

**Animal Husbandry Division of
Nimbkar Agricultural Research Institute (NARI)
Phaltan 415523, Dist. Satara, Maharashtra**

**Terms of Reference (ToR) for
Request for Proposal (RFP) for conducting
Endline Assessment for the Project
(Community-based Goat Breeding Program)
under the
Climate change mitigation initiative managed and led by women farmers (CCMI-MLWF)
in the semi-arid parts of Western India**

- (1) The information contained in this Request for Proposal document (the “RFP” provided to Bidder(s) on behalf of the Animal Husbandry Division of Nimbkar Agricultural Research Institute (AHD-NARI), is disseminated on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- (2) This RFP document contains brief information about the scope of work to be undertaken by the selected Agency. The purpose of this RFP document is to provide Bidders with information that may be useful to them in the formulation of their bid and for no other purpose whatsoever
- (3) Neither the information in this RFP nor any other written or oral information in relation to the selection process of the Bidder for implementing the Project or otherwise is intended to form the basis of any decision to enter into any contract or arrangement
- (4) AHD-NARI may in its absolute discretion, but without being under any obligation to do so, update, amend, scrap or supplement the information, statement, assessment or assumptions contained in this RFP.
- (5) The Bidder shall bear all costs associated with or relating to the preparation and submission of its Bid including but not limited to preparing, copying, postage, delivery fee, expenses associated with any demonstrations or presentations which may be required by AHD-NARI or any other costs incurred in connection with or relating to its Bid.
- (6) Nothing in this RFP shall constitute the basis of a contract which may be concluded in relation to the project nor shall such documentation/information be used in construing any such contract. Each Bidder must rely on the terms and conditions contained in any contract which, when, and if, finally executed, is subject to such limitations and restrictions which may be specified in such contract.

- (7) The bidder(s) are required to design and conduct the Endline Study of the project 'Climate change mitigation initiative managed and led by women farmers' (CCMI-MLWF). The implementing partners of the Project are the Centre for microFinance (CmF) and Collectives for Integrated Livelihood Initiatives (CInI) (and Vijayavahini Charitable Foundation (VCF), Andhra Pradesh) while the technical partners are the Animal Husbandry Division of the Nimbkar Agricultural Research Institute (AHD-NARI), and AbacusBio Ltd., NZ. **CmF is implementing the project in 6 clusters in Sirohi and Udaipur districts of Rajasthan and CInI is implementing the project in 6 clusters in Sabarkantha and Banaskantha districts in Gujarat.**
- (8) It shall be deemed that by submitting a proposal, the Bidder has: -
- (a) made a complete and careful examination of the RFP;
 - (b) received all relevant information requested;
 - (c) accepted the risk of inadequacy provided in the RFP or furnished by or on behalf of AHD-NARI relating to any of the matters relevant to the Project;
 - (d) satisfied itself about all matters, things and information including necessary and required documents for submitting an informed Bid, execution of the Project in accordance with the RFP and performance of all of its obligations thereunder;
 - (e) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the RFP or ignorance of any of the matters referred to in the tender hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc.
 - (f) agreed to be bound by the undertakings provided by it under and in terms hereof.
 - (g) noted that this proposal is invited on single responsibility basis, so the bidder is supposed to quote the rates considering all aspects, e.g. inclusive of all taxes/charges, etc, while submitting their proposal.

1. Background

The project, funded by Sir Dorabji Tata Trust, aimed to establish community based goat breeding (genetic improvement) programs (CBBP) through capacity building of women goat keepers and introducing innovative strategies in tribal villages of Gujarat and Rajasthan states where the Centre for microFinance (CmF¹) and Collectives for integrated livelihood initiatives (CInI²) have organized 57,000 households into primary institutions. The objective of the CBBPs is to improve the goat genetic resources owned by women to improve their livelihoods and possibly, at a later stage, to promote business in sale of breeding bucks and does. This is expected to be ultimately achieved through selection of genetically superior offspring for breeding leading to continuous genetic improvement in a goat population. Goat rearer participation has been encouraged from inception to implementation gaining an understanding of goat rearer needs, perception and decisions when developing the program. It is intended to establish regional supply centres for high genetic value (superior productivity and adaptability) does and bucks which are managed by women goat keepers. The overarching objective is to add value to the sustainable production, management and marketing of goats belonging to smallholder village communities using community focused interventions. The objective is also to use this as a proof of concept for adoption of women-led community based small ruminant breeding approaches by the Government of India/State government Animal Husbandry Departments and shall be showcased to them as best practice initiatives to influence policy.

Following are the key objectives of the project:

1. Build on women goat farmers' knowledge, skills and use of technology to bring about systematic genetic improvement of their local breed of goats for productivity and adaptability. This will be done by improving community awareness and equipping *Pashu Sakhis* for data entry for evaluation of the animals.
2. Establish traceable supply centres of quality bucks and does of the Sirohi or improved local goat breed through market linkages.
3. Dissemination of SOP to relevant stakeholders for community owned local goat breed improvement programs.

Centre for microFinance (CmF) (<https://cmfraj.org>) is a not for profit organization registered under the Rajasthan Societies Act, 1958 and set up jointly by development practitioners, Tata Trusts, academicians and key stakeholders from government and banks in 2007. It was conceptualized as a resource organization to catalyse the growth of the community based microfinance (Self-Help Group model) and rural livelihoods in Rajasthan.

² Collectives for Integrated Livelihood Initiatives (CInI) (<https://cinicell.org>) is a not for profit organization which aims to transform the lives of rural and tribal households in the Central Indian belt, through programs in many thematic areas including microfinance and strengthening community based organizations.

Project coverage and geography

State	District	Block	No. of clusters	No. of 'breeder' households where goat data is recorded
Rajasthan	Sirohi	Pindwara	3 (8 villages)	716
Rajasthan	Udaipur	Sayra	3 (9 villages)	632
Gujarat	Sabarkantha	Poshina	2 (3 villages)	314
Gujarat	Banaskantha	Danta	1 (3 villages)	329

Total approximately 2000 households with direct intervention and 13,000 households with indirect intervention.

2. Introduction

AHD-NARI is seeking a qualified and experienced organization to conduct a comprehensive endline assessment for the Project 'Climate change mitigation initiative managed and led by women farmers'. The endline assessment aims to gather essential data **using both quantitative and qualitative research methods** to understand the following, about two years after the project implementation started.

1. Current status of goat production and breeding in the target areas, and
2. The realization of the potential for the occupation of goat-keeping to become a business proposition to improve the socio- economic status of the women from these communities.

3. Endline study objectives

- a. To assess the changes as a result of the implementation of CCMI-MLWF, in the knowledge, attitudes and practices related to goat production, breeding and management among the target beneficiaries.
- b. To assess how the above changes have benefited the participating goat-keeper households.
- c. To assess how the implementation of CCMI-MLWF has influenced the awareness of *pashu sakhis* and goat keepers about the community based goat breeding program including goat data collection and entry into DTreo App, buck selection and rotation, unselected buck castration, community awareness, organization and interdependence.
- d. To assess the extent to which the following Key Performance Indicators (KPI) have been achieved.

Impact indicator	Dissemination of "Blue Print document for Women Led Community Based Genetic Improvement of Local Goat Breeds" to Animal Husbandry Department and key stakeholders
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Outcome indicator	% Increase in no. of breeding animal business (cumulative goats & bucks) at FPC
Output indicator	Local supply Chain Model for Good Breeding Goats & Bucks of Sirohi through Farmer Producer Company
	Number of Breeding Cluster Established and managed by women goat farmers (Raj. 6, Guj.3)
Activity indicator	Farmers enrolled in breeding program (Raj. 1200 + Guj. 600)
	Trained pashu sakhi (Raj. 12 + Guj. 6)
	Setting up of breeding goals and parameters for selection

- e. To assess the contribution of CCMI-MLWF to local women's empowerment including *pashu sakhis* and goat keepers
- f. To assess the changes in goat production and breeding-related challenges faced by the communities, as a result of the implementation of CCMI-MLWF in intervention villages and without it in non-intervention villages.

4. Scope of work

The selected organization or individual will be responsible for:

- a. Designing the endline assessment methodology, including data collection tools, sampling techniques and plan, and data analysis plan.
- b. Conducting field visits to the project areas to collect primary data through interviews, surveys, and focus group discussions. (The questionnaire used for the baseline study of CCMI-MLWF will be shared with the selected organization.)
- c. Analysing the collected data to identify outcomes, trends, gaps and challenges in goat rearing with a focus on breeding and genetic improvement as well as goat health and well-being.
- d. Presenting the endline assessment findings in a clear and concise manner, including graphical representations if applicable.
- e. Developing a comprehensive endline survey report for the CCMI-MLWF project based on the assessment's findings.

5. Proposed methodology

The Agency is expected to undertake the study and adopt suitable methodology for conducting primary study, stakeholders' interviews, Focus Group Discussions etc. to achieve the objectives as specified in the above section. The endline study shall cover samples from villages in the project clusters and control villages. Control villages are those where no intervention was implemented during the Project.

6. Deliverables

The organization conducting the endline assessment will be required to provide the following deliverables:

- a. Inception report: A detailed report outlining the assessment's approach, methodology, data collection tools including the sample questionnaire and work plan.
- b. Research instruments/ tools

- c. Cleaned data sets and Tables (basis analysis)
- d. Quantitative and qualitative insights/ content analysis using appropriate tools
- e. Topline Findings in 10-12 slides immediately after the fieldwork
- f. Endline assessment report: A comprehensive report (Draft and Final version) presenting the assessment findings, analysis, and insights. Final report will require a suitable designing for publishing on the Web (if required) and sharing with partners.
- g. Presentation: An interactive presentation of the assessment findings to the program stakeholders

Shortlisted Agencies will be invited to present their proposals online.

7. Timeline

Over the course of the mandate, the Agency will report to AHD-NARI, via a point person assigned for that task. The endline assessment is expected to be completed within 2 months, starting from the date of contract signing.

Sr. No.	Tasks	Expected completion date from signing of contract (for Sr. No. 4 to 9 below)
1	Submission of the proposal as per details in Sr. No. 11 and 16 below.	17 September 2026
2	Online presentation of proposal if shortlisted	22 September 2026
3	Acceptance of contract letter	24 September 2026
4	Finalize the inception report i.e. data collection tools/questionnaires and submit for approval	End of Week 1 from acceptance of contract
5	Selection and training of enumerators, field testing of tools and modification if necessary.	End of Week 2
6	Data collection with ongoing checking and validation	End of Week 4
7	Compilation of data, findings and transcripts, review and analysis. Submit cleaned data sets, tables and top-line findings in ~10 slides	End of Week 6
8	Submission of draft Report with findings, analysis, quantitative and qualitative insights	End of Week 7
9	Submission of final report with suitable designing for publishing on the Web and interactive presentation of findings to project stakeholders	End of Week 8

8. Qualifications and experience

- a. Proven expertise in conducting endline assessments in the field of preferably goat or other livestock production and husbandry.
- b. Knowledge of relevant research methods and data analysis techniques.
- c. Familiarity with the cultural and social context of the project areas would be an advantage.
- d. Experience of work in Rajasthan and Gujarat states will be preferred.
- e. It is expected that the Agency will treat collected datasets only for research purpose; and will not use them for commercial purpose and for otherwise without prior permission of AHD-NARI. It is also expected that the Agency will ensure privacy and data security as per prevailing policy of client or laws/ guidelines of the government such as Digital Personal Data Protection Act, 2023.

The team of researchers should be comfortable with technology for content analysis and CAPI/ Digital Survey and well-versed with the techniques.

9. Support from AHD-NARI, CmF and CInI

AHD-NARI, CmF and CInI teams will help the selected Agency in firming up the study plan including lists of intervention, non-intervention and control villages, questionnaires and other tools and analysis plans. We will also provide review comments on the report and presentations for smooth execution of the study. CmF and CInI will provide some support for interactions with the community in the selected geographies of intervention.

10. Queries

Any queries or clarifications may be sent to goatcgbp@yahoo.com by 11 September 2026 with 'Query about CCMI-MLWF Project' in the subject line.

11. Proposals

The proposal shall have following topics covered:

- Title page
- Table of contents
- Introduction (e.g. purpose, stakeholders etc.)
- Background (e.g. program profile, overview of program etc.)
- Study scope and questions (quantitative and qualitative)
- Study approach, methods, challenges and mitigation strategies
- Organization and timing (e.g. roles, quality assurance, work-plan etc.)
- Annexures (e.g. preliminary list of documents and respondents, reviewed data collection tools etc.)

12. Final Endline Study Report

The final endline report will be a maximum of 50 pages in length (excluding annexes) and will be structured as follows:

- Title page
- Executive summary
- Table of contents
- Introduction
- Program profile
- Methodology (presented as an annex if necessary)
- Key findings
- Conclusions
- Annexures (e.g., list of documents reviewed, list of respondents consulted, data summary tables, final data collection tools, etc.)

13. Payment terms

Invoicing schedule based on milestones:

- i. First instalment: 30% on signing of agreement/contract/issuing of work order
- ii. Second instalment: 30% on submission of cleaned datasets and transcripts
- iii. Third instalment: 40% on acceptance of final report

14. Penalty clause

AHD-NARI expects any Agency partner to adhere to acceptable quality standards during fieldwork and for documentation. Not fulfilling the quality standards or professionalism may force AHD-NARI to terminate the contract or to impose penalty on the selected Agency partner. Penalty can be imposed up to 20% of the project value and this can be decided at the sole discretion of AHD-NARI.

15. Endline study agency qualifications

Agencies with local presence will be given preference.

15.1 Selection process

The selection of Expert Agency will be based on Quality Cum Cost Basis (QCB) wherein the bidder needs to apply as per the following criteria:

- Part A: Eligibility Criteria
- Part B: Firm Technical Capabilities
- Part C: Financial Quotes

15.1.1 PART A: Eligibility Criteria

- (1) AHD-NARI invites suitable agencies (Bidders) having requisite experience in conducting baseline, midline or endline study, impact assessment / evaluation or similar studies for development projects in rural areas in goat or other livestock husbandry or other thematic interventions. The details of eligibility conditions/pre- qualifications criteria for selection as Expert Agency are listed in the sections below:

- i. Expert Agency of all types (evaluation firms, academic institutions, a combination of individual evaluation consultants or a consortium) are invited to submit a proposal. Bidder

can be a registered proprietorship/Partnership Firm/Private Limited company/Public limited company/Society/Trust/Association/consortium of consultants.

ii. The Bidder must not have been blacklisted in the past on account of corrupt or fraudulent practices

(2) The following documentary evidence may be submitted to meet the eligibility criteria:

S. No.	Evaluation Criteria	Details Required
1	Covering Letter	As per Annexure 1
2	Organization details	As per Annexure 2
3	An affidavit for Bidder not being blacklisted	As per Annexure 3
4	Financial details (3 years)	<i>CA certificate for Financial details</i> As per Annexure 4
5	Working experience in last 5 years	<i>Work experience certificate / Study Report</i>

(3) For each category of eligibility criteria, documentary evidence is to be submitted after being duly attested by the Bidders' authority and enclosed with the Part A of the RFP Documents. If the documentary proof is not enclosed for any criteria, the Bid is liable to be rejected.

(4) Bidder is required to qualify eligibility criteria (Part A), to be considered for the next level of evaluation under Technical Capabilities (Part B).

15.1.2 PART B: Technical Capabilities

(1) The evaluation of bidder will be done based on the 2nd stage of Technical Criteria and Technical presentation where all the key qualification parameters are provided.

Following parameters will be used for technical evaluation.

1. *Organization Profile*: 20 points
 - Annual turnover
 - Clients
 - Number of full time and part time staff in relevant practice area
 - Field network
2. *Relevant Experience*: 25 Points
3. *Approach & Methodology (including work plan)*: 30 Points
4. *Team*: 25 Points
 - Team structure
 - Profile of key members to be involved in the assignment

Bidders will be given points based on QCBS (Quality and Cost Based Selection) method wherein 70% weightage will be given to technical evaluation and 30% weightage will be for financial evaluation.

$T_x = \text{Bidder's Technical Score} \times 70\%$

$F_x = \text{Lowest Bidder's Quote} \times 100 / \text{Bidder Commercial} \times 30\%$

Overall score = $T_x + F_x$

Agency with the highest overall score would be selected for contract award.

15.1.3 PART C: Financial Quotes

The Bidder shall quote the total study cost inclusive of personnel fees and other itemized expenses.

16. Proposal submission

Interested Agencies are requested to share **Technical** and **Financial** Proposals in two separate PDF documents in a single email message at <goatcgbp@yahoo.com>. In the Financial Proposal, following sheets and items in a tabular format need to be mentioned:

- Summary:
 - Professional fee
 - Travel and field expenses
 - Data analysis & overheads
 - GST % and value
 - Total quote in Indian Rupees (including GST)
 - Per unit cost for qualitative components (e.g. IDI) (all-inclusive with GST)
 - Per sample cost for quantitative components (e.g. Survey) (all-inclusive with GST)
- Detailed:
 - Complete breakup of person-days, rate, unit, etc.

All proposals must be received **by 17 September 2026**. No late proposal will be accepted. Failure to respect any aspects of the required proposal structure or submission guidelines will result in disqualification of the bidder.

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Formats for response

PART A- Eligibility Criteria

Annexure 1

Covering Letter (Format)

To:

Nimbkar Agricultural Research Institute
Animal Husbandry Division
Lonand Road, Phaltan 415523
Dist. Satara, Maharashtra

SUB: Request for Proposal for selection of Expert Agency to conduct “Endline study of the Project CCMI-MLWF”.

Dear Sir/ Madam,

We, _____ (*name of the firm*), _____ (*legal status*) offer to provide the services for **conducting “Endline study of the CCMI-MLWF Project”** in accordance with your RFP and our response to the same. We are hereby submitting our Responses, which includes the Documents Eligibility Criteria, Technical Proposal Document and Financial Quotes as stated in RFP document.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Annexure 2

Organization Details

	Head	Response	Remarks
1	Address of the registered office and contact details of the Organisation and Authorised Person's name and contact details	Address: Phone and Mobile: Email:	
2	Constitution of the Firm		<i>Copy of registration certificate/Incorporation certificate and Memorandum of Articles of Association to be enclosed</i>
3	PAN Card Number GST Number (If applicable)	PAN No. – GST -	<i>Copy of PAN Card and GST Registration</i>
4	MSME registration		(yes / no) If yes please provide registration document

For and on behalf of:

Signature

Name:

Designation:

Company Seal

Authorized Signatory

Annexure 3
Self-Declaration for not being blacklisted

<<Self Declaration by Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal>>

SELF DECLARATION

We, <<M/s Company name>>, having its registered office at <<Office address>>, do hereby declare that the (Applicant) hasn't been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date

Annexure 4
Financial details

(Declaration by Chartered Accountant on letterhead with his/her dated signature and seal)

On the basis of audited financial statements, we hereby certify that (M/s Entity Name) having registered office at (office address) has following annual turnover and Net worth in the past three consecutive financial years.

S.No.	Financial Year	Annual Turnover(Cr)	Net Worth (Cr)

(Chartered Accountant)

Signature

Name

Registration No:

Contact No:

Seal

Note: Audited Financial Statements for the past 3 years should be submitted by the applicant

PART B- Technical Capabilities

Annexure 5
Technical Qualification Criteria

1	Organization Name	
2	Title of the Project	
3	No. of years of experience of firm (in years)	<i>*Attach Registration Certificate</i>
4	Address	Address: Phone: Email: <i>(Please attach evidence such as Certificate of local registration – TIN/ PAN/ ST/ Lease Agreement/ MOUs)</i>

The bidder is required to respond on Technical Proposal; divided into the following chapters:

- a) **About the Organization:** This section shall include a brief note on the experience and capabilities of the organization in conducting Baseline, Endline study, Impact assessment / evaluation of developmental projects or other thematic interventions implemented in rural areas including livestock projects.

(Also attach the reports of the studies previously completed by the organization)

- b) **Technical Approach and Methodology:** In this chapter bidder should explain the understanding of the objectives of the assignment, approach to the study, methodology for carrying out the activities and obtaining the expected output.

Understanding of the assignment

(Purpose, objective, context, comments on RFP etc.)

Project Deliverables with time lines

Proposed Methodology

(Overall approach, methods, process, quality assurance)

Team members' profile incl. professional qualifications and experience in context of this RFP requirement

- Team arrangements/evaluation management (Roles)