT	We request ARIAS Society to confirm/provide indication on the sample size for: Six monthly progress monitoring, Mid-term and End-term	Project will cover at least five lakh farmers across the project districts. Sampling strategy may be designed

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY
			Assessment. We believe that the sample size is imperative for costing as well and would help ARIAS Society to do like-to-like comparison between financial proposals.	accordingly. The Baseline Report is available at http://www.arias.in/contractmgmt.php
10	Section 7. Terms of Reference J	Statistics Specialist- 10 years of professional experience working in or with statistical agencies or equivalent institutions	We request ARIAS Society to relax this criterion as an individual may have profound experience in the domain of statistics with relevant background while working on similar projects in other organizations.	There shall be no change to the existing provision.
11	Last date of submission	The Proposals must be submitted no later than: Date: 25th October 2021; Time: 2.00 PM (IST)	We request for an extension of 10 days for the submission of the proposal i.e. 5th of November 2021.	There shall be no change to the existing provision.
12	Section 2. Instructions to Consultants, E. Data Sheet: ITC Reference 10.2	Statement of Undertaking is required: Yes	Please provide the format for the Statement of Undertaking.	Any suitable format for the same may used.
13	Section 2. Instructions to Consultants, E. Data Sheet: ITC Reference 21.1	Part A: Mandatory Criteria	In case of applicants submitting bids in Joint Venture/ consortium, we understand the joint credentials of all partners combined will be considered to meet eligibility and for evaluation purpose. Kindly confirm.	Yes, the combined credential of the JV will be considered for evaluation. Please refer to 14.1.1 of the RFP
14	Section 2. Instructions to Consultants, E. Data Sheet: ITC Reference 21.1	Part A: Mandatory Criteria (S. No- 1) Document (s) to demonstrate that the firm is in the business for the last five (5) years	We understand Companies registered under the Indian Companies Act 1956/ 2013 and NGOs registered under Societies Registration Act 1860 are eligible to apply for the tender.	Yes.
15	Section 2. Instructions to Consultants, E. Data Sheet: ITC Reference 21.1	Part A: Mandatory Criteria (S. No- 2) Details of at least 3 similar assignments related to monitoring and evaluation, executed in the last 5 years (2015-16, 2016-17, 2017-18, 2018-19 & 2019-20)	We request you to consider the experience of Project Management Consultancy assignments since one of the key aspects of PMC scope is to undertake monitoring and evaluation and similar activities as envisaged under this current RFP.	Any monitoring & evaluation assignment similar in nature as per the ToR will be considered.
16	Section 2. Instructions to Consultants, E. Data Sheet: ITC Reference	Part A: Mandatory Criteria (S. No- 2) Details of at least 3 similar assignments related to monitoring and evaluation, executed in the last 5 years (2015-16, 2016-17, 2017-18, 2018-19 & 2019-20)	Kindly allow assignments related to implementation of agricultural or similar projects.	The work of monitoring and evaluation can be from any sector.

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY
	21.1			
17	Section 2. Instructions to Consultants, E. Data Sheet: ITC Reference 21.1	Part A: Mandatory Criteria (S. No- 2) Completion or acceptance certificate(s), of having worked with public sector agencies in India/ projects funded by International Multilateral/ Bilateral agencies	Kindly consider ongoing assignments as well and also copies of Contract agreements/ Experience certificates for evaluation purpose.	Yes, Ongoing assignments are accepted for evaluation.
18	Section 2. Instructions to Consultants, E. Data Sheet: ITC Reference 21.1	Part A: Mandatory Criteria (S. No- 2) Completion or acceptance certificate(s), of having worked with public sector agencies in India/ projects funded by International Multilateral/ Bilateral agencies	We request you to also consider the experience of projects executed with agencies other than public sector agencies in India and projects funded by international agencies.	Experience of minimum three assignments with Public Sector and projects funded by international agencies is required. However, the consultant is requested to provide details of all related M&E assignments.
19	Section 2. Instructions to Consultants, E. Data Sheet: ITC Reference 27.1	The weights given to the Technical (T) and Financial (P) Proposals are: T = 70% P = 30%	Kindly revise it to QCBS 80:20 so that greater weightage is given to technical qualifications in proposal evaluation.	There shall be no change to the existing provision.
20	Section 3. Technical Proposal – Standard Forms- CHECKLIST OF REQUIRED FORMS	TECH-6: Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)- 25 pages	Since the bidders have to furnish 6 key expert CVs, we request you to kindly revise the page limit to 30 pages (5 pages per CV).	A reasonable increase in page number is accepted.
21	Section 3. Technical Proposal – Standard Forms- CHECKLIST OF REQUIRED FORMS	The page count for Mandatory Criteria as mentioned at ITC clause 21.1 (Data Sheet) is 50 pages.	Kindly clarify.	A reasonable increase in page number is accepted.
22	Section 3. Technical Proposal – Standard Forms- CHECKLIST OF	End Term Report- 30%	Since it's primarily a field-based work and substantial investment is expected to be incurred by the Consultant in carrying out the required tasks, we request you to reduce the final payment to 10% and adjust the rest of payments in other deliverables.	There shall be no change to the existing provision.

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY
	REQUIRED FORMS			
23	Section 7. Terms of Reference J. List of key expert positions whose CV and experience would be evaluated	Agriculture Specialist: Post Graduate/Master degree in Agriculture/Horticulture from any recognized university/ Govt. approved Institutions.	Kindly consider Expert's qualification in related fields as well.	There shall be no change to the existing provision.
24	Section 7. Terms of Reference J. List of key expert positions whose CV and experience would be evaluated	The Consultant may propose any additional specialists such as Fishery expert, Livestock expert, enterprise development expert etc., non-key staff, surveyors / enumerators etc. as may be required to carry out the assignment. The CVs of the additional specialists will be reviewed as additional CVs, but it will not form a part of the Key professional positions whose CVs will be evaluated during the technical evaluation. CVs of the non-key staff, surveyors / enumerators etc. will not be reviewed by the client during technical evaluation.	Please confirm whether or not the CVs of additional specialists and non-key staff are required to be provided in the proposal stage. Since these CVs will not be evaluated, please allow to furnish these CVs during award of the contract.	There shall be no change to the existing provision.
27	As per Section-2, ITC reference 21.1 Part-A: Mandatory Criteria, Serial No.3 of RFP,	Minimum annual turnover of Rs. 3 Crore in the last 3 years (i.e. 2017-18, 2018-2019, 2019-2020). i. Turn over mentioned in the table is average for three financial years or for each financial year it is 3.00 Crore. ii. Can it be revised to average Rs. 1.5 crore for three years because of covid-19 pandemic, our business suffered a lot and organization's turnover also reduced. iii. Is MSME registered organization be exempted from turnover requirement? iv. Can three FY 2018-19, 2019-20 & 2020-21 be consider instead of 2017-18, 2018-19 & 2019-20.	Kindly Clarify	<ul style="list-style-type: none"> i. The turnover mentioned is the average of three years. ii. There shall be no change to the existing provision. iii. Exemption of turnover criteria is not applicable to World Bank funded projects. iv. There shall be no change to the existing provision.
28	14.1.2 Data Sheet	The total estimated time input of the Key Experts would be for a period 65 months. (Ref. to the Terms of Reference at Section 7 of the RFP). However, this estimate is indicative only and the Proposal by the consultants shall be based on the Consultant's own estimates for the individual experts/staff to be engaged under the assignment.	<p>The total duration of the assignment mentioned in Pg. 41 of ToR in section E is 36 months. There are 6 key experts to be proposed as per the ToR. Kindly confirm if the expert inputs are for 65 months only?</p> <p>There is no mention about man-months of each of the 6 key experts. We would request for indicating the man-months of each key expert.</p>	<p>The total estimated time input of the Key Experts' would be for a period 65 months.</p> <p>The consultant is required to calculate the man-months of each key expert as per the proposed methodology and work plan.</p>

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY									
29	Section D Tasks to be Carried out by the Consultant	<p>b) Six Monthly Progress Monitoring Report</p> <p>The Consultants will carry out Six-monthly progress monitoring surveys through independent field visits to monitor implementation and outputs of selected project activities incorporating</p> <p>Note: The six-monthly progress studies shall provide information on the project's physical and financial progress alongside providing insights into the operational design and implementation of the project including recommendations on specific areas of refinement within the project aligned to the overarching strategic objectives as stated in the PDO.</p>	<p>Kindly provide clarification on the following queries:</p> <ul style="list-style-type: none">We understand from the project document that there are monitoring surveys to be carried out in order to present the progress on PDO indicators as well. Kindly confirm the expected sample size to be covered in monitoring surveys?Are economic analyses of the project intervention also part of half yearly monitoring rounds since the scope mentions to include socio-economic impact assessment during monitoring rounds?	<p>Project will cover at least five lakh farmers across the project districts. Sampling strategy may be designed accordingly</p> <p>In-depth economic analysis are required to be considered during the evaluation studies.</p>									
30	Section D Tasks to be Carried out by the Consultant	b) Mid term and End Term Assesmnet	Kindly confirm if the mid-term and end-term impact assessment will cover the same sample size and beneficiaries as per the baseline or a different sampling methodology and beneficiaries can be covered?	<p>For Mid term and End term reports, the baseline data will have to be considered.</p> <p>Final strategy will be discussed after onboarding of the Consultancy firm.</p>									
31	Section D Tasks to be Carried out by the Consultant	e) Computerized Management Information System (MIS) The M&E consultants will be required to provide advisory support from the M&E perspective to the PCU for updating the Project Management Information System (PMIS)	We understand that the project already has an MIS system in which project data is getting updated. What is the nature of advisory support envisaged under this task?	Consultant is required to suggest modifications, if any required to reflect existing status/progress of the project									
32	Section G Deliverables by the consultant	b) Draft Half Yearly Report	<p>There are 5 half yearly reports expected to be delivered but however looking at the duration of the assignment of 36 months the number of reports should be 4. Kindly clarify?</p> <table><tr><th>YR1</th><th>YR2</th><th>YR3</th></tr><tr><td>Half Yearly Report 1</td><td>Half Yearly Report 3</td><td>Half Yearly Report 4</td></tr><tr><td>Half Yearly Report 2</td><td>Mid Term Report</td><td>End Term Report</td></tr></table>	YR1	YR2	YR3	Half Yearly Report 1	Half Yearly Report 3	Half Yearly Report 4	Half Yearly Report 2	Mid Term Report	End Term Report	There shall be no change to the existing provision.
YR1	YR2	YR3											
Half Yearly Report 1	Half Yearly Report 3	Half Yearly Report 4											
Half Yearly Report 2	Mid Term Report	End Term Report											
33	Cl 21.1. Page 17 – Mandatory Criteria (Sl. no 2)	Details of at least 3 similar assignments related to monitoring and evaluation, executed in the last 5 years (2015-16, 2016-17, 2017-18, 2018-19 & 2019-20)	We request you to consider experience of last 10 years. This will help us to present better projects demonstrating our ability to undertake the proposed assignment.	There shall be no change to the existing provision.									
34	Cl 21.1. Page 17- Mandatory Criteria	Minimum annual turnover of Rs. 3 Crore in last 3 years (i.e. 2017-18, 2018-2019, 2019-2020)	We request you to please increase the turnover limit of 50 crores in last 3 years. This will help you to get better and reputed consulting firms.	There shall be no change to the existing provision.									

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY
	(Sl. No 3)			
35	Form Fin 4 Page 33	FORM FIN-4 Breakdown of Reimbursable Expenses	<p>Please clarify whether the Office Space, furniture and other office requirements will be provided by ARIAS Society?</p> <p>Will the cost of travel within the state of Assam will be borne by ARIAS Society?</p>	<p>ARIAS Society will not provide any office space or furniture to the consultants. They are expected to make their own arrangements</p> <p>All costs should be included in the financial proposal.</p>
36	Section 7: Terms of Reference, Clause H – 13. Payment Terms Page 40	Table of payment terms	<p>Please clarify the payment terms. We understand this is a Project Management Unit bid and therefore the payments be made on monthly basis, in accordance with deployment of experts. It is however appearing that the payments are linked to Deliverables. This format won't be a feasible one for full time deployment assignment and therefore please review the same.</p>	<p>This is a deliverables based assignment</p>
37	J. List of key expert positions whose cv and experience would be evaluated Economics Specialist, page 42	<ul style="list-style-type: none"> • Postgraduate in Economics / Agricultural Economics • 10 years of professional experience in evaluating development projects • Excellent quantitative and analytical background with experience in designing, implementing and analysing survey data. • Possesses a demonstrated track record of working with economic and sectoral data and analytical tools and models to conduct economic analyses and produce user-friendly written outputs • Good written and oral communication skills. 	<p>Kindly relax the qualification criteria to postgraduate in Economics/ Agricultural Economics/ Statistics/ Data Analytics/ MBA</p>	<p>There shall be no change to the existing provision.</p>
38	J. List of key expert positions whose cv and experience would be evaluated Statistics Specialist, page 42	<ul style="list-style-type: none"> • An advanced degree in Statistics • 10 years of professional experience working in or with statistical agencies or equivalent institutions • Excellent quantitative and analytical background with experience in designing, implementing, and analysing survey data • Advanced skills in descriptive, inferential, and advanced statistical applications • Good written and oral communication skills. 	<p>Kindly relax the qualification criteria to postgraduate in Econometrics/ Statistics/ Data Analytics/ MBA</p>	<p>There shall be no change to the existing provision.</p>

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY
39	List of key expert positions whose cv and experience would be evaluated Page no. 42	<p>The Consultant may propose any additional specialists such as Fishery expert, Livestock expert, enterprise development expert etc., non-key staff, surveyors / enumerators etc. as may be required to carry out the assignment. The CVs of the additional specialists will be reviewed as additional CVs, but it will not form a part of the Key professional positions whose CVs will be evaluated during the technical evaluation. CVs of the non-key staff, surveyors / enumerators etc. will not be reviewed by the client during technical evaluation.</p> <p>The consultant shall propose one non key expert in Guwahati for the entire duration of the assignment for day-to-day co-ordination with PCU.</p>	<p>Can you please clarify how many such additional CVs are to be provided?</p> <p>Also, can cost associated to these non-key personnel be accounted in the final financial proposal?</p>	Consultants should propose as per their methodology and work plan
40		General – Escalation	It is the standard industry practice that any contract exceeding 18 months of duration is subject to Price adjustment @8% per annum. This is a 36-month assignment and therefore we request you to please provide for escalation.	Please refer to 16.2 to the data Sheet. There shall be no escalation.
41		Payment time period – General	Please clarify the time-period for payment of invoices to the Consultant.	Estimated as 30 days from submission and acceptance of report.
42		General – Limitation of Consultant Liability	Please confirm whether the overall liability of the Consultant, under gross negligence, misconduct and any other noncompliance, will remain limited to the Contract value.	As per the laws of India
43	Data Sheet (General) pg 15	Inputs to be provided by the client	Could you please share the Baseline report and six monthly progress monitoring reports developed so far?	The reports are available at http://www.arias.in/contractmgmt.php
44	Data Sheet (Mandatory Criteria) pg 17	Documents Required	We request you to accept the Work Order of the assignment in case of absence of Completion Certificate.	Work Order will be considered for evaluation.
45	Form Tech- 2 (Consultant's Experience) pg 23	List only previous similar assignments successfully completed.	We are currently working on some long- term assignments which are relevant to this context. Duration of these assignments ranges from 3 to 6 years. So, could you please allow us to include the ongoing projects as well?	There shall be no change to the existing provision.
46	Terms of Reference (Scope of Work) pg 38	Carry out comprehensive outcome focused impact evaluations of the project during Mid-Term and Project Completion. This would include a comparative analysis of project areas with nonproject areas with the latter acting a control for comparative purposes.	We request you to share the methodology and sampling strategy adopted in the Baseline Evaluation so that similar approach can be proposed in the midline and end line evaluation for better comparability. We request the same	The reports are available at http://www.arias.in/contractmgmt.php

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUARIES	REPLY
			for monitoring as well.	
47	Tasks to be carried out by the Consultant pg 38	Six monthly progress monitoring: i) Up-to-date physical and financial expenditure data compared to annual and end-project targets	Could you please elaborate on the scope of work here? Is the consultant expected to only report the data from the records/MIS or would it include verification exercise as well?	There shall be no change to the existing provision.
48	Tasks to be carried out by the Consultant pg 39	Computerized Management Information System (MIS)	We believe that Project Management Information System (PMIS) is already there, and the consultant is required to provide advisory support for updating the PMIS. As we understand, IT related support is not expected from the consultant. Please clarify if this is correct.	IT support is not required
49	Tasks to be carried out by the Consultant (Other Tasks)pg 39	Commissioning special studies related to the objectives of the assignment, as needed and as asked by the Client	Are these beyond the scope of six-monthly progress monitoring rounds? If yes, it would be helpful to specify the nature of such studies (thematic, deep S.No. Page No. Section Clause of the RFP on which Clarification is Required Clarification Required dives etc.). How many such studies do you expect us factor for?	Anything beyond the reports mentioned in the ToR will be undertaken as per the need of the project and on mutual agreement. The cost for the special studies is not part of the financial proposal of this RFP.
50	List of Key Expert Positions whose CV and Experience would be Evaluated Team Leader pg 41	Qualifications required for a team leader: Post-graduate in Economics/ Statistics/ Agricultural Statistics/Agricultural Economics or a closely related field from any recognized university/ Govt. approved Institutions with specific qualifications in the field of M&E	Could you please include MBA/Rural Management as an eligible qualification for the team leader?	There shall be no change to the existing provision.


(Sreemant Phukan)
 Monitoring & Evaluation Specialist,
 ARIAS Society