



No- CML/HR/6695/2026

Date: 15/09/26

Request for Proposals (RFP)

1. Sealed proposals and bids are invited from intending research organisations **(individual firm, company or partnership)** for carrying out an impact assessment study of the "Developing Foundational Literacy and Numeracy and Reducing Drop-out from Primary Schools in three rural blocks in Assam", a program supported by the Tata Trusts and implemented by CML. Terms of Reference for the proposed study is presented in Annexure-B.
 2. Date and time for submission of proposals and bids: Before **4.00 pm on 16-10-2026**.
 3. **Eligibility of bidder:**
 - a. The bidder can either be a propriety or partnership firm, company or any other institution registered in India.
 - b. The bidding organisation is required to have multiple years of experience in dealing with issues pertaining to education, advocacy, etc. Prior experience in carrying out similar assignments in the North-East is an added advantage.
 4. **Procedure for submitting Bids:**
 - The Bid shall be in two separate documents, Technical Bid & Financial Bid
 - Technical Bids shall consist of the following:
 - i. Proposal detailing approach and methodology
 - ii. Plan of work including timelines
 - iii. Functionalities covered as per Scope
 - Financial Bid:
 - The Bidder shall provide the Financial Bid in the following format.
- | Particulars | Unit | Unit cost (Rs.) | Total (Rs.) |
|-------------|------|-----------------|-------------|
| | | | |
- Bidder shall quote price that is all inclusive except GST. No separate fees/charges whosoever will be paid for any other expenses.
 - GST shall be shown separately.
 - Incomplete Bids will be summarily rejected and will not be considered for further evaluation and shortlisting.
5. **Evaluation of the Bids:** The Procurement Committee duly constituted by CML authority will evaluate the proposal / technical bid and financial bid and recommend successful bidder / firm for award of work.
 6. **Validity:** The bids shall have to remain valid for minimum 180 days and an undertaking must be submitted to this effect.



7. The successful bidder shall have to complete the work within the stipulated completion period as stated in the RFP document. The completion period will be counted from the date of issue of work order.
8. The bids should be sealed in one envelope addressed to the **Executive Director, Centre for Microfinance & Livelihood; Guwahati, Assam** and the name of the work intended for should be clearly written and underlined on top of the envelope. Soft copies of the bids could be sent via email to the following email id: procurement@cmlnortheast.com
9. The bids shall be signed by the authorized signatory or a person duly authorized by him or her.
10. **Extension of deadline:** CML Authority reserves the right to extend, as necessary, the deadline for submission of quotations.
11. **Language:** The bid of the bidder, as well as all documents attached to bid by the bidder and all correspondences relating to the bid exchanged by the Bidder and CML shall be written in English language.
12. **Documents to be submitted along with the bids:**
 - a. Signed statement mentioning the legal status, place of registration and principal place of business of the bidder (individual firm, company or partnership), complete address of the registered office and address for correspondences with Phone number/cell number/Fax number and E-mail ID
 - b. Registration Certificate – Firm/Society/DIC/SSI etc.
 - c. Audit Report for last 3 years.
 - d. A copy of passport size photograph of the signatory of the bid.
 - e. Authorization of the Signatory by the head of the Firm/Company.
 - f. PAN Card
 - g. GST Registration.
 - h. Financial capability certificate from competent authority
 - i. Experience certificate.
13. **Payment:**
 - a. 20% payment will be made on receipt of counter-signed work order
 - b. 30% on completion of data collection and field work
 - c. 30% on analysis and submission of draft report
 - d. Balance 20% on Submission and Acceptance of Final Report
14. **Taxes and Duties:** The bidder shall be entirely responsible for and bear all taxes – GST and any other tax, royalty, license fees, permits, etc., paid during the execution of the work and submit clearance certificate(s) to CML.
15. CML will not deduct such taxes – GST and any other tax, royalty, license fees, permits, etc.; but at the same time will not release the final bill unless proof of payment of such taxes – GST and any other tax, royalty, license fees, permits, etc. to the concerned Govt. authority is submitted to CML authority. CML will scrutinize such documents and shall release final payment only after satisfying itself.

Executive Director

Centre for Microfinance & Livelihood

Guwahati, Assam.



Annexure-A

General Statement of Bidder

Name of the bidder:

.....

.....Registered Office Address:

.....

.....

.....

Year of establishment/incorporation:

.....

Principal place of business:

.....

Legal Status of the Firm: Proprietorial/Partnership/Company/Coop Society/

.....

Name of the Authorised signatory:

.....

Designation of the Authorised signatory:

.....

Address of the Authorised signatory:

.....

.....

.....

Landline Phone Number:

.....

Mobile Phone Number Authorised signatory:

.....

E-mail address of the Firm:

.....

E-mail address of the Authorised signatory:

Passport
photograph
of the Signatory



List of clients:

- a.
- b.
- c.

Signature of the bidder



ANNEXURE – B

Terms of Reference

Context

The program “Developing Foundational Literacy and Numeracy and Reducing Drop-out from Primary Schools in three rural blocks in Assam” seeks to equip 55,000 students in 450 primary school (grades 1-5) with foundational literacy and numeracy by working with the Education Department, school system, teachers, community and students in Baksa, Bongaigaon and Goalpara districts of Assam. Those three districts have a higher incidence of out of school children. Baksa and Goalpara are Aspirational Districts with sizeable tribal populations, while Bongaigaon is minority dominated and flood ravaged, resulting in widespread poverty and out migration. With a view to build upon the work carried out in the first phase, the programme is being implemented in the same three blocks (Tamulpur block in Baksa, Srijangram block in Bongaigaon and Balijana block in Goalpara). The current design of the program envisaged approximately 50% saturation across the three blocks (450 out of 917 primary schools) through both intensive and extensive mode in order to achieve scale and have strong systemic level engagement.

These interventions are designed in alignment with the mandate of the New Education Policy, the NIPUN (National Initiative for Proficiency in Reading with Understanding and Numeracy) Bharat Program of the Government of India and the NIPUN Axom Program of the Government of Assam. Key expected outcomes are at following levels:

1. Education system strengthening: Working with the Education Department at district and sub-district levels is expected to strengthen CRCs (Cluster Resource Centres) and BRCs (Block Resource Centres) in terms of resources and practices reaching around 147 cluster /block resource persons.
2. School environment: Enhance school environment with focus on functional libraries with curated books and practices to promote reading in 225 intensive schools
3. Teacher capacity: Enabling around 450 teachers through teacher capacity building and onsite support
4. Student learning and development: (i) Identification and mainstreaming of 2500 out of school children and retaining them in formal schools; (ii) improving learning of foundational literacy and numeracy of students in all intervention schools.
5. Community engagement for education: strengthening parent involvement through School Management Committees in intensive schools.

The coverage of the program is given below:

S N	Unit	Numbers
1	Districts	3
2	Blocks	3



3	Schools	472
4	Children	49491

Program Objectives:

1. To ensure that 70% Children in intensive schools and 50% in extensive schools achieve Foundational Literacy and Numeracy Skills
2. To ensure that 70% of teachers in intensive schools and 50% in extensive schools demonstrate improved classroom practices as a result of Continual professional development
3. To identify and bring 2500 'out of school children back to school by conducting motivational camps, 90% of them retaining in school during project period.
4. To make 90% school libraries functional in intensive schools.
5. To make 90% SMCs functional in intensive schools
6. To develop and activate 3 Block Resource Centre in three blocks

Key Stakeholders: Education Department, communities, CML and Tata Trusts.

Programme Duration: Oct, 2023-March 2027

Current Status:

There is progress in all of the KPIs during last three years of the programme.

A snapshot of the KPIs and the achievements thereon are given below:

KPI	Indicator Name	Project Target	Achievement So far
1	FLN programme conducted across schools	450	472
2	Teacher training Workshop on FLN (Intensive & Extensive)	6	3
3	Teachers undergoing professional development training (FLN)	450	661
4	Teacher training Workshop (for Intensive Schools) on FLP	3	2
5	Teachers undergoing professional development training (FLP)	225	399
6	Orientation of CRCCs and BRPs (for both Intensive and Extensive Schools) and other Govt. officials on FLN	4	4
7	Teacher Educators / CRCCs / BRPs undergoing professional development training on FLN	147	176
8	Development of BRC as FLN Resource centre (TLM display, Model Reading Corner)	3	3
9	Camps for OoSC	100	57



KPI	Indicator Name	Project Target	Achievement So far
10	Training of School Managing Committee (SMC)	3	2
11	Quarterly SMC meetings	13	9
12	Student Outreach (Grades 1-5)	55,000	49491
13	Block Resource Centres activated	3	3
14	OoSC enrolled in schools	2500	1739
15	OoSC retained in schools	90%	78%
16	Functional SMCs (Intensive Schools)	90%	99%
17	Functional libraries in schools (Intensive schools)	90%	100%
18	Children achieving FLN (applicable to all children in grades 3-5) in Intensive schools	70%	67%
19	Children achieving FLN (applicable to all children in grades 3-5) in extensive schools	50%	62%
20	Teachers demonstrating changed classroom practices in Intensive schools	70%	100%
21	Teachers demonstrating changed classroom practices in extensive schools	50%	46%

Objectives of the Impact Assessment Study:

The primary objective of this exercise is to ascertain the overall impact of the interventions. Specific objectives are given below:

- Quantify the achievement on each of the program objective, using primary and / or secondary data, and report the same
- Measure activity, output, outcome & impact indicators for the implementation period of this intervention and analyse the overall program performance
- Identify the critical gaps in the design and implementation of the program, if any, and suggest ways and means to address them
- Provide strategic suggestions for gaining scale & sustainability through next phase

Scope of work:

Validate the completion of activities, outputs & outcomes , as agreed upon in the Grant Letter and examine the impact produced

Approach and methodology:

- Develop an understanding of the interventions, based on desk review of proposal, circular, annual work plan and any other important document(s) provided.
- Carry out a round of discussions with the people concerned to understand the processes to be adhered to for carrying out the impact assessment study



- Develop detailed travel schedules in consultation with the CML Team
- Field visits must include the following:
 - a. Entrance conference
 - b. Field visit and interactions with key stakeholders
 - c. Student learning assessment in FLN (students are in grades 1-5; approximate number of students during the current academic year is 35,251)
 - d. Exit conference - reviewer shall document key findings and conduct an exit conference (usually onsite and on the last day of fieldwork) with the program teams to discuss their preliminary findings/observations and gather additional information/documents as required.

Timelines and deliverables:

Timeline	Deliverables
November First week	Signing the contract
November 2nd & 3rd week	Document review, tool development and preparatory work
Nov 4 th week & December first week	Fieldwork and assessments
December 2 nd & 3 rd week	Data analyses and report writing
December 4th week	Submission of draft report
January First week	Feedback on draft report
January 2 nd week	Submission of final report

Competencies of the Reviewer / Consultant:

The reviewer / consultant is required to have multiple years of experience in reviewing and assessing school interventions and student testing. Prior experience in carrying out assessment of education programs in the North-East is an added advantage. Development and implementation of school interventions in any part of India is also desirable.

The Reviewer is required to provide the following outputs:

- a. An impact assessment study report, in accordance with the objectives of the study spelt out in this ToR
- b. Student-wise data on the learning assessment (as applicable).

Reporting timelines:

The reviewer is expected to begin the activity in November. The first draft report is expected to be submitted by the 4th week of December 2026. The final version of report should be submitted within one week of receiving feedback on the draft report.