REQUEST FOR PROPOSAL

IMPACT ASSESSMENT OF ICDS RAGI LADOO PROGRAMME IN SUNDARGARH DISTRICT UNDER SHREE ANNA ABHIYAN

SHREE ANNA ABHIYAN, DISTRICT MINERAL FUND

SUNDARGARH

DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Programme Secretariat, Shree Anna Abhiyan, Bhubaneswar**.

Although the information provided in this RFP has been compiled with due diligence, it is not intended to be exhaustive, nor has it been independently verified. Neither Programme Secretariat of Shree Anna Abhiyan, the Government of Odisha, nor any of their officers, employees, advisers, or consultants accept any liability or responsibility for the accuracy, completeness, or reasonableness of the information, or for any errors, omissions, or misstatements (whether negligent or otherwise) relating to the proposed assignment. No representation or warranty, express or implied, is made regarding the content of this RFP, its basis, or any written or oral information supplied to recipients or their professional advisers. To the extent permitted by law, and except in cases of fraudulent misrepresentation, all such liabilities are expressly disclaimed.

The information provided in this RFP is selective and may be updated, expanded, revised, or amended solely at the discretion of the Client. It is not intended to include all details that a bidder may need to make an informed decision regarding participation in this selection process. Bidders are responsible for independently analyzing the contents of this RFP to identify and rectify any inaccuracies. They are also advised to conduct their own investigation into the proposed assignment, relevant regulatory frameworks, and all matters pertinent to the project. Furthermore, bidders should seek independent professional advice concerning the legal, financial, and regulatory implications of entering into any agreement or arrangement related to the project.

This RFP presents certain statements, information, projections, and forecasts concerning the proposed assignment. These are based on various assumptions made by the Client's management, officers, and employees, and these assumptions or their underlying data may not turn out to be accurate. No guarantee is provided regarding the accuracy of the forecasts or the validity of the assumptions behind them, and nothing in this RFP should be interpreted as a promise, representation, or warranty. Issuing this RFP does not mean that the Client is obligated to select any Bidder or proceed with any chosen bidder for the required service. The Client also reserves the right to reject any or all proposals without providing any reason.

Programme Secretariat of Shree Anna Abhiyan, Bhubaneswar, Government of Odisha shall be the sole and final authority for selection of a consultant through this RFP.

BIDDER DATA SHEET

Sl	Particulars	Information
1.	Name of the client	Programme Secretariat, Shree Anna Abhiyan, Bhubaneswar
2.	Method of Selection	Quality and cost-based selection method
3.	Date of Issue of RFP	10/08/2026
4.	Deadline for submission of Pre-proposal Query	17/08/2026
5.	Issue of Pre-proposal clarification	20/08/2026
6.	Proposal due date	25/08/2026
7.	Date of opening of proposal	27/08/2026
8.	Expected date of commencement of assignment	01/09/2026
9.	Bid processing fees	2000
10.	Earnest Money Deposit (EMD)	15000
11.	Contact person	Manoj Kumar Magili, 6370127928
12.	Address of submission of proposal	WATERSHED SUPPORT SERVICES AND ACTIVITIES NETWORK (WASSAN) # C/17, HIG Duplex BDA Colony, RBI Colony, Baramunda, Bhubaneswar, Pin Code – 751003 Odisha
13.	Venue of opening of proposal	WATERSHED SUPPORT SERVICES AND ACTIVITIES NETWORK (WASSAN) # C/17, HIG Duplex BDA Colony, RBI Colony, Baramunda, Bhubaneswar, Pin Code – 751003 Odisha

Letter of Invitation

RFP No: 221/WSN/2026-27 **Date:07/08/2026**

Assignment: IMPACT ASSESSMENT OF ICDS RAGI LADOO PROGRAMME IN SUNDARGARH DISTRICT UNDER SHREE ANNA ABHIYAN (SAA)

The **Programme Secretariat, SAA, Government of Odisha** (The Client) invites sealed proposal from eligible bidders under the selection process to conduct the "Impact assessment of ICDS Ragi Ladoo Programme in Sundargarh district"

1. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document**.**

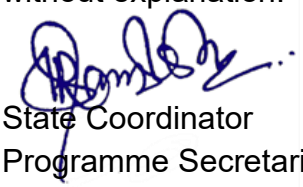
2. A Consultant will be selected under **Quality and Cost Based Selection Method** Procedure as prescribed in the RFP Document in accordance with the policies and procedures as prescribed in the "**Odisha General Financial Rules, 2023, Chapter-6: Procurement of Goods and Services"** circulated vide *Office Memorandum No. 25914/F, Dated: 13.09.2023* of Finance Department, Government of Odisha.

3. The proposal complete in all respect as specified in the RFP document must be accompanied with a non-refundable **Bid Processing Fee** amounting to **Rs. 2000/- (Rupees Two Thousand only)** and a refundable **Earnest Money Deposit (EMD)** amounting to **Rs. 15000 (Rupees Fifteen Thousand Only),** both in the form of **Demand Draft** in favour of **"WATESRHED SUPPORT SERVICES AND ACTIVITIES NETWORK (WASSAN)"** drawn in any scheduled nationalized bank and payable at **Hyderabad**, Odisha failing which the bid will be rejected.

4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only on or before **Dt- 25/08/2026 up to 5:00 PM**. The Client shall not be responsible for delivery delay or any consequence. Submission of proposal through any other mode will be rejected.

5. Opening of the bid is **on 27/08/2026 at 11:30 AM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.

The Client provides information in this RFP to the best of their knowledge but does not guarantee its accuracy; bidders are responsible for verifying all data. The Client may accept or reject any proposals or cancel the selection process at any stage without explanation.



State Coordinator
Programme Secretariat
Shree Anna Abhiyan

INFORMATION TO THE BIDDERS

Conditions of Eligibility:

Bidders must review and meet all minimum eligibility conditions listed. Only eligible proposals with required documents will move forward to technical evaluation.

Sl.	Eligibility Criteria	Supportive documents
1.	The bidder, as a single entity, must be registered under Companies Act, 1956 or 2013/ The Societies Registration Act, 1860/ Public Charitable Trust Act /Indian Partnership Act, 1932 Universities and Institutions recognized by University Grants Commission or any State or the Central Government with NAAC accreditation of minimum 'B' Grade. ***Consortium or Joint Venture are not allowed.***	Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity
2.	The bidder must have at least 5 years of consulting experience, counted from the date of incorporation to the proposal submission deadline.	
3.	Completed at least three assignments of a similar kind each with a Contract Value of Rs. 10.00 Lakh or higher and lasting at least three months such as Concurrent Evaluation, Impact Assessment, Process Monitoring, or Baseline Survey, within any social sector under the Central or State Government, or Autonomous bodies under Government administrative control, during the last Three financial years: 2023-24, 2024-25 and 2025-2026.	Copies of Work Order / Contract Document / Completion Certificate from the previous clients
4.	The average yearly financial turnover from consulting business alone should be Rs. 50 lakhs for each of the last Three Financial years: 2023-24, 2024-25 and 2025-2026.Financial Details of the bidder along with copies of the audited Financial Statements.	Financial Details of the bidder along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.

5.	The bidder must provide a positive declaration if there is any conflict of interest arising from previous, current, or planned agreements, commitments, or associations with the Client.	Self-Declaration from the Bidder as per the format

Documents to be submitted along with PROPOSAL:

The bidders must furnish the duly certified documents along with their Technical Proposal as mentioned below:

- Filled-in Bid Submission Check List in Original **(Annexure-I)**
- Covering letter on bidder's letterhead to participate in the bidding process.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last 3 Financial years 2022-23, 2023-24 and 2024-25
- General details of the Bidder
- Financial details of the bidder along with all the supportive documents as applicable, duly signed as per the instruction/s.
- Power of Attorney in favour of the person signing the bid on behalf of the bidder.
- Self-Declaration regarding any potential Conflict of Interest situations
- Undertaking for not having been blacklisted by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on its letter head
- Duly filed in Technical Proposal Submission Forms

NB:

Bidders must have to submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to carefully go through all instructions, forms, terms & conditions, and other information as mentioned in the RFP document. The proposal must be complete in all respects, indexed and hard-bound. Each page should be numbered and certified by the authorised representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

Validity of the Proposal:

Proposals shall remain valid for a period of **15 days** from the date of opening of the technical proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the

selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

Submission of Pre-Proposal Queries:

Bidders must submit queries using the format in **Annexure-II** via email to **odishamilletsmission@gmail.com by 20/08/2026 up to 5:00 PM**. Clarifications will be posted on the website by 23/08/2026. Queries after the deadline will not be accepted, and requests to change RFP terms and conditions will not be considered.

Submission of the Proposal:

Proposals must be submitted exclusively via **Registered Post / Speed Post** to the specified address by the deadline indicated in the Bidder Data Sheet. The Client assumes no responsibility for postal delays or any issues arising from receipt of proposals. Submissions should consist of two separate parts, each spiral bound without loose sheets. Every page within both parts must be sequentially numbered, aligned with eligibility requirements, and clearly referenced in an index page. Proposals received after the deadline outlined in the Bidder Data Sheet will not be considered; the Client will reject late submissions.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (Original + 1 Copy + Soft Copy in word format in USB Drive):**

The envelope containing technical proposal shall be sealed and superscripted as "IMPACT ASSESSMENT OF ICDS RAGI LADOO PROGRAMME IN SUNDARGARH DISTRICT UNDER SHREE ANNA ABHIYAN"**.** The duly filled-in technical proposal submission forms, soft copy in word format in USB Drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

ii) **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form in USB Drive):**

The envelope containing financial proposal shall be sealed and superscripted as "**FINANCIAL PROPOSAL – "**IMPACT ASSESSMENT OF ICDS RAGI LADOO PROGRAMME IN SUNDARGARH DISTRICT UNDER SHREE ANNA ABHIYAN**".** The duly filled-in financial proposal submission forms should contain the detailed price offer, and it's required for the proposed assignment and have to be furnished as per the prescribed formats only along with soft copy in pdf form in USB Drive as part of the financial proposal.

Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT:
RFP NUMBER AND DATE:
NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Technical and Financial bids with any conditional offer shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

Opening of the proposal:

The Client will form a Consultant Evaluation Committee (CEC) to assess bids from consultants. Initially, the CEC will open the FIRST ENVELOPE containing the **TECHNICAL PROPOSAL** at the specified location, date, and time, with authorized bidder representatives present if they wish to attend. Each participating bidder may send only one representative, who must bring a valid authorization letter to the bid opening meeting. The SECOND ENVELOPE, which holds the **FINANCIAL PROPOSAL**, will be opened later, but only for bidders who pass the technical evaluation. Technically qualified bidders will receive advance notification about the date and time when their financial proposals will be opened.

Evaluation of Proposal:

A three-stage process will be adopted as explained below for evaluation of the proposals:

Preliminary Evaluation (1st Stage): Proposals will first be reviewed for compliance with eligibility requirements and completeness of required documents and information. The following submissions will be verified:

Filled-in Bid Submission Checklist in Original **(Annexure-I)**

Covering letter **(TECH – 1)** on bidder's letterhead requesting to participate in the selection process

Bid Processing Fee and EMD as applicable. MSEs and Start-ups having valid MSEs Udyam Registration Certificate registered under **"SERVICES CATEGORY ONLY"** are exempted from furnishing of EMD subject to furnishing of the copy of required documentary evidence along with the technical proposal.

- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT return for the last three assessment years of **2023-24, 2024-25 and 2025-26**.
- General Details of the Bidder
- Financial Details of the bidder along with all the supportive documents as applicable duly signed and certified as per the instructions.

- Power of Attorney in favour of the person signing the bid on behalf of the bidder.
- Self-Declaration on Conflict of Interest
- Undertaking for not being blacklisted in the recent past
- Duly filled in Technical Proposal Forms
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

Bid not complying with any of the above requirements will be out rightly rejected.

Technical Evaluation (Second Stage): The technical proposals will be reviewed and assessed for bidders who successfully pass the preliminary evaluation stage. Evaluation of technical proposals from qualified bidders will be conducted according to the designated technical parameters outlined below.

Brief Evaluation Parameter	Maximum marks
Specific Experience of the bidder (Prior experience in conducting assignments of similar nature like **Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey** during the last **3 years** of **2022-23, 2023-24 and 2024-25** under Central / State Govt. / Autonomous Bodies / National & International organization. **A)** Prior experience in conducting assignment of similar nature during last 5 years in any sector = **5 Mark (1 Mark for Each Assignment) (Maximum 5 Assignments)** **B)** Prior experience in conducting assignment of similar nature during last 5 years in Agriculture, Social, NRM, Infrastructure Development and Livelihoods Sector = **5 Mark (1 Mark for Each Assignment) (Maximum 5 Assignments)**	10
Understanding, Approach & Methodology of the bidder in response to the RFP **A)** Understanding about the objective and the scope of the proposed assignment = **15 Mark** **B)** Approach and Methodology = **10 Mark** **C)** Staff Deployment Strategy and Work Plan = **5 Mark**	20
Key Professionals proposed by the bidder for the assignment	40
Technical Presentation*	30
Grand Total	**100**

* ***Bidders who secure above 50 marks from 70 marks during the evaluation of technical proposal will be called for technical presentation***

During the technical evaluation stage, bidders are required to make a presentation to the Client. This allows the Client to assess each bidder's understanding and readiness for the assignment. Any clarifications needed by the Client will be addressed during this meeting. Qualified bidders will receive the detailed schedule and presentation outline prior to the technical presentation date. Financial proposals from those who meet the technical criteria will be opened either on the same day or the next working day, so bidders should be prepared accordingly. Only bidders whose technical proposal scores above **50** will be eligible for their financial proposal to be opened.

FINANCIAL EVALUATION (3rd Stage): The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price only will be announced during the meeting.

Evaluation Process:

The Quality and Cost Based Selection (QCBS) method will be used. Technical proposals are scored, ranked, and given a 70% weighting; financial proposals receive a 30% weighting. The lowest-priced bid gets a financial score of 100, with others rated proportionally. The highest technical marks receive a score of 100, and others are scaled accordingly. Weighted scores are added, and consultants are ranked by total score: H-1 is highest, followed by H-2, H-3, etc. The top-ranked bidder (H-1) is invited for negotiation and recommended for contract award. If scores are tied, the bidder with the higher technical score is selected as H-1.

Contract Negotiation:

Contract negotiations will be scheduled at a date, time, and location communicated to the selected bidder. Before attending the negotiations, the bidder must confirm the availability of all proposed personnel for the assignment. Representatives authorized to negotiate on behalf of the bidder are required to present written authorization to negotiate and finalize the contract. Negotiations will address both technical and financial aspects, as well as the availability of the proposed professionals.

Award of Contract:

Once contract negotiations are complete, the Client will notify the selected bidder with an offer letter and inform all other bidders of the outcome. The successful bidder must sign the contract within 15 days after completing required formalities. Any changes to the contract terms require a written amendment signed by both parties. The contract is valid for **3 Months** from its effective date and can be extended by mutual agreement. ***Sub-contracting or outsourcing any activities under this RFP is strictly prohibited.***

Conflict of Interest:

Conflict of Interest exists in the event of: (i) conflicting assignments like supervision, implementation, monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

Disclosure:

a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

b. Bidders must declare whether they are, or have previously been, involved in any proceedings or arrangements affecting their financial status, such as bankruptcy, insolvency, or blacklisting. This includes the appointment of a receiver for personal or business matters, agreements with creditors, or any similar proceedings.

c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- Committing a criminal or other serious offence under local law or being found guilty of professional misconduct by a regulatory or professional body.
- Engaging in corruption, such as offering or accepting incentives to secure a contract.
- Not meeting obligations regarding taxes or social security payments in any jurisdiction.

Anti-Corruption Measure:

- Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

- A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

Language of Proposals:

All proposals and associated correspondence exchanged between the bidder and the Client must be submitted in the **English** language. Any supporting documents or printed materials included with the proposal may be provided in another language, but must be accompanied by a precise English translation of the pertinent sections, certified for accuracy by the bidder. In the event of interpretation, the English translation shall take precedence.

Cost of bidding:

All expenses related to preparing and submitting proposals must be covered by the Bidder. The Client will not assume any responsibility for these costs, no matter how the bidding process unfolds or concludes. Each Bidder may only submit one proposal during the selection process, and alternate bids are prohibited.

Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of the civil court of Bhubaneswar, Odisha only.

Governing Law and Penalty Clause:

The delivery timeline must be strictly followed. Any unjustified delay makes the Consultant liable for liquidated damages, and the Client may cancel remaining activities and finish the assignment with another provider. The Client can deduct penalties from any payments due to the Consultant, but such deductions do not exempt the Consultant from contractual obligations. This contract is governed by the laws of India and Odisha. If deliverables are late, a penalty **@ 1% per week, up to 10% of the total contract value,** will be applied and deducted from subsequent payments, as per the agreed terms.

Confidentiality:

Details about proposal evaluations and recommendations for contract awards must not be shared with bidders or anyone else not officially involved in the process until the contract award is announced. If a consultant improperly uses confidential information related to the process, their proposal may be rejected, and they could face consequences under the Client's antifraud and corruption policy. Unless the Client gives prior written consent, the consultant or their team must not disclose any confidential information acquired during the contract to any person or organization while conducting the assignment.

Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through its website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals. All clarifications and outcomes of each stage of the selection process will be published through the website of the WASSAN. Hence, bidders are advised to refer to the designated website for all updates on the selection process.

Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any /all proposal and cancel the bidding/selection process at any time before award of contract, without assigning any reason thereof and thereby incurring any liability to the bidders.

Copyright, Patents and Other Proprietary Rights:

Shree Anna Abhiyan, Government of Odisha, owns all intellectual property and proprietary rights including patents, copyrights, and trademarks related to materials prepared or collected during this contract. The Consultant must submit these materials to the Client as required by the contract.

Replacement of Key Personnel:

Key professionals assigned to this contract must be fully resolute. The Client may request replacement if performance is unsatisfactory; the Consultant must submit suitable CVs within seven (7) days and complete the replacement within seven (7) working days after approval. If any key personnel become unavailable or leave mid-contract, the Consultant must notify the Client at least fifteen (15) days in advance, providing reasons and the qualifications of proposed substitutes for approval. Client approval of replacements does not absolve the Consultant from contractual responsibilities. All key professionals should remain available throughout the assignment, and substitutions will only be allowed for reasons beyond control or critical health issues. Such substitutions are limited to one (1) key professional, who must be equally or more qualified and experienced, to the Client's satisfaction.

If substitutions exceed the specified limit, **1%** of the agreed Contract value will be deducted from the Consultant's next invoice. Repeated changes to professional staff during the Contract period may result in termination of the agreement. Any change in Key Professionals at the Client's request is also subject to these conditions.

Force Majeure:

For this clause, "Force Majeure" refers to an event that is beyond the agency's control, does not involve any fault or negligence by the agency, and is not foreseeable. Such events may include, but are not limited to, wars, revolutions, fires, floods, riots, civil commotion, earthquakes, epidemics, other natural disasters, or restrictions imposed by governmental or regulatory authorities that prevent or delay the agency's execution of the order. Should a Force Majeure situation occur, the agency must promptly notify the Client in writing, detailing the nature of the event, its cause, and any necessary changes resulting from the condition. Unless otherwise directed in writing by the Client, the agency shall continue to fulfil its contractual obligations to the extent reasonably possible and seek all reasonable alternative means of performance not affected by the Force Majeure event. The agency must inform the Client in writing of both the commencement and conclusion of such delays within seven days of their occurrence and cessation. If the delay due to Force Majeure exceeds one month, the Client reserves the right to cancel the contract without any obligation to compensate the agency for any reason whatsoever.

Settlement of Dispute:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Programme Secretariat, WASSAN, SAA Government of Odisha will be the final authority to resolve any dispute arising between Client and the Consultant.

Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee and EMD as applicable.
- Proposal not submitted in accordance with the procedures and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices or tries to withdraw its proposal
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents/ information
- A commercial bid submitted with own assumptions or conditions
- Bids with any conditional technical and financial offer

- If the bidder provides any assumptions in the financial proposal or qualifies the financial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirements of the scope of the work
- Same CV proposed by different bidders
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), including the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Price bid not furnished as per the prescribed format/price components are furnished with assumptions/conditions or with blended/composite price component
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- If the proposed remuneration for the support staff is below the minimum wages as fixed for the various categories of manpower as per the notification of Government of Odisha vide OM No. 5639/LC, 02.11.2019.
- ***Any other condition/situation which holds the paramount interest of the client during the overall selection process***

TERMS OF REFERENCES

Background

The *Shree Anna Abhiyan (SAA)*, initiated by the Government of Odisha in collaboration with the Department of Agriculture & Farmers' Empowerment, aims to promote millet cultivation, processing, consumption, and marketing. The programme focuses on enhancing nutritional security, improving farmer income, and supporting sustainable agri-systems through millet-based interventions. The District Administration of Sundargarh in collaboration with the Department of Women & Child Development and Mission Shakti, District Mineral Foundation (DMF) and Shree Anna Abhiyan is implementing the inclusion of Ragi Laddoo as a morning snack for pre-school children (3-6 years) under ICDS. Watershed Support Services and Activities Network (WASSAN) serves as the Programme Secretariat for the program. Ragi Laddoo program has been scaled from a pilot in Sadar Block (August 2020) to across the all Anganwadi kendras of the district. This RFP invites proposals from qualified organizations to undertake a quick impact assessment study of the Ragi Laddu programme in Sundargarh district, within INR 7.50 Lakhs inclusive of all taxes.

The impact assessment survey is designed to assess the outcomes of distribution of Ragi ladoo in Anganwadi kendras in Sundargarh district of Odisha and tthe impact assessment will provide empirical evidence for policy decisions and programme strengthening in subsequent phases. (The information required maybe taken from DSWO Office Sundargarh)

Rational of the Study:

The impact assessment study of the Shree Anna Abhiyan (SAA) is undertaken to systematically evaluate the overall effectiveness and sustainability of Ragi laddu promotion in Sundargarh district. Since its inception, SAA has aimed to revive millet cultivation, enhance nutritional security, and strengthen rural livelihoods through integrated interventions in production, processing, marketing, and consumption.
The rationale for the impact assessment is to measure the extent of change brought about by the programme compared to baseline conducted by NCDS in terms of acceptance, nutritional aspects, behavioural changes, and its management system.

Objectives:

- Measure changes in the prevalence of stunting, wasting, and underweight status.
- Assess the impact on iron and calcium levels, specifically looking for a reduction in Anaemia among children and pregnant/lactating mothers.

- Study the "plate waste" or "refusal rate"—do children like the taste and texture of the ragi laddus?
- Assess the revival of traditional millet consumption among families beyond the Anganwadi Centers (AWCs).
- Evaluate the effectiveness of Information, Education, and Communication (IEC) activities in teaching mothers about the benefits of "nutri-cereals."
- Evaluate the capacity of Women's Self-Help Groups (SHGs) in processing ragi and preparing the "pre-mix" or laddus while maintaining hygiene standards.
- Quantify the additional income and skill development gained by the women in SHGs involved in the production process.
- Assess the long-term viability of using "District Mineral Foundation" (DMF) or state funds to support millet-based nutrition.

Scope of the Study:
The agency should submit proposal aligning to scope of study mentioned below-
Study area: Anganwadi Kendra's, households, WSHGs and Department Stakeholder in the operational blocks under Shree Anna Abhiyan

Respondents:
- Primary: Supervisor of the Anganwadi Kendras (Ragi laddu inclusion and non-inclusion)
- Secondary: Millet growing households, FPOs, SHGs, institutional stakeholders

Sample Size:
Select mothers, Anganwadi Workers (AWWs), and SHG members who are directly involved in the production and consumption cycle.

Sample method: Multistage Stratified Random Sampling, supplemented by Purposive Sampling

Methodology:
- Anthropometric Measurements (Children 3-6 years)
- Structured interview for mother/Guardian
- Focus Group Discussion Anganwadi workers & SHGs
- Observation Schedule at the AWCs (plate waste)

Data Collection Approach
- Field Investigators trained through a 3-5 day orientation on methodology, ethics, and questionnaire administration.
- Regular supervision and real-time data validation.

Data Analysis
- Quantitative analysis for descriptive, comparative, and inferential statistics.
- Qualitative analysis through thematic narrative synthesis from FGDs.
- Comparative assessment against baseline and impact assessment indicators.

Key Indicators

I. **Nutritional and health indicators** - Anthropometric Shifts, Micronutrient status (reduction in anaemia, bone health), Morbidity Rate (Frequency of common infections or diarrhoea)

II. **Behavioural and Consumption Indicators (Process) -** Plate Waste / Refusal Rate (the percentage of ragi laddu left uneaten), Attendance of AWCs (an increase in daily attendance of children aged 3-6.), Household Spillover (percentage of parents added ragi based meal), Taste Preference (Qualitative scoring (e.g., Smiley-face charts) where children rate the laddu's taste.

III. **Operational and Supply Chain Indicators (Output) -** Timely Delivery (Number of days in a month the AWCs received their Ragi "pre-mix" or laddus without stock-outs),Quality Compliance (Adherence to the FSSAI standards and the specific "Nutri-norms" set by the Odisha government), SHG Productivity (total volume of Ragi processed and the income generated by the women-led Self-Help Groups involved), Cost-Effectiveness (comparing the cost per calorie of the Ragi Laddu versus the previous standard snack (e.g., biscuits or Chatua).

IV. **Socio-Economic and Agricultural Indicators (Impact) -** Local Procurement (Percentage of Ragi sourced from local farmers within the same or neighbouring blocks), Farmer Income (Increase in the Minimum Support Price (MSP) earnings for tribal farmers since the ICDS demand was created), Women's Empowerment (Number of SHG members trained in value-addition and food processing techniques).

Deliverables:

- Inception Report: Detailed methodology, sampling plan, and finalized evaluation framework.
- Logical Framework (LogFrame): A matrix mapping the program inputs (Ragi procurement) to outputs (Laddu distribution) and long-term impacts (reduction in malnutrition).
- Validated Survey Tools: Bilingual (Odia/English) questionnaires for Anganwadi Workers (AWWs), parents, and children.
- Baseline Assessment Report: Data on the initial nutritional status (height, weight, hemoglobin levels) of children before the introduction of Ragi Laddus from AWCs
- Process Monitoring Report: A "real-time" look at the supply chain-from Ragi procurement by FPOs to preparation by Women Self-Help Groups (WSHGs) and final delivery.

- Interim Progress Report: A brief overview of early successes or bottlenecks (e.g., shelf-life issues or child acceptance rates).
- Nutritional Impact Report: Analysis of anthropometric changes (stunting, wasting).
- A 2-4 page summary for high-level officials (e.g., Department of Agriculture or W&CD) with actionable recommendations for scaling.

N***ote: All reports being submitted to the Client are to be supplied in 10 copies with good quality photography along with a soft copy on a USB drive in print-ready PDF Format.***

Timeline: Three months from the date of inception

Roles and responsibilities of Client/Consultant

- Approval of RFP and TOR
- Conducting bidding process
- Constituting Consultant Evaluation Committee
- Selecting the Consultant
- Entering into agreement with the Consultant
- Constituting Consultant Monitoring Committee
- Providing technical inputs on the study to the Consultant from time to time
- Administrative facilitation
- Ensuring independence of work
- Providing necessary logistics support such as provision of hired vehicles for outstation visits, field accommodation and other incidental services during field visits
- Release of payment to Consultancy on utilisation certification

Consultant
Undertake the assignment and complete different tasks/outputs under agreed TOR.

Payment Terms and Schedules

Sl	Deliverables	% of total payment payable
1	Finalisation of **Study Tools**, Conducting **Field Survey** and submission of **Inception Report** including finalizing of the methodology and work plan under the study	50
2	Submission of **Draft Study Report**	30
3	Conducting **Final Workshop** and submission of **Final Study Report**	20

Consultant Monitoring Committee (CMC)

A Consultant Monitoring Committee (CMC) will be constituted by the Programme Secretariat, WASSAN, consisting of officials from NCDS, DAFP, OUAT and Planning & Convergence Department to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time.

ANNEXURE-I

BID SUBMISSION CHECK LIST

Assignment: Impact Assessment of ICDS Ragi Ladoo Programme in Sundargarh District under Shree Anna Abhiyan

Sl. No.	Document / Requirement	Submitted (Yes/No)	Page No.
1	Filled-in Bid Submission Check List in Original		
2	Covering letter on bidder's letterhead to participate in the bidding process		
3	Copy of Certificate of Incorporation / Registration		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Copies of IT Returns for the last three financial years		
7	General Details of the Bidder		
8	Financial Details of the Bidder along with supportive documents, duly signed/certified as applicable		
9	Power of Attorney in favour of the person signing the bid on behalf of the bidder		
10	Self-Declaration regarding any potential Conflict of Interest situations		
11	Undertaking for not having been blacklisted by any Central / State Government / autonomous body / international or national organization in the recent past		
12	Duly filled-in Technical Proposal Submission Forms		
13	Bid Processing Fee of Rs. 2,000/- (Demand Draft, as applicable)		
14	Earnest Money Deposit (EMD) of Rs. 15,000/- (Demand Draft, as applicable), or valid exemption document for eligible MSEs/Start-ups		
15	All pages of the proposal and enclosures/attachments signed by the authorized representative of the bidder		

Declaration: We hereby confirm that the documents and information submitted with the proposal are complete and in accordance with the requirements of the RFP.

Name of Bidder: _____

Name of Authorized Representative: _____

Designation: _____

Signature & Seal: _____

Date: _____ Place: _____

ANNEXURE-II

FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERIES

Assignment: Impact Assessment of ICDS Ragi Ladoo Programme in Sundargarh District under Shree Anna Abhiyan

RFP No.: 221/WSN/2026-27

Deadline for submission of queries: 20/08/2026 up to 5:00 PM

Email for submission: odishamilletsmission@gmail.com

Sl. No.	RFP Section / Clause / Page No.	Existing Provision / Text	Query / Clarification Sought	Justification / Rationale	Client's Response
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note: As specified in the RFP, queries are to be submitted by email to odishamilletsmission@gmail.com by 20/08/2026 up to 5:00 PM. Clarifications will be posted on the website by 23/08/2026. Requests to change the RFP terms and conditions will not be considered.