

Terms of Reference (ToR) for Monitoring and Impact Assessment of Centrally Sponsored Scheme "Support To State Extension Programmes for Extension Reforms"

1. INTRODUCTION:

The scheme "Support to State Extension Programmes for Extension Reforms" is the main scheme to operationalize agricultural extension reforms across the country. Under the scheme funding support is being provided to the States/UTs for undertaking extension reforms within the broad purview of the Policy Framework for Agriculture Extension (PFAE), complying with its key areas/ norms, and being operated based on Extension Work Plans prepared by them. A copy of 'Operational Guidelines' is appended (**Annexure – I**).

2. OBJECTIVE OF THE SCHEME:

The objective of the Scheme "Support to State Extension Programmes for Extension Reforms" is to make extension system farmer-driven and farmer-accountable by way of new institutional arrangements for technology dissemination. This objective is proposed to be achieved by promoting, Inter-alia, the following key reforms:-

- **New Institutional Arrangements:** Providing innovative restructured autonomous bodies at the district/ block level, which are flexible, promote bottom up and participatory approaches, are farmer driven and facilitate public- private partnership.
- **Convergence of line departments'** programmes and operating on gap filling mode by formulating Strategic Research and Extension Plan (SREP) and Annual Work Plans.
- Encouraging **Multi Agency Extension Strategies** involving inter-alia public/ private extension service providers.
- Moving towards integrated, **broad-based extension delivery** in line with farming systems approach.
- Adopting **Group Approach to Extension** (Operating through Farmer Interest Groups (FIGs) & Self Help Groups (SHGs).
- Addressing **gender concerns** (mobilizing farm women into groups, capacity building etc.).
- Moving towards **sustainability of extension services** (e.g. through beneficiary contribution).

3. PRESENT STATUS OF THE SCHEME:

The scheme "Support to State Extension Programmes of Extension Reforms" was approved by the CCEA in its meeting held on 29th March, 2005. The scheme was launched on 7th May, 2005 in a meeting of Principal Secretary/ Secretary (Agri.) of the States/ UTs under the chairpersonship of Secretary, DAC.

3.1 Human Resource Development:

Being a process oriented new scheme, lot of groundwork needed for orientation and development of human resource for carrying out the proposed extension reforms. A series of Trainings/ Workshops were organized both at national and state level in consultation with National Institute of Agricultural Extension Management (MANAGE) for development of required human resources as under:

- 2 National level Orientation Workshops organized in May, 05 in Hyderabad and Kolkata
- Exposure visits of State Secretaries to National Agricultural Technology Project (NATP) Agriculture Technology Management Agency (ATMA) districts organized in June / July in H.P., Maharashtra & Punjab.
- 2 Workshops to train 119 National Resource Persons have been organized and their services made available to States.
- 30 State Level Orientation Workshops with over 1800 participants organized.
- Over 1100 Master Trainers have been trained in 27 States so far.
- The services of National Resource Persons and Master Trainers are being utilized by the states for conducting training at districts & below level and also in preparation of Strategic Research Extension Plans (SREPs) of ATMA districts.
- The aforesaid human resources would help in expansion of ATMA model during 11th Plan.

- 3.2 The progress of implementation by the states is regularly being reviewed at the level of senior officers of DAC through the meetings/ workshops. A series of meetings/ workshops conducted by DAC also facilitated the states in furtherance of the reform process through sharing of experiences among the states.

- Video Conferencing with the States by Addl. Secretary (AS) – June, 05
- Meeting to explore the possibilities of P-P-Ps by Secretary (A&C)
- Meeting with Secretary (Agri.) of States by Secretary (A&C) – December, 2005
- Meeting of Monitoring Committee headed by – January, 2006
- Review meeting of 5 lagged states by AS – February, 2006
- Overall review by policy committee headed by Secretary (A&C) – April, 2006
- Review Workshop – April, 2006

Based on the experience and feedback collected through these reviews, the Cafeteria of activities has been revised with the approval of Policy Committee (**Annexure – II**).

3.3 Achievements:

- Inter Departmental Working Group (IDWG) under Chairpersonship of Agriculture Production Commissioner/ Principal Secretary/ Secretary (Agriculture) has been constituted in all the States except Delhi & Meghalaya.
- 27 States have identified State Level HRD Institutions (SAMETIs).
- 30 States/ UTs have identified 235 districts for implementation of the scheme.
- 27 States & 1 UT (A&N) have already established ATMAs in 234 districts.
- State Extension Work Plans (SEWPs) of 24 States & 1 UT namely— Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Goa, Gujarat, Haryana, H.P, Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Manipur, Mizoram, Nagaland, Orissa, Punjab, Rajasthan, Sikkim, Tamil Nadu, Uttaranchal, Uttar Pradesh, West Bengal and Andaman & Nicobar Islands were approved for 2005 – 06.
- Over 95,000 farmers including 27,800 farm women (29%) benefitted through farmer oriented extension activities – exposure visit, training, demonstration, kisan melas/ goshties during 2005 – 06.
- As against the B.E. of Rs.4500.00 lakhs, a sum of Rs. 4487 lakhs released to scheme implementing states up to 31st March, 2006.
- The process of preparation of SREPs is in full swing. The states have already been advised about the process and procedure for getting approval of SREPs and preparation of SEWP for 2006 – 07 based on SREPs.

B.E. of Rs. 75.00 Crore has been provided for the year 2006 – 07 under the scheme and same is likely to be utilized.

3.4 **Monitoring & Evaluation of Implementation:**

Project activities at **district** level shall be monitored by the ATMA Governing Board at periodic intervals. At **State** level, the project shall be monitored through a mechanism similar to those existing in ATMA, i.e., an Inter Departmental Working Group (IDWG) functioning under Chairmanship of APC or Secretary (Agriculture) of the state. The monitoring mechanisms shall include quarterly reports, field inspections, workshops, etc. The Cafeteria specifically provides for third party Monitoring and Evaluation to be organized as a state level activity.

The Cafeteria provides budgetary provisions @ 5% of approved States' Annual Work Plan subject to a maximum ceiling of Rs. 10.00 lakhs per annum.

OBJECTIVE & SCOPE OF WORK FOR MONITORING & IMPACT ASSESSMENT:

4.1 **Objective of monitoring:**

The objective of the Monitoring is to provide information on quantitative and qualitative performance of implementation of approved extension activities and also functioning of institutions concerned.

4.2 **Scope of Work for monitoring:**

4.2.1 To examine implementation of each category of activities mentioned in the Cafeteria on the following parameters:

- Physical achievement as compared to target as approved by GB of ATMA
- Financial achievement as compared to target as approved by GB of ATMA and also as compared to cost norms prescribed in the cafeteria
- Average delay, if any, in starting implementation
- Average time overrun, if any, in completing implementation
- Processes followed in implementation as compared to processes prescribed under the scheme
- Quality of implementation
- Number of farmers benefited.
- Number of women farmers benefited
- Profits of beneficiaries.

4.2.2 To assess status of achievement in respect of the following parameters:

- Creating awareness about ATMA institutions.
- Minimum 10% resources to be implemented through non-governmental sector.
- Minimum 30% resources on recurring activities at district level to be utilized for women farmers.
- Minimum 10% beneficiary contribution to be realized on beneficiary oriented activities.
- Mobilization of funds from non-governmental sector, excluding the beneficiary contribution.
- Resources utilized under four categories of activities at the district level as compared to the scheme provisions.
- Processes followed in preparation of SEWP as compared to the processes prescribed for the purposes.
- Public-Private-Partnership (PPP).

4.2.3 To assess functioning of the following institutions as compared to the mandate given to them under the scheme, including its monitoring:

- GB and MC of ATMA
- BTT and FAC
- SAMETI
- KVK, SAUs and other Research institutions
- Line Departments and IDWG
- Women's Representative in different Committees
- Farmer's Representative in different Committees
- Other non-officials in different Committees.
- Fund flow mechanism.
- Financial powers of key functionaries.

Conclusions should, as far as practicable, be based on quantitative data and it should cover both positive and negative features.

4.2.4 To make suitable recommendations for improving implementation.

4.2.5 It is expected that most of the quantitative information would be available from the computerized monitoring system. In case, data entry for the computerized monitoring system is not up to date, the consultant would also undertake its updation. The cost for the purpose should be quoted separately. It will be funded from the operational cost of ATMA.

4.3 **Extent of Field Work for monitoring**

- Field visit in 25% districts to be covered in each quarter so that all the districts are covered in one year.
- Field visit in 25% or minimum 3 blocks to be covered in each selected districts.
- Minimum one activity of each kind from out of state level activities to be covered in such a manner that it covers about 20% of approved budget.
- Minimum one activity of each kind from out of district level activities to be covered in such a manner that it covers about 20% of approved budget.
- Minimum one activity of each kind from out of block level activities to be covered in such a manner that it covers about 20% of approved budget.
- All dominant farming systems in the district to be covered.
- Entire state is to be covered for analysis based on data available in the computerized monitoring system.

4.4 **Output of monitoring:**

It should contain :

- Report for each district
- Report for the entire state
- Executive summary

Each report should be sent to PDs of all ATMAS, Director, SAMETI, State Nodal Officers (SNOs), DG, MANAGE and JS (Extension), DAC by e-mail as well as hard copy of high quality. In addition, master copy of each reports in loose sheets with photographs capable of yielding good photocopies and each report loaded on CD of good quality should also be sent to SNO.

The Consultant shall also participate in minimum two workshops in a year to be held at the state level wherein their reports will be discussed.

5.1 **OBJECTIVE OF IMPACT ASSESSEMENT:**

The Impact Assessment assesses the extent of success achieved in meeting the objectives of the Scheme.

5.2 Scope of Work for impact assessment:

5.2.1 To assess project impact on the target group in respect of the following parameters:

- Number of farmers benefited
- Number of women farmers benefited
- Profile of beneficiaries
- Extent of cultivable area benefited
- Additional area brought under cultivation
- Cropping pattern
- Cropping intensity
- Activities in Allied Sector (sector-wise)
- Adoption of new and/or sustainable technologies (technology-wise)
- Productivity
- Marketing of agriculture produce
- Income of farm household (for marginal, small and large farmers and overall)

5.2.2 To assess the project impact in reforming the extension system in respect of the following processes:

- Bottom up planning
- Decentralized and flexible decision making
- Decentralized and flexible implementation system
- Farmers empowerment
- Farmer to farmer extension
- Extension through women farmers
- Research – Extension – Farmer linkages
- Group approach to extension
- Farming systems approach
- Multi-agency extension system
- Convergence / dovetailing of extension activities
- Multi-agency Extension system, including public private partnership (PPP)
- Sustainability of extension services

5.2.3 To prepare monitoring report by compiling report of four quarters covered during the preceding 12 months.

5.2.4 To make suitable recommendations for improving impact of the scheme.

5.3 Extent of field work for impact assesement:

The field work should cover 25% districts; 25% blocks in selected districts; six villages per selected block and minimum 20 farmers per selected village. One block in each of the selected district should be chosen to serve as a control block.

Conclusions should, as far as practicable, be based on quantitative data and it should cover both positive and negative features. Baseline would be the 'Control Block' and the data available in SREP, as appropriate.

5.4 Output of impact assessment:

It should contain :

- a) Report for each district
- b) Report for the entire state
- c) Executive summary

Each report should be sent to PDs of all ATMAS, Director, SAMETIs, State Nodal Officers, DG, MANAGE and JS (Extension), DAC by e-mail as well as hard copy of high quality. In addition, master copy of each reports in loose sheets with photographs capable of yielding good photocopies and each report loaded on CD of good quality should also be sent to SNO.

The Consultant shall also participate in one workshop at the state level and one workshop at the central level in a year wherein their reports will be discussed.

6. ELIGIBILITY OF CONSORTIUM :

The invited agencies are allowed to include other organizations or individuals not belonging to their firm in their core team for implementing the assignment.

7. REVIEW AND MONITORING:

Evaluation & Monitoring Committee (EMC) set up by IDWG shall select the Consultant, supervise its work and take related decisions.

8. EVALUATION OF PROPOSALS:

8.1 The technical and financial proposals shall be submitted in separate sealed covers.

8.2 The evaluation of the submitted proposals shall be carried out in two stages, i.e. technical and financial.

8.3 The technical evaluation of the proposals shall be undertaken by the EMC, which will inter-alia take into account (i) responsiveness to the ToRs (ii) the quality of the methodology proposed; (iii) the Consultant's experience of having undertaken other relevant assignments; and (iv) the qualification and experience of the core team of staff proposed to be deployed for the study.

8.4 A proposal shall be considered unsuitable and rejected at the state of Technical Evaluation if it does not meet the minimum technical standard on the above aspects as may be decided by the EMC.

8.5 After completing the technical evaluation, the Member Secretary of EMC shall notify those consultants whose proposals do not meet the minimum technical standards and their financial proposals shall be returned up-opened.

8.6 The financial proposals of those who qualify the Technical Evaluation shall be opened in the presence of representatives of Consultants who choose to attend. The proposal with the lowest will be considered.

8.7 The final award shall be subject to the discussion on the Terms of Reference methodology, staffing, inputs of the EMC and various other terms & conditions of contract as stated in the Common Agreement Format of the Department given in the Appendix. The discussion, however, shall not substantially alter the original TOR and the final TOR shall form part of the contract.

8.8 The selected Consultant will not be allowed to substitute core staff without the consent of the EMC. If it is established that the core staff were offered in the proposal without confirming their availability, the Consultant will be disqualified and the process will be continued with the remaining proposals.

8.9 If the process, for whatever reasons, failed to result in an acceptance contract with the selected Consultant, the EMC shall terminate discussion with that Consultant and may make the selection from amongst the remaining proposals.

8.10. The EMC may cancel the bid and reject all proposals without assigning any reasons at any state of the tender process.

9. FACILITIES TO BE PROVIDED:

9.1 The State Department of Agriculture would use its good offices to assist the consultant in obtaining requisite information from the offices concerned of the State.

10. PAYMENT SCHEDULE AND REPORTING:

10.1 The mode of payments to be made in consideration of the work to be performed by the Consultant and submission of different reports shall be as follows :

15 % of contract value	After unequivocal acceptance of Letter of Award.
30 % of contract value	After submission of 2 nd Quarterly Monitoring Report
25 % of contract value	After submission of third Quarterly Report for Monitoring and Interim Report for Impact Assessment.
30 % of contract value	On acceptance of Final Report (i.e. for the 4 th quarter) of Monitoring & Impact Assessment Report.

11. DURATION:

- 11.1 Quarterly Monitoring Report (QMR) for each quarter should be submitted within one month after ending of quarter. For example QMR for quarter ending June, 2006, should be submitted before 31st July, 2006.
- 11.2 The annual Impact assessment reports should be submitted within two months of closing the year. For example report of 2006 – 07 should be submitted by 31st May, 2007.
- 11.3 The time overrun would be liable to penalty @ 0.25% of the total cost of the study per day for maximum 30 days beyond which it will be tantamount to breach of the contract and in that case the consultant will have to refund the entire money paid to them corresponding to the pending deliverables along with an interest of 18% per annum.

12. ADDITIONAL WORK:

The Consultant may be invited by the State to undertake work, which is either directly related to the above Scope of Work or is required by way of additional work for improving implementation of the scheme, on mutually agreed terms and conditions. The State reserves the right to award additional work to another Consultant, as appropriate.

13. LEGAL AGREEMENT:

The legal agreement to be signed between State and the selected consultant is given in the Appendix (**Annexure – III**). This is a standard text and the blank spaced in the Appendix shall be filled-in specific to this assignment.