

No.3/Flagship-eva/2012/Plg
SECRETARIAT: PLANNING DEPARTMENT
GOVERNMENT OF MANIPUR

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Imphal the May, 2012.

To.

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Sub: Terms & Conditions for engagement for undertaking evaluation study for the ICDS, MDM, NSAP and PDS during 2010-11 and 2011-12.

Sir,

The State Govt. has decided to engage firms/institutions for undertaking evaluation studies for the Integrated Child Development Services (ICDS), Mid Day Meal (MDM), National Social Assistance Programme (NSAP) and Public Distribution System (PDS) to ascertain whether these programmes are being implemented as per the guidelines of the Government of India and directions of the Hon'ble Supreme court and suggest corrective steps, wherever necessary. The study is proposed to be carried out as per the Term of Reference (ToR) enclosed at Annexure. Your Institute is being considered for the proposed assignment.

2. It is, therefore requested to convey acceptance for undertaking the assignment and the terms & conditions to the Planning Department, Govt. of Manipur, Imphal latest by 10<sup>th</sup> June 2012. Kindly note that if no response is received, it will be presumed that your Institute is not interested to accept this offer.

3 This offer is also hosted on our official website [www.planningmanipur.gov.in](http://www.planningmanipur.gov.in)

Encl:- As stated.

Yours faithfully,

(Dr. Th. Munindro Singh )  
Director (Planning)  
Govt. of Manipur.

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Copy to:-

1. S.O. to Chief Secretary, Govt. of Manipur.
2. Principal Secretary (Edn(S)/CA & PD), Govt. of Manipur.
3. Commissioner (Finance), Govt. of Manipur.
4. Commissioner(SW)), Govt. of Manipur
5. Director (Edn(S)/SW/CAF&PD), Manipur

**Term of Reference for Evaluation of ICDS, NSAP, MDM and PDS by
independent third Party**

1. **Task:**

The evaluation study will be conducted to ascertain whether these programmes are being implemented as per the guidelines of the Government of India and directions of the Hon'ble supreme Court and suggest corrective steps, wherever necessary. Evaluation will be focus on Integrated Child Development Services(ICDS), Mid Day Meal(MDM), National Social Assistance Programme (NSAP), and Public Distribution System(PDS). The study will cover all the 9 (nine) districts of Manipur.

2. **Details of the study to be taken up are:**

- i) Testing whether the achievement outlined in the Guidelines are achieved and examining whether the overall objectives of the schemes/programmes under study have been achieved or not.
- ii) Verifying for each scheme under study whether during FY 2010-11 and FY 2011-12 guidelines were strictly followed by implementing agencies while planning for the schemes, identifying the beneficiaries, delivering the services etc.
- iii) Verifying for each scheme under study whether during FY 2010-11 and FY 2011-12, services enumerated in the scheme guidelines have actually been delivered or not.
- iv) Determining for each scheme under study, the level of public awareness created and beneficiary satisfaction.
- v) Examining for each scheme under study the impact of implementation on the relevant development indicators of the districts.
- vi) Examining for each scheme under study whether directives enumerated in the Hon'ble Supreme Court Orders have actually been complied or not.
- vii) To recommend necessary specific, corrective and actionable suggestions, for more effective implementation of flagship programmes under study in the future.

3. Duration of Evaluation:

- i) The assignment shall be deemed completed when all the works, as per clause 2, above is completed.
- ii) The assignment shall be completed with the submission of final report along with executive summary within three months of signing the MOU.

4. Accountability:

- i) The consultancy firm shall develop a methodological framework for the evaluation and submit the same to Planning Department within a week of the commencement of the assignment for approval which has to be approved within 5 days by State Planning Department.
- ii) Methodological framework should highlight Outcome and output indicators that are being proposed or have been used to measure performance, along with associated baseline and target data.
- iii) Methodological framework should be redrafted if it does not meet the required standard or is unclear.
- iv) A mid-assignment progress report of work conducted shall be submitted to the State Government 45 days from the start of the assignment.
- v) Any problem anticipated by the consultancy firm during the process of executing the consultancy shall be immediately brought to the notice of the State Government.
- vii) Government shall reserve the right to ask for additional reports on specific issues.
- viii) The consultancy firm shall appoint a senior executive to act as Team Leader for the assignment who shall normally be based in Manipur during the pendency of the assignment. The Project Director of the firm shall be actively involved at each state of the study and make visits to Manipur and the field, for the purpose.

5. Support facilities for the Evaluation exercises:

- i) No secretarial support will be provided by the State Government.
- ii) Concerned departments/offices shall provide necessary information required for the study including documents like bill vouchers, Master Roll registers, records, labour budget, MPR and file notes etc.
- iii) Concerned Deputy Commissioners shall facilitate visits by the consultants to offices, Work sites etc. No logistic support, however, shall be provided free of charge.

6. **Mode of payment:**

- i) The consultancy fee agreed upon shall be released in three installments.
- ii) 1st installment (50%) shall be given at the time of placing letter of acceptance.
- iii) 2nd installment (30%) shall be paid at the time of submission of draft report.
- iv) 3rd and final installment (20 %) shall be paid upon submission of final report.
- v) Payments to be made through DD drawn in favour of firm selected

7. **Format to be used in the report:**

- i) The report shall be submitted in standardized format used by the concerned Ministry of the Flagship Programme under study..

8. **Governing Laws:**

The Memorandum of Understanding to be signed between firm and State Government shall be governed and construed in accordance with the substantive laws of India.

9. **Extension of Time:**

Any period within which a Party shall, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

10. **Termination:**

The State Government reserves the right to terminate the services of the Consultant without assigning any reason thereof.

11. **Confidentiality:**

All data and information received from Departments for the purpose of this assignment shall be confidential and shall not be shared with any one without the prior written authorization of the State Planning Department.