

REQUEST FOR PROPOSAL (RFP)

for

Evaluation Study of Atal Bhujal Yojana

DO. No: I-19014/24/2025-DMEO

September, 2025
Government of India

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F.NoI-19014/24/2025-DMEO
Government of India
NITI Aayog
Development Monitoring and Evaluation Office

Sansad Marg, New Delhi -110001

Invitation for Proposals

Date: 08-09-2025

Subject: Request for Proposal (RFP) for Evaluation of Atal Bhujal Yojana

The Development Monitoring and Evaluation Office (DMEO), National Institution for Transforming India (NITI) Aayog, Government of India, intends to engage a Technical Consultant to support the **Evaluation of Atal Bhujal Yojana** details of which have been provided in the RFP document.

DMEO, NITI Aayog invites proposals for this assignment, from national/international firms/organisations/institutions, which have requisite experience in this field as detailed in the RFP. The salient features of the study, eligibility criteria and instructions on how to bid and other details are available in the RFP document uploaded on the DMEO website (<https://dmeo.gov.in/tenders>) and Government e-Marketplace (<https://gem.gov.in/>). Important information & tentative dates are given in section 1 of the RFP.

Interested applicants are requested to log into Government e-Marketplace (GeM) and submit their RFP response online, on or before **6th October 2025 (Monday)**, Time: **1700 hours (5:00 PM)**. Applicants can also refer to resources available on GeM (<https://gem.gov.in/support/sellers/?lang=english>) for further queries.

Shri Ashish Diwan
Economic Officer
Development Monitoring & Evaluation Office (DMEO)
Room No-431, NITI Aayog, Sansad Marg
New Delhi, 110001
Email: dmeoeval-niti@gov.in

Disclaimer

- i. The information contained in this Request for Proposals document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. This RFP is neither an agreement nor an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements or information contained in this RFP and obtain independent advice from appropriate sources.
- iii. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- iv. Applicants are advised that selection shall be based on their meeting various criteria enumerated in the different clauses of the RFP. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- v. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- vi. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, statements, assessment or assumption contained in this RFP.
- vii. The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

- viii. The selection Process shall be governed by the dispute settlement mechanisms (DSM) (Manual for Procurement of Consultancy and Other Services, June 2022).
- ix. Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

Acronyms

B.E.	Budget Estimates
CAPI	Computer Aided Personal Interviews
CV	Curriculum Vitae
DMEO	Development Monitoring and Evaluation Office
FGD	Focus Group Discussion
GeM	Government e-Marketplace
KII	Key Informant Interview
NGOs	Non-Government Organization
R.E.	Revised Estimates
RFP	Request for Proposal
TIS	Tender Information Summary

Glossary for RFP

Applicant	As defined in RFP Clause 1.2.1
Authorized Representative	As defined in RFP Clause 1.12.2(d)
Authority	As defined in RFP Clause 1.1
Bid Security	As defined in RFP Clause 1.16
Conditions of Eligibility	As defined in RFP Clause 1.4
Conflict of Interest	As defined in RFP Clause 1.5
Consultancy Team	As defined in RFP Clause 1.3
Consultant	As defined in RFP Clause 1.1(b)
Eligible Assignments	As defined in RFP Clause 4.2
Financial Proposal	As defined in RFP Clause 1.14
Key Personnel	As defined in RFP Clause 1.3
Lead Member	As defined in RFP Clause 1.2.1
Legal entity	As defined in RFP Clause 1.4.2 (A)
LOA	Letter of Award as specified in RFP Clause 3.4
Professional Personnel	As defined in RFP Clause 1.13.6
Proposal	As defined in RFP Clause 1.2
Proposal Due Date or PDD	As defined in Tender Information Summary
Selected Applicant	As defined in RFP Clause 4.5.2
Selection Process	As defined in RFP Clause 1.2.2
Sole Firm	As defined in RFP Clause 1.2.1
Support Personnel	As defined in RFP Clause 1.13.6
Team Leader	As defined in RFP Annexure A
Technical Proposal	As defined in RFP Clause 1.13

Glossary for Schedules

Form of Agreement	Form of Agreement as in Schedule-2
Agreement	As defined in Schedule-2 Clause 1.1.1(a)
Agreement Value	As defined in Schedule-2 Clause 6.1.2
Applicable Laws	As defined in Schedule-2 Clause 1.1.1(c)

Associate	As defined in Schedule-3 Clause 9(f)
Deliverables	As defined in Schedule-1 Clause 10
Effective Date	As defined in Schedule-2 Clause 1.1.1(g)
Final Evaluation Report	As specified in Schedule-1 Clause 10
Inception Report	As specified in Schedule-1 Clause 10
Member	As defined in Schedule-2 Clause 1.1.1(j)
Personnel	As defined in Schedule-2 Clause 1.1.1(l)
Project Manager	As defined in Schedule-2 Clause 4
Services	As defined in Schedule-2 Clause 1.1.1(n)
TOR	As defined in Schedule-1

Tender Information Summary (TIS)

1.0 Basic Tender Details		
1.1.	Tender Title/ Name of Assignment	Request for Proposal (RfP) for Evaluation of Atal Bhujal Yojana
1.2.	File Number	DO. No: I-19014/24/2025-DMEO
1.3.	Tender Type	RFP-Open Tendering
1.4.	Tender Category	Services
1.5.	Proposal Submission	Two Separate Proposals viz Technical & Financial be submitted on GeM Portal
1.6.	Product Category	Consultancy
1.7.	Selection Method	Quality & Cost Based Selection (QCBS) in 70:30 Ratio
1.8.	Appointing Arbitration	Head of the Procuring Organization
1.9.	Language for all type Communication	English only
1.10	Form of Contract	Lumpsum
1.11	Organization:	NITI Aayog
1.12	The Procuring Entity:	DMEO- NITI Aayog
1.13	Mode of Procurement	Online- through GeM Portal
1.14	Tender Inviting Authority (TIA)	DG DMEO- NITI Aayog
1.15	Office Address & Communication for Correspondence	Shri Ashish Diwan Economic Officer Development Monitoring & Evaluation Office (DMEO) Room No-431, NITI Aayog, Sansad Marg New Delhi, 110001 Email: dmeoeval-niti@gov.in
2.0. Critical Dates		
2.1.	Publication on RFP on GeM Portal	08/09/2025
2.2.	Pre-Proposal Conference	23/09/2025
2.3.	Last date for Receiving queries /clarification	23/09/2025
2.4.	i.Mode & Address for submission of Pre- Proposal Conference ii.Link of Pre-Proposal Conference	i.Email: dmeoeval@niti.gov.in ii. https://forms.gle/8FyZeDMm3BzqnR9T9
2.5.	Pre-Proposal Conference, Date, Time & Venue	23/09/2025 at 4:00 PM (Tuesday), Link: https://dmeo.webex.com/dmeo/j.php?MTID=m5e7b018ad29f52620ad4915cbb318043 Venue: NITI Aayog, New Delhi
2.6.	Authority response to Queries	25/09/2025

2.7.	Proposal Due Date (PDD)/Last date ¹	06/10/2025
2.8.	Opening of Technical Proposals date	07/10/2025
2.9.	Proposal Validity (Days from the date of Proposal Opening)	90 Days
3.0 Terms of Reference		
3.1	Period of Contract	5 months
3.2.	Service Details:	As per Terms of Reference / Scope of Work.
4.0 Documents relating to Bid Security and Performance Security		
4.1.	Bid Security (EMD) Amount in INR:	Rs. 4,00,000
4.2.	Is Bid Securing Declaration permitted in lieu of Bid Security?	Only for educational institutions as per RFP Clause 1.16.2
4.3.	Performance Security	3% of the Award Value
4.4.	Bid/ Performance Security to be addressed/ in favor of:	PAO, NITI Aayog
4.5.	Form of Bid/ Performance Security	Refer Checklist of documents
4.6.	Payment Schedule	Inception report = 20% Mid-term report =30% Draft report = 30% Final report =20%
5.0 Critical URL Links		
[All Documents pertaining to tendering (Word and PDF format) can be accessed at: https://dmeo.gov.in/tenders]		
A	Appendix I (Technical Proposal)	
5.1	Letter of Proposal	Form-1
5.2.	Particulars of Applicant	Form-2
5.3	Statement of Legal Capacity	Form-3
5.4	Power of Attorney	Form-4
5.5.	Financial Capacity of the Applicant	Form-5
5.6	Particulars of Key Personnel	Form-6
5.7	Proposed Methodology & Work Plan	Form-7
5.8	Eligible Assignments of the applicant	Form-8
5.9	Deployment of professional Personnel	Form-9
5.10	Support Personnel	Form-10
5.11	(a) Bid Security Declaration Form (b) UDYAM Certification	(a) Form-11 (for government owned universities/academic institutions only) (b) UDYAM Certification for MSME Applicant
5.12	Letter of Intent for Technical Collaboration	Form-12
B	Appendix II (Financial Proposal)	
5.13	Covering Letter	Form 1
5.14	Financial Proposal	Form 2

¹ \$ While extending the Proposal Due Date on account of an addendum, the Authority shall have due regard for the time required by Applicants to address the amendments specified therein. In the case of significant amendments, at least 15 (fifteen) days shall be provided between the date of amendment and the Proposal Due Date, and in the case of minor amendments, at least 7 (seven) days shall be provided.

5.15	Estimated Personnel Cost	Form 3
C.	Documents of LOA	
5.16	Form of Agreement	Schedule-2
5.17	Terms of Reference	<i>Schedule 1 of the RFP</i>
5.18	Deployment of Personnel	Appendix I Form 9
5.19	Estimate of Personnel Costs	Appendix II Form 3
5.20	Cost of Services	Appendix II Form 2
5.21	Payment Schedule	Schedule 2 Annex 5
5.22	Bank Guarantee for Performance Security	Schedule 2 Annex 6
5.23	Judicial Stamp Paper	<i>To be appended with Form of Agreement</i>
5.24	Guidance Note on Conflict of Interest	Schedule-3

Checklist of Documents

01. Documents to be uploaded on GeM Portal online on or before PDD:		
1.1.	Technical Proposal	As per Appendix-I, Form 1-12 (available on DMEO website)
1.2.	Financial Proposal	As per Appendix-II, Form 1-3 (available on DMEO)
02. Documents to be submitted offline.		
2.1.	Bid Security [Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt, Banker's Cheque (only for EMD)/ Bank Guarantee]	To be submitted upto 5 days after PDD.
2.2.	Power of Attorney	To be submitted before the award of Contract (Appendix-I Form-4 as available on DMEO website)
0.3. Documents to be submitted offline on signing of Contract:		
3.1.	Performance Security (3% of the Award Value) [Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque (only for EMD)/ Bank Guarantee]	Bank Guarantee to be submitted as per Schedule 2 Annex 6 (available on DMEO Website)
3.2.	Form of Agreement	Schedule-2 (as available on DMEO website)
3.3.	Judicial Stamp Paper (To be appended with Agreement)	On Rs 200 Stamp Paper

1. Introduction and Instructions to Applicants

1.1. Background

- (a) The Development Monitoring and Evaluation Office (DMEO) (**“the Authority”**) is an attached office of NITI Aayog. Constituted in September 2015 by merging the erstwhile Program Evaluation Office (PEO) and the Independent Evaluation Office (IEO), DMEO works to fulfill the monitoring and evaluation (M&E) mandate and to build the M&E ecosystem in India. DMEO has been mandated to actively monitor and evaluate the implementation of schemes, programs and Initiatives of the Government of India (GoI) to strengthen their implementation and scope of delivery on an ongoing basis. Further, evidence-based policy making should be integral to overall governance structure in the country.

(b) Request for Proposal

The Authority invites proposals (**the “Proposals”**) for selection of a Technical Consultant (**the “Consultant”**) who shall conduct an evaluation study of the Scheme, in accordance with the TOR (**collectively the “Consultancy”**).

1.2. Scope of Proposal

- 1.2.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process either individually (the **“Sole Firm”**) or as lead member of a Consortium of firms (the **“Lead Member”**) in response to this invitation. The term applicant (**the “Applicant”**) means the Sole Firm (in case of firms) or the Lead Member of a Consortium or Universities or Academic Institutions as the case may be. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 1.2.2. The Authority has adopted a two-stage selection process (**collectively the “Selection Process”**) for evaluating the Proposals comprising technical and financial bids. In the first stage, a technical evaluation will be carried out. Based on this technical evaluation, a list of short-listed applicants shall be prepared. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Applicant shall be selected for negotiation (**the “Selected Applicant”**).
- 1.2.3. The Applicant shall submit its proposal (Both Technical & Financial) on GeM Portal. The Technical Proposal shall be submitted in the form as per Appendix-I ([as available on DMEO website](#)) and the Financial Proposal to be submitted in the form as per Appendix-II (as available on DMEO website) . The Forms to be uploaded on GeM can be accessed on DMEO Website(<https://dmeo.gov.in/tenders>). Upon selection, the Applicant shall be required to enter into an agreement with the Authority in the form specified as per Schedule-2 ([as available on DMEO website](#)). The responsibility for the completion of study in terms of submission of deliverables and achievements of milestones, as prescribed in Terms of Reference, lies with the Applicant.
- 1.2.4. Sub-Contracting by the applicant is not permitted. However, for conducting field surveys the applicant may engage field investigators or field survey firms. The responsibility to maintain the highest quality of data collected from this study lies with the applicant. The applicant shall



submit the credentials of the survey firms proposed for conducting the field survey in the inception reports.

1.3. Key Personnel

The Consultant shall form a multi-disciplinary team (the “**Consultancy Team**”) for undertaking this assignment. The Consultancy Team shall consist the key personnel (the “**Key Personnel**”) who shall discharge their respective responsibilities as specified below as per Annexure A of RFP:

1.4. Conditions of Minimum Eligibility of Applicants

1.4.1 Applicants must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation. The Minimum Conditions of Eligibility as specified in the RFP may be relaxed for a particular Applicant, if applicable, subject to furnishing of relevant and valid documents or certificates, supporting such relaxations or exemptions under Applicable Laws.

1.4.2. To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following

- (A) **General Eligibility of the Applicant:** The Applicant must be a **legal entity** as per Applicable Laws. The '**legal entity**' denotes an organization, that is recognized as a distinct entity under law. It can be an incorporated Company or LLP under Indian Laws or university, academic institution and research & development organization. The Applicant should not have been debarred or blacklisted on the date of application by the Central Government, any State Government, any Statutory Authority of the Government, or a Public-Sector Undertaking, from participating in any consulting assignment.
- (B) **Technical Capacity:** The Applicant should have, **over the past 8 (Eight) financial years** preceding the PDD, undertaken a **minimum of 2 (two) Eligible Assignments** as specified in Clause 4.2
- (C) **Financial Capacity:** The Applicant should have a minimum annual total revenue/turnover of Rs 3 Crores preceding 3 (three) financial years from the date of the application.
- (D) **Availability of Key Personnel:** The Applicant should offer and make available all Key Personnel meeting the requirements specified in Annexure A of RFP.
- (E) **Age limit of Key Personnel:** All Key Personnel must below the age of 60 Years and fulfill the Minimum Conditions of Eligibility specified in Annexure A of RFP:

1.4.3. The Applicant should enclose with its Proposal, certificate(s) from its Statutory Auditors² stating its Annual Turnover/Total Revenue³ for the preceding 3 (three) financial years from the date of application. In the event that the Applicant does not have a statutory auditor, it should provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.

² \$ Please do not attach complete printed annual financial statements. In case relevant extracts of duly audited annual financial statements containing the requisite details are provided, duly countersigned by the authorized signatory, a separate certification by statutory auditors would not be necessary.

³ Turnover of university means Revenue from all sources + Grant in Aid



- 1.4.4. The Applicant should submit a Power of Attorney (POA) as per the format of Appendix-1, Form-4 (as provided on DMEO website). However, that such Power of Attorney would not be required if the Application is signed by a partner in case the Applicant is a partnership firm or limited liability partnership.

In the case of government owned academic institutions in lieu of POA, a letter of authorization duly signed by the competent authority such as Head of the Department, Dean, Registrar, Director etc. should be submitted.

- 1.4.5 An Applicant should, during the last three years, neither have failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor have been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant.
- 1.4.6 While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient.

1.5. Conflict of Interest

- 1.5.1 An Applicant shall not have a conflict of interest as per Schedule 3 (as available on DMEO website) that may affect the Selection Process or the Consultancy. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority reserves the right to take action as per the Bid Security or Bid Security Declaration for, inter alia, the time, cost and effort of the Authority including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.
- 1.5.2 It is expected that the Consultant shall provide professional, objective, and impartial advice and at all times hold the Authority's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant should not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
- 1.5.3 Some guiding principles for identifying and addressing Conflicts of Interest have been illustrated in the Guidance Note on conflict of interest at Schedule-3 (as available on DMEO website).

1.6. Number of Proposals

No Applicant or its Associate should submit more than one Application for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any consortium, as the case may be. If any Applicant or its Associate is found to submit more than one application either individually or as a member of any consortium, all of their applications shall be rejected.

1.7. Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.



1.8. Verification of information

Applicants are encouraged to submit their respective Proposals after verification of the documents, reference materials, etc. within the purview of this RFP and the Applicable Laws and regulations or any other matter considered relevant by them.

1.9. Right to reject any or all Proposals

1.9.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

1.9.2 Without prejudice to the generality of Clause 1.9.1, the Authority reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation on the part of the applicant is made or discovered, or
- (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified / rejected, the Authority reserves the right to annul the Selection Process.

1.10. Clarifications

1.10.1 Applicants should seek clarifications, if any, on the RFP either through GeM portal (<https://gem.gov.in/>) by logging in through their registered ID or by sending an email to dmeo.eval@gmail.com before the date mentioned in the TIS (Critical Dates) .

The Authority shall endeavor to respond to the queries within the period specified therein but not later than 7 (seven) days prior to the Proposal Due Date. The Authority shall post the reply to all such queries on the Official Website/GeM portal without identifying the source of queries.

1.10.2. The Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause 1.10 shall be construed as obliging the Authority to respond to any question or to provide any clarification.

1.11. Amendment of RFP

1.11.1. At any time prior to the Proposal Due Date, the Authority may, for any reason, modify the RFP document by the issuance of Amendment and posting it on the Official Website at <https://dmeo.gov.in/tenders>.

1.11.2. All such amendments shall be posted on the GeM portal along with the revised RFP containing the amendments and will be binding on all Applicants.

1.11.3. In order to afford the Applicants a reasonable time for taking an amendment into account, or



for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

Preparation and Submission of Proposal

1.12. Format and signing of Proposal

1.12.1. The Applicant shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the specified forms and complete in all respects.

1.12.2. Bids along with all the scanned copies of the document should be submitted in the electronic form only through the GeM e-tendering system before the PDD. Before the bid documents are uploaded, all attached documents should be signed using digital signatures of any of the following:

- (a) by the proprietor, in case of a proprietary firm; or
- (b) by a partner, in case of a partnership firm and/or a limited liability partnership; or
- (c) by a duly authorized person holding the Notarized Power of Attorney, in case of a Limited Company or a corporation; or
- (d) by the Authorized Representative of the Lead Member holding the notarized Power of Attorney, in case of consortium.
- (e) by the Competent Authority from the Educational Institution

A Notarized copy of the Power of Attorney certified under the hands of a partner or director of the Applicant and notarized by a notary public in the form specified in Appendix-I (Form-4) (as provided on DMEO website) shall be uploaded along with the Proposal.

1.12.3. The documents mentioned below shall be sent separately to the Authority in original through Speed Post/Registered Post or delivered by hand to the person specified in **Tender Information Summary (TIS)**.

- a) Notarized Power of Attorney as required under Clause 1.4.4 prior to the award of contract and,
- b) Insurance Surety Bond/Demand Draft/Account Payee/ Fixed deposit/ Receipt/ Banker's Cheque /Bank Guarantee (including e-Bank Guarantee) towards Bid Security or Bid Security Declaration, as required under Clause 1.16. Scanned copy of the same shall be uploaded on the GeM portal. Hard copy of the same will have to be submitted directly to the Authority not later than 5 (five) working days after the bid opening (Opening of Technical Proposal date & time).

Kindly note that, the proposal shall be rejected if a hard copy of the Bid security or Bid Security Declaration is not submitted not later than 5 (five) working days after the bid opening. However, the hard copy of Power of Attorney shall be submitted prior to the award of contract.

The envelope should be sealed and shall clearly subscript the following:

RFP for "Evaluation of Atal Bhujal Yojana."



1.12.4. Applicants should note the Proposal Due Date, as specified in TIS, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents uploaded on the GeM portal by the closing time of Proposal Due Date as specified in the TIS. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

1.12.5. The Authority is neither a party nor a principal in the relationship between the Applicant and the organization hosting the e-procurement portal (hereinafter called the GeM Portal). Applicants must comply with the rules, regulations, procedures, and implied conditions/agreements of the GeM portal, including registration, compatible Digital Signature Certificate (DSC) etc. Consultants shall settle clarifications and disputes, if any, regarding the Portal directly with them. The Consultant is advised to go through the terms and conditions of the GeM Portal carefully before applying.

1.13. Technical Proposal

1.13.1. Applicants should submit the technical proposal online on GeM Portal in the prescribed formats available at Appendix-I (the “**Technical Proposal**”) (as provided on DMEO website)’.

1.13.2. While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- a. The Bid Security or Bid Security Declaration is provided;
- b. All scanned copies of the forms are submitted in the prescribed formats and signed by the authorized signatories;
- c. Power of Attorney, if applicable, is executed as per Applicable Laws;
- d. CVs of all Key Personnel and other professional personnel are duly signed
- e. Key Personnel and other professional meet the Minimum Conditions of Eligibility laid down at Annexure-A of the RFP;
- f. Only one CV for each Key Personnel position has been furnished and no alternates are given.
- g. The latest CVs are signed and dated in blue ink or digitally signed by the respective Personnel, and digitally countersigned by the authorized signatory. Only a copy of the CV signed by respective Key Personnel, duly digitally countersigned by the authorized signatory, shall be accepted. If 50% of the submitted CVs, are not signed by the key personnel, the evaluation of the technical bid shall be carried without considering these unsigned CVs and, if this Consultant is finally selected, the signed CVs shall be submitted by the Selected Consultant before signing of the LoA . The replacement of such key personnel would not be allowed during the evaluation of bids. If 75% of the submitted CVs are not signed by the respective proposed key personnel, the proposal shall be treated as non-responsive and rejected at the technical evaluation stage.
- h. The CVs contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- i. Professional Personnel proposed should have good working knowledge of English language;
- j. All Key Personnel will be available for the period indicated in the TOR;
- k. The proposal is responsive in terms of Clause 2.1.3.



- 1.13.3. Failure to comply with the requirements spelt out in this Clause 1.13 shall make the Proposal liable to be rejected.
- 1.13.4. If it is found by the Authority at any stage that an applicant or individual Key Personnel has made a false averment regarding his qualification, experience or any other particulars, or his commitment regarding availability for the Project is not fulfilled, the Applicant, Individual Person or both shall be liable under breach of Code of Integrity for Public Procurement and shall be debarred for any future assignment of the Authority for a period not exceeding 2 (two) year as per GFR Rule 151. The award of this Consultancy to the Applicant may also be liable to **be cancelled** in such an event. In such an event, the Authority also reserves the right to forfeit bid security and/or debar the Applicant, without prejudice to any other right or remedy that may be available to the Authority.
- 1.13.5. The Technical Proposal should not include the Financial proposal or any information relating to the Financial Proposal. In the event of the financial proposal being included in the technical proposal the bid will be treated as non-responsive and rejected at technical evaluation stage.
- 1.13.6. The proposed team should be composed of experts and specialists (the “**Professional Personnel**”) in their respective areas of expertise and managerial/support staff (the “**Support Personnel**”) such that the Consultant should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in Annexure-A of RFP shall be included in the proposed team of Professional Personnel. The CV of each such Professional Personnel, if any, should also be submitted in the format at Form-6 of Appendix-I.
- 1.13.7. The Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

1.14. Financial Proposal

- 1.14.1. Applicants should submit online the financial proposal in the Prescribed Formats available at Appendix-II (the “**Financial Proposal**”), clearly indicating the total cost of the Consultancy (Form-2 of Appendix-II, as provided on DMEO website) in both figures and words, in Indian Rupees (INR or ₹), and signed by the Applicant’s authorized signatories as mentioned in Clause 1.12.2. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail. In the event of a difference between the figures shown in the Financial Proposal Form-2 and the GeM Portal, the amount encrypted & submitted through GeM portal shall prevail
- 1.14.2. While submitting the Financial Proposal, the Applicant should ensure the following:
 - (i) All the costs associated with the assignment shall be included in the Financial Proposal. These shall cover remuneration for all the Personnel (Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, surveys, geo-technical investigations etc. The total amount indicated in the Financial Proposal should be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- (ii) The Financial Proposal should be exclusive of any tax liabilities.
- (iii) The consultant is liable to pay all the taxes as applicable for this consultancy. Also, all payments by the Authority shall be subject to deduction of taxes at source as per Applicable Laws.
- (iv) Costs (including breakdown of costs) shall be expressed in INR exclusive of tax liabilities.

1.15. Submission of Proposal/e-Bid

1.15.1 The Applicants should submit the Proposal in the prescribed formats provided in the respective links as per TIS of this RFP on GeM Portal with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be digitally signed by the Applicant's authorized signatories as mentioned in Clause 1.12.2. In case the proposal is submitted on the document downloaded from the Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content/format of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

1.15.2 The proposal should be submitted online on the GeM Portal only; manual/offline bids shall not be accepted under any circumstances. Also, the applicant will have to send the original hard copy of Bid Security or Bid Security Declaration and Notarized Power of Attorney separately as specified in Clause 1.12.3(b).

1.15.3 The Technical and Financial bids must be submitted separately on GeM Portal in their respective folders/options, one clearly marked "**Technical Proposal**" and the other clearly marked "**Financial Proposal**". If financial proposal is included in the *folder/option* of technical proposal, the bid will be summarily rejected. The folder marked —Technical Proposal shall contain:

- (i) Application in the prescribed format (Form-1 of Appendix-I) along with Forms 2 to 12 of Appendix-I and supporting documents; and
- (ii) Scanned copy of Bid security Declaration or Bid Security Declaration as specified in Clause 1.12.3(b).

The folder marked —Financial Proposal shall contain the Financial Proposal in the prescribed format (Forms 1, 2 & 3 of Appendix-II).

1.15.4. The complete Proposal must be submitted online on or before 17:00 hours on the Proposal Due Date as specified in TIS. Proposals submitted by post, fax, telex, telegram, in-person or e-mail shall not be entertained.

1.15.6 The Proposal should be made in the Forms specified in this RFP at Appendix-I and Appendix-II. All such forms are also available on DMEO Website (<https://dmeo.gov.in/tenders>). Any attachment to such Forms must be provided on separate pages and only information that is directly relevant should be uploaded. This may include scanned photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, company brochures, etc. will be considered.



- 1.15.7 The rates quoted in the financial proposal should be firm throughout the period of performance of the assignment up to and including acceptance of the final report by the Authority and discharge of all obligations of the Consultant under the Agreement.

1.16 Bid Security

- 1.16.1 The Applicant should furnish as part of its Proposal, a bid security of Rs.4,00,000 in the form of Insurance Surety Bonds/Demand Draft/ Account Payee/ Fixed Deposit/ Receipt/ Banker's Cheque /Bank Guarantee (including e-Bank Guarantee) issued by one of the Nationalized/ Scheduled Banks in India in favor of PAO, NITI Aayog payable at New Delhi, except Micro and Small Enterprises (MSEs) who are registered on the Udyam Portal of Ministry of Micro, Small and Medium Enterprises (MSME) (subject to compulsory submission of Udyam Certification) ([Udyam Portal](#)).
- 1.16.2 Bid securities of the unsuccessful bidders during the first stage i.e. technical evaluation, would be returned within 30 days of declaration of results of the technical evaluation, except of the two highest ranked applicants. In the event that the first ranked Applicant commences the assignment as required in Clause 3.5, the second ranked Applicant, who has been kept in reserve, shall be returned its Bid Security forthwith, but in no case later than 120 (one hundred and twenty) days from PDD. After the award of the contract, the Selected Applicant's Bid Security shall be returned within 30 (thirty) days on receipt of the performance security in accordance with the provisions thereof. In case of government owned universities/academic institutions, the Applicant shall furnish, as part of its Proposal, a Bid Security Declaration (instead of bid security) as per format specified in Appendix-I Form-11. Universities/academic institutions (hereunder referred to as universities/institutions)/ should be recognized by University Grant Commission or any State or the Central Government Public Sector Undertakings (PSUs).
- 1.16.3 Any Bid not accompanied by the Bid Security or Bid Security Declaration, as the case may be, shall be rejected by the Authority as non-responsive
- 1.16.4 The authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- 1.16.5 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Authority reserves the right to forfeit the bid security or take action as per the Bid Security Declaration for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:
- If an Applicant submits a non-responsive Proposal;
 - If an Applicant engages in any of the Prohibited Practices specified in Section 5 of this RFP
 - If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Authority from time to time;
 - In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments during negotiations as required vide Clause 3.1;
 - In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 3.5 and 3.6 respectively; or
 - If the Applicant is found to have a Conflict of Interest as specified in Clause 1.5.

1.17 Performance Security

- 1.17.1 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have



acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by the Authority under circumstances specified in this Clause 1.17.4.

- 1.17.2 An amount equal to 3% (three per cent) of the Agreement Value shall be deemed to be the Performance Security. Performance Security may be furnished in the form of Insurance Surety Bond/Bank Guarantee (including e-Bank Guarantee), Account Payee Demand Draft, Fixed Deposit receipt issued by one of the Nationalized/Scheduled Banks in India.
- 1.17.3 Bid security shall be refunded to the successful bidder on receipt of Performance Security.
- 1.17.4 The Performance Security may be forfeited and appropriated by the Authority if the work submitted by the Consultant is felt to be substandard by the Authority and non-compliance with the scope of the study.

2. Evaluation Process

2.1. Evaluation of Proposals

- 2.1.1. The Authority shall open the Proposals at 17:00 hours on the next working day after the Proposal Due Date via online bid opening. The folder of Technical Proposal shall be opened first. The folder of Financial Proposal shall be kept locked for opening at a later date.
- 2.1.2. Proposals withdrawn prior to Proposal Due Date shall not be considered for evaluation.
- 2.1.3. Test of Responsiveness: Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive if:
 - a. The Technical Proposal is received in the forms specified at Appendix-I; (All forms to be scanned and uploaded in pdf form on GeM Portal duly signed by the authorized signatory, statutory auditor and/or key personnel, as applicable)
 - b. It is received by the Proposal Due Date including any extension thereof pursuant to Clause 1.2;
 - c. It is accompanied by the Bid Security or Bid Security Declaration Form as specified in Clause 1.16 or Appendix-I Form-11 (as available on DMEO website) .
 - d. It is digitally signed, numbered and submitted as stipulated in Clauses 1.15;
 - e. It is accompanied by the Power of Attorney as specified in Clause 1.12.3 and Appendix-I Form 4(as available on DMEO website) ;
 - f. It contains all the information (complete in all respects) as requested in the prescribed formats as per TIS of the RFP.
 - g. It does not contain any condition or qualification; and
 - h. It does not contain the financial proposal or any information regarding the financial proposal.
 - i. It is not non-responsive in terms hereof.
- 2.1.4. The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the Authority



in respect of such Proposals.

- 2.1.5. The Authority shall subsequently examine and evaluate Proposals in accordance with the criteria set out in Section 4 of this RFP (Criteria for Evaluation).
- 2.1.6. After the technical evaluation, the Authority shall prepare a list of pre-qualified and shortlisted Applicants in terms of Clause 4.4 for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of pre-qualified and shortlisted Applicants along with their Technical Score will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Applicants who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 4.4 and 4.5.

2.2. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.3. Clarification

- 2.3.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.3.2 If an Applicant does not provide clarifications sought under Clause 2.3.1 above within the specified time, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding. The Applicant shall be barred from subsequently questioning such interpretation of the Authority.

3. Appointment of Consultant

3.1. Negotiations

- 3.1.1 The Selected Applicant may be invited for negotiations, if necessary. The negotiations shall generally be for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the



work plan shall be discussed during negotiations. There shall be no change in the scope of the work/services during negotiation. **Up to two Key Personnel** who is/are not eligible as required in Annexure-A of RFP be replaced by the Applicant with better candidate (s) as per Clause 3.1.2. In case the Selected Applicant fails to reconfirm its commitment, the Authority reserves the right to forfeit the bid security or initiate debarment of the firm as per Bid security declaration of the Applicant in accordance with the provisions of Clause 1.16. Notwithstanding the above, the substitution of Key Personnel at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the applicant, including but not limited to resignation, death or medical incapacity. In such a case, the Selected Applicant shall offer a substitute Key Personnel within the period specified in the invitation letter to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

- 3.1.2 The Authority will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.
- 3.1.3 Before issuing a Letter of Award (LoA) to the successful Applicant, the Authority may, at its discretion, ask the selected Applicant to submit self-attested copies of **relevant certificates for minimum educational qualifications and proof of relevant experiences, given in the CVs in the proposal, of the Key Personnel for verification.** If so decided, the photocopies of such self-certified documents shall be verified and signed by the authorized signatories and kept in the records as part of the contract agreement. If the consultant fails to provide such originals or in case of substantive discrepancies in such documents, the proposal will be considered as non- responsive and rejected thereon. In such cases, the Authority may forfeit the Bid Security or/and initiate suitable action as per the provision of Bid Security Declaration.
- 3.1.4 The negotiations shall be concluded with a review of the finalized draft Contract, which shall be initiated by the Authority and the Applicant's authorized representative. If the negotiations fail, the Authority shall inform the Applicant in writing of all pending issues and disagreements and provide a final opportunity for the Applicant to respond. If disagreement persists, the Authority shall declare the proposal non-responsive, informing the Applicant of the reasons for doing so. The Authority shall invite the next- ranked responsive Applicant to negotiate a Contract. Once the Authority commences negotiations with the next-ranked Applicant, the Authority shall not reopen the earlier negotiations. In case, the second ranked applicant is invited for negotiation, the lower cost, as per financial proposals, between the highest ranked applicant and the second highest ranked applicant shall be offered to the second highest ranked applicant for the award of contract.

3.2. Substitution of Key Personnel (During the Subsistence of the Agreement)

- 3.2.1 The Authority will not normally consider any request of the Selected Applicant for substitution of Key Personnel as the ranking of the Applicant is based on the evaluation of Key Personnel and any change therein may upset the ranking. Substitution will, however, be considered only based on the Consultant's written request and due to compelling or unavoidable situations outside the reasonable control of the consultant, including but not limited to resignation, death or medical incapacity. The substitution shall be subject to the provision of equivalent or better qualified and experienced personnel being provided to the satisfaction of the Authority. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. As a condition to such substitution, a sum equal to 10% (ten



per cent) of the remuneration specified for the original Key Personnel shall be deducted from the payments due to the Consultant from the date of replacement till the completion of contract. In the case of a second substitution hereunder, such deduction shall be 20% (twenty per cent) of the remuneration specified for the original Key Personnel shall be deducted from the payments due to the Consultant from the date of replacement till the completion of contract. Any further substitution may lead to disqualification of the Applicant or termination of the Agreement.

3.2.2 Substitution of the Team Leader will not normally be considered and may lead to disqualification of the Applicant or termination of the Agreement.

3.2.3 In case the Authority is not satisfied with the performance of any Key Personnel, the Authority may initiate a request for substitution of such Key Personnel.

3.3. Indemnity

The Consultant shall, subject to the provisions of the Agreement, is liable to indemnify the Authority for an amount of the contract value, for any loss or damage that is caused due to any deficiency in services.

3.4. Award of Consultancy/draft contract and cancellation

Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received within 7 days of receipt of the LOA, the Authority, unless it consents to extension of time for submission thereof, reserves the right to cancel the LOA and the application and forfeit the bid security.

3.5. Commencement of assignment

The agreement shall be signed between the authority and the selected applicant within 7 days of receipt of signed LOA. The date of agreement will be the date of commencement. If the Consultant fails to sign the Agreement, the Bid Security of the Consultant shall be forfeited or action shall be initiated by the Authority as per the Bid Security Declaration in accordance with the provisions of Clause 1.16.5. The Selected Applicant shall not be entitled to seek any deviation⁴ in the Agreement.

3.6. Proprietary Data

All documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information

⁴ “Deviation” refers to any departure from the term and conditions specified in the RFP document.

collected, analyzed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority. The Consultant shall make suitable arrangements for the preservation of data collected during the study, such as filled in schedules, tabulation or working sheets, reports, photographs etc., relating to the Project in electronic form and this shall be shared with the Authority at the time of submission of Final report. The ownership of all such data shall remain with the Authority. All raw data compiled during the consultancy assignment shall be transferred to the authority. No data collected in context of the study may be destroyed or otherwise disposed of or given to any other organization/individual, unless so approved by the Authority.

4. Criteria for Evaluation

4.1. Evaluation of Technical Proposals

4.1.1. In the first stage, the Technical Proposal will be evaluated based on the eligibility criteria for the Applicant as laid down in Clause 1.4.2, their experience, understanding of the TOR, proposed methodology and Work Plan, and the qualifications and experience of the Key Personnel. Only those Applicants whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score.

4.1.2. Technical score (ST) is calculated by considering the highest Technical Proposal (TMax) and will be given a technical score (ST) of 100 points. The technical scores of other proposals will be computed as follows:

$$ST = 100 \times T / T_{Max}$$

(T = absolute score of Technical Proposal)

4.1.3. The scoring criteria to be used for evaluation shall be as follows.

S.No.	Parameter	Maximum Marks	Criteria
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1.	Relevant Experience of the Applicant	30	<p>Maximum 10 assignments can be submitted by the applicant*</p> <p>(a) Sample size of eligible assignments of the applicant (10 marks). The marks will be allocated based on the following: Each eligible assignment with survey sample size of:</p> <ul style="list-style-type: none"> ● 500 to 750 respondents: 0.5 mark ● >750 to 1000 respondents: 0.7 mark ● >1000 respondents: 1 mark <p>(b) Average annual total revenue/turnover of the applicant (10 marks)</p> <ul style="list-style-type: none"> ● ₹3 crore to ₹5 crores: 8 marks ● >₹5 crore to ₹7 crores: 9 marks ● >₹7 crores: 10 marks <p>(c) Value of Eligible Assignments (10 marks). The marks will be allocated based on the following: Each eligible assignment with value:</p> <ul style="list-style-type: none"> ● ₹5 Lakhs to ₹10 Lakhs: 0.8 mark ● >₹10 Lakhs to ₹20 Lakhs: 0.9 mark ● >₹20 Lakhs : 1 mark
2.	Proposed Methodology and Work Plan	40	<p>Evaluation will be based on the quality of submissions, as per Appendix-I Form-7, & Form-12 and the presentation made by the Applicant⁵.</p> <p>Proposed Methodology and work Plan (36 Marks)</p> <ul style="list-style-type: none"> ● Understanding of ToR ● Methodology and Work Plan ● Quality of Presentation ● Response to Queries <p>Collaboration / consortium / partnership with academic institutions (4 Marks)</p>
3.	Experience of Proposed Key Personnel of the Applicant	30	<p>1. Team Leader (Maximum Marks: 12)</p> <ul style="list-style-type: none"> ● 5 to 7 years: 4 marks ● >7 to 9 years: 8 marks ● More than 9 years: 12 marks <p>2. Groundwater Resource Management Expert (Maximum Marks: 6)</p> <ul style="list-style-type: none"> ● 3 to 5 years: 2 marks ● >5 to 7 years: 4 marks

⁵ The presentation shall be made by all the proposed team members (key personnel) only for their respective part of the proposal (in-person or virtually). The Team Leader must present the majority of the proposal (approximately 50%) of the proposal. In case of absence of Team leader during presentation, the proposal may be rejected by the Authority.

			<ul style="list-style-type: none"> • More than 7 years: 6 marks <p>3. Social Scientist (Maximum Marks: 6)</p> <p>(with at least one completed project in groundwater resource management)</p> <ul style="list-style-type: none"> • 3 to 5 years: 3 marks • >5 to 7 years: 4 marks • >7 years: 6 marks <p>(without at least one completed project in groundwater resource management)</p> <ul style="list-style-type: none"> • 3 to 5 years: 2 marks • >5 to 7 years: 3 marks • More than 7 years: 4 marks <p>4. Researcher (Maximum Marks: 6)</p> <ul style="list-style-type: none"> • 3 to 5 years: 2 marks • >5 to 7 years: 4 marks • More than 7 years: 6 marks
Total		100	

** Only the 1st ten assignment submitted by the applicant will be considered for scoring*

4.2 Eligible Assignments

For the purposes of determining Conditions of Eligibility and for evaluating the Proposals under this RFP, advisory/ consultancy assignments, for the following projects shall be deemed as eligible assignments (the “**Eligible Assignments**”):

- In case the applicant submits more than ten assignments, only 1st ten assignment will be considered for evaluation
- Assessment/research/evaluation study in groundwater resource management and related sectors conducted for Union/State Government/ regulatory commission/ tribunal/ bilateral agencies/ multilateral agencies/ statutory authorities/ public sector entities in India covering a minimum sample size of 500 respondents.
- Provided that the Eligible Assignments have been completed in the 8 (eight) financial years preceding the PDD.
- Provided that the value of each eligible assignment submitted by the Applicant is at least Rs. 5 Lakhs.
- For the Eligible Assignments, the Applicant shall provide requisite supporting documents such as copies of contracts, agreements etc. The value for the assignment should be clearly mentioned in the supporting documents provided. In the absence of supporting documents with requisite details, the assignment will not be considered as an Eligible Assignment.

4.3 Shortlisting of Applicants

The technically qualified applicants shall be short-listed for financial evaluation in the second stage.

4.4 Evaluation of Financial Proposals

- 4.4.1 In the second stage, the financial evaluation will be carried out as per this Clause. The financial score (SF) for the applicant will be arrived at based on the formula given in Clause 4.4.3.
- 4.4.2 For financial evaluation, the total cost indicated in the Financial Proposal will be considered
- 4.4.3 The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (FMin) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times F_{Min}/F$$

(F = amount of Financial Proposal)

4.5 Combined and Final Evaluation

- 4.5.1 Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where, S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.70 and 0.30 respectively.

- 4.5.2 The “Selected Applicant” shall be the first ranked Applicant (having the highest combined score). The Authority reserves the right to take action as per the Bid Security Declaration in accordance with the provisions of Clause 1.16.5, in case the first-ranked Applicant withdraws, or fails to comply with the requirements specified in Clause 3 as the case may be.

5. Fraud and Corrupt Practices

- 5.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, anti-competitive practice, coercive practice, conflict of interest, obstructive practice in the Selection Process or after the issue of the LOA or the execution of the Agreement. In such an event, the Authority shall, without prejudice to its any other rights or remedies, take action as per the Bid Security or Bid Security Declaration, or forfeit and appropriate the Bid Security or Performance Security, as the case may be. Further, such an Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date of such an order.
- 5.2 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “**Corrupt practice**” means making an offer, solicitation or acceptance of a bribe, reward, gift



or any material benefit in exchange for an unfair advantage in the Procurement Process or to otherwise influence the Procurement Process

- (b) **“Fraudulent practice”** means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. Such practices include a false declaration or false information for participation in a Procurement Process or to secure a Contract, or in the execution of the agreement
- (c) **“Coercive practice”** means harming or threatening to harm persons or their property to influence their participation in the Procurement Process or affect the execution of the agreement
- (d) **“Anti-competitive practice”** means any collusion, Proposal-rigging or anti- competitive arrangement, or any other practice including cartels coming under the purview of the Competition Act, 2002, between two or more Applicants, with or without the knowledge of the Authority, that may impair the transparency, fairness, and the progress of the Procurement Process or to establish Proposal prices at artificial, non-competitive levels
- (e) **“Conflict of interest”** means participation by a bidding firm or any of its affiliates who are either involved in the Consultancy Contract to which this procurement is linked; if they are part of more than one Proposal in the procurement; or if their personnel have a relationship or financial or business transactions with any official of Authority who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) Applicant from the Authority with an intent to gain unfair advantage in the Procurement Process or for personal gain or in any other manner specified in Clause 3 Guidance Note on Conflict of Interest .
- (f) **“Obstructive practice”** means materially impeding Authority’s investigation into allegations of one or more of the above-mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing evidence material to the investigation; or by making false statements to investigators and/ or by threatening, harassing or intimidating any party threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or by impeding the Authority’s rights of an audit or access to information.

6. Timeline for Project Execution

- 6.1. The total duration of the evaluation study is 5 months (150 days), wherein the inception report is to be submitted by the consultant within 15 days from signing of the contract.
- 6.2. In the Inception report, the consultant is required to submit a Gantt Chart (weekly) of all the activities and sub-activities. The consultant shall propose the timeline for the payment linked deliverables which are a) Mid-Term Report b) Draft Evaluation Report and c) Final Evaluation Report. The payment linked deliverable shall adhere to the requirements given in Table No. 9 - (Deliverables and Timelines) of the Terms of Reference.
- 6.3. The project monitoring will be done by the Authority based on the timelines submitted by the consultant in the Inception report (Gantt chart) for the payment linked deliverables.
- 6.4. In case of any delay in the submission of payment linked deliverables namely, inception report, mid-term report, draft evaluation report and final evaluation report, the consultant will be penalized as per the extant provisions of the RFP.

7. Timeline for Deliverables

S. No.	Deliverables	Timeline
1	Signing of Contract	T
2	Inception Report	T+21 days
3	Mid-term Evaluation Report	T+75 days
4	Draft Evaluation Report	T+130 days
5	Final Evaluation Report	T+150 days

Annexure A

Details of minimum Education qualification & Experience required from the Consultancy Team

S. No.	Key Personnel ⁶	Minimum Educational Qualification ⁷	Length of Professional Experience	Minimum Length of Relevant Experience	Roles and Responsibilities
1.	Team Leader	Masters Degree (or equivalent)	15 years	At least 5 years in the last 10 years immediately preceding the date of submission of application in handling evaluation/assessment/research studies or projects in the social sector.	Annexure B
2.	Groundwater Resource Management Expert	Graduate degree or equivalent in Hydrogeology, Groundwater Management, Water Resources Engineering, Environmental Engineering (Water specialization), Integrated Water Resources Management (IWRM) or related fields.	8 years	At least 3 years of relevant work experience in evaluation/assessment/research studies or projects in groundwater resource management or other related sectors	
3.	Social Scientist	Postgraduate degree or equivalent in Social Science or related fields.	8 years	At least 3 years of relevant work experience in evaluation/assessment/research studies or projects in the social sector. Preferably, at least one completed project in groundwater resource management.	

⁶ The upper age limit of the proposed key personnel shall not exceed the age of 60 years.

⁷ For degrees obtained from the accredited foreign Boards/universities, the applicant shall furnish a self-declaration on the academic equivalence to the 'Minimum Educational Qualifications' as defined in Annexure-A.

4.	Researcher	Postgraduate degree or equivalent in Economics/Econometrics or related fields.	8 years	At least 3 years of relevant work experience in evaluation/assessment/research studies or projects in the social sector with expertise in data analytics and management.	
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Annexure B

S. No.	Key Personnel	Roles and responsibilities
1.	Team Leader	<p>S/He will lead, co-ordinate and supervise the multidisciplinary team for preparation and act as foc point to the Authority throughout the duration of the Consultancy. S/He will be responsible for:</p> <ul style="list-style-type: none"> ● Overall execution of the consultancy assignment with DMEO. ● Accountable leadership providing guidance, problem solving support and leading discussions with senior stakeholders ● Ensure all deliverables and milestones are satisfactorily delivered ● Ensure high quality of data, analysis and report writing. ● Provide overall strategic input and guidance to the project. ● Drive discussions with senior officials in the Government at Centre and State levels, sector experts, key stakeholders, etc. to refine the investigative instruments and gain insights about the scheme. ● Act as the focal point of contact for the project-related activities and would be responsible for presenting the findings and recommendations of the evaluation study in the high-level meetings as per requirement. ● Sending periodic updates to DMEO, highlighting challenges and potential solutions in project execution. ● Coordinating with the core team, survey team and other stakeholders ● Ensuring content accuracy, creativity, consistency and innovation in the report. ● Project management as per agreed activities, timelines and deliverables ● Provide guidance on all the research activities including research tools, analysis plan and training. ● Perform other relevant duties as assigned by the authority. ● To brief authority biweekly on the progress and challenges apart from specific deliverables mentioned in the ToR.
2.	Groundwater Management Expert	<ul style="list-style-type: none"> ● Providing technical inputs on groundwater resource management covering best practices, emerging challenges and gaps, relevant technologies, sustainable extraction and recharge processes, cost implications, regulatory and institutional frameworks, climate resilience measures, and other aspects pertinent to the study. ● Extending sector-specific expertise across all stages of the proposed project, including formulation of the evaluation matrix, preparation of the analysis plan, conducting meta-analysis, designing questionnaires and discussion guides, analysis of secondary and primary datasets, and critical review of inception, mid-term, and final evaluation reports. This also entails synthesising groundwater-related findings

		<p>and developing evidence-based, actionable recommendations.</p> <ul style="list-style-type: none"> • Engaging with key stakeholders at the central level (e.g., Ministry of Jal Shakti, Central Ground Water Board, Central Water Commission, NITI Aayog, etc.) and state level (e.g., State Groundwater Departments, State Water Resources Departments, State Planning Departments, etc.) to obtain inputs, validate findings, and discuss policy and operational implications. • Supporting preparation and finalisation of project deliverables including the analysis plan, data collection instruments, analytical outputs, and sector-specific sections of evaluation reports, ensuring that groundwater resource management considerations are fully integrated into the evaluation process and outputs.
3.	Social Scientist	<ul style="list-style-type: none"> • Providing socio-economic and community-level insights relevant to groundwater management under Atal Bhujal Yojana, including best practices in participatory water governance, behavioural change approaches for sustainable water use, equity and inclusion considerations, community mobilisation strategies, and identification of social, cultural, and institutional barriers impacting scheme implementation. • Applying social science expertise across all stages of the evaluation, including formulation of the evaluation matrix, preparation of the analysis plan, conducting meta-analysis, designing qualitative and quantitative research tools (e.g., questionnaires, discussion guides, focus group protocols), analysis of secondary and primary socio-economic data, and critical review of inception, mid-term, and final evaluation reports. This also entails synthesising socially driven findings and developing actionable, context-specific recommendations. • Engaging with stakeholders at the central level (e.g., Ministry of Jal Shakti, Central Ground Water Board, NITI Aayog) and state level (e.g., State Groundwater Departments, State Water Resources Departments, State Planning Departments, and district/block-level functionaries) to gather perspectives from diverse administrative and community actors, validate findings, and discuss policy implications • Supporting preparation and finalisation of deliverables including the analysis plan, socio-economic and behavioural data collection instruments, analytical outputs, and the social science components of evaluation reports, ensuring that community perspectives, behavioural change, and equity considerations are fully integrated into the evaluation process and outputs.

4	Researcher	<p>S/he will be responsible for:</p> <ul style="list-style-type: none"> ● Providing basic statistical rigor in developing methodology, including sampling, questionnaires, data analysis from primary and secondary sources. ● Finalizing primary data collection tools like discussion guides for focus group discussions, agenda for in depth interviews and survey questionnaires and preparing a data analysis plan ● To oversee field surveys to identify and resolve any issue pertaining to the data collection ● Ensuring data quality of the primary data collected and the use of the latest analytical tools for qualitative and quantitative data analysis ● Conduct statistical analysis of data ● Assisting in cleaning primary data, storage, analysis and management. ● Conducting meta-analysis and secondary research from different sources for the study ● Produce a report based on detailed analysis of all the primary and secondary data sets. ● Preparation of reports
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SCHEDULE 1 : TERMS OF REFERENCE

TERMS OF REFERENCE FOR

‘Evaluation Study of Atal Bhujal Yojana’

TERMS OF REFERENCE (TOR)
FOR
CONSULTANCY FOR EVALUATION OF ATAL BHUJAL YOJANA

1. Quality Assurance of the Evaluation Report

The evaluation report submitted by the Consultant must comply with DMEO's quality standards in order to be accepted. In case of any compromise in the quality of the deliverables, a suitable penalty would be imposed on the Consultant as per the provisions given in the RFP.

An indicative DMEO's quality standard followed by DMEO is given below. The consultant may include more such standards to further enhance the report quality.

1.1. Executive Summary (ES):

The executive summary (ES) is meant to be read by a wider audience, thus it must be written with extreme neatness and attention to detail. It should be written with clarity, coherence, and crispness. The findings of the report should be elaborated with key statistics and recommendations following from findings. The ES should present the triangulated findings succinctly and suggest feasible policy options. The ES should be forthright in its observations, precise in its deductions, and proactive in its suggestions. ES should ideally be written in short, separate paragraphs that do not exceed five pages. All data/findings/recommendations cited from the main report needs to be properly referenced using page numbers. The evaluation questions, issues, and problems should not be over-emphasized in the ES. It should be briefly presented without detailed elaborations. The ES needs to be sharp and centered on the conclusions and suggestions emerging from the evaluation study.

1.2. Professional Language and Referencing:

The report should be written in a professional manner and in accordance with the standards of a typical double-blind, peer-reviewed publication. The report should be free from grammatical error, plagiarism and spelling mistakes. Reports that have plagiarism content of more than 20 percent will not be accepted. It must adhere to the suggested report structure, and appropriately referenced with necessary citations. Any data, diagrams, and graphs must be appropriately labeled and referenced.

1.3. Objective Findings and Recommendation:

The report should be a succinct, stand-alone document with objective language that may be used to inform decision-making. The findings should be presented clearly, providing sufficient evidence, and systematically addressing all the evaluation objectives. The recommendations should be clearly formulated and logically derived from the findings of the report. It should be clearly articulated and prioritised based on their importance and potential impact for the improvement of the scheme. The conclusions drawn from primary and secondary research must be given equal weight. Recommendations that lead to an increased financial burden on the government (such as those on increasing budgetary allocation) should be avoided, unless there is sound evidence emerging from the analysis that an increase may be expedient. Focus should be on resource optimisation/judicious usage of resources.



1.4. Ethical Considerations and Data Protection:

Ethical considerations, such as confidentiality and data protection, and data quality, must be upheld throughout the process.

2. Background of Atal Bhujal Yojana

Atal Bhujal Yojana (Atal Jal) was launched in April 2020 as a Central Sector Scheme aimed at improving groundwater management in water-stressed areas through community participation and convergence of ongoing schemes.

Objectives of the Scheme: To improve the management of groundwater resources in water-stressed areas of selected states by implementing community-led investments and management actions through convergence of various ongoing and new central and state schemes.

The scheme is being implemented in seven states-Gujarat, Haryana, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan, and Uttar Pradesh, covering 80 districts, 229 blocks, and 8,203 Gram Panchayats (GPs). The selected states together account for about 37% of India's overexploited, critical, and semi-critical groundwater blocks (as per scheme guidelines). The scheme adopts a bottom-up planning approach by involving local communities and Panchayati Raj Institutions (PRIs) in groundwater governance.

2.1. Components of the Scheme

The scheme has two main components:

- a. **Institutional Strengthening and Capacity Building:** This component is intended to equip states with the necessary institutional frameworks, technical infrastructure, and human resource capacity to enable sustainable groundwater management. The following are included in this component:
 - i. **Training and capacity building of stakeholders** at all levels to improve their ability to manage groundwater effectively. This includes not only classroom and field-based training, but also the hiring of experts and consultants to provide technical support in planning, budgeting, monitoring, and implementation of the program.
 - ii. **Engagement of District Implementation Partners (DIPs)** such as NGOs and community-based organizations who are responsible for working closely with Gram Panchayats. These partners assist in several tasks, including the development of water budgets and Water Security Plans (WSPs), conducting Information, Education, and Communication (IEC) activities, mobilizing community members, and supporting data collection efforts.
 - iii. **Procurement and installation of monitoring equipment and infrastructure** such as piezometers for groundwater level measurement, Digital Water Level Recorders (DWLRs), rain gauges, water flow meters, water level indicators, and water testing kits, and upgradation of laboratories and data centres to support analysis of the data collected.
 - iv. **Monitoring and evaluation, verification, and program management costs** are also covered under this component. These include expenditures on third-party verification, audit fees, and the functioning of Program Management Units at the national (NPMU), state (SPMU), and district (DPMU) levels.
- b. **Incentive Component:** Under this component, states are incentivized based on performance in achieving pre-defined Disbursement Linked Indicators (DLIs).

- i. **Disbursement Linked Indicators (DLIs) under Atal Bhujal Yojana:** The funds under the scheme are released to participating states based on their achievement of Disbursement Linked Indicators (DLIs), which tie fund disbursement to pre-defined performance targets. Fund disbursements to states are made based on the third-party verification of DLI achievements, and the incentivized funds can be used for any activity that supports groundwater improvement under the scheme.
- ii. There are five DLIs, with the first four focusing on institutional and behavioural change, and the fifth on the outcome these actions:
 - **DLI#1 - Public disclosure of groundwater data / information and reports:** This DLI incentivizes the strengthening of groundwater management institutions to ensure collection and public disclosure of groundwater related information.
 - **DLI#2 - Preparation of Community-led Water Security Plans:** This incentivizes the roll-out of a standardized bottom-up participatory groundwater management process. Participation of women in developing WSPs is a prerequisite under this DLI.
 - **DLI#3 - Public financing of approved Water Security Plans through convergence of ongoing/new schemes:** The DLI incentivizes the use of the standardised bottom-up groundwater planning process to improve the effectiveness of public financing and align implementation of various government programs on groundwater.
 - **DLI#4 - Adoption of practices for efficient water use:** This incentivizes the implementation of demand-side measures within the WSPs and signals the importance of shifting focus away from supply-side measures toward demand-side measures to improve groundwater conditions.
 - **DLI#5 - Improvement in the rate of decline of groundwater levels** incentivizes the arrest in decline of groundwater level.

2.2. Scheme Outlay

The scheme is being implemented for a period of six years (2020-2026), with a total outlay of ₹6,000 crore-₹3,000 crore from the Government of India and ₹3,000 crore as a loan from the World Bank under the “Program for Results” (PforR) model. The funds are provided to the states as grants-in-aid.

Table 2: Budget of Atal Bhujal Yojna between 2020-21 to 2025-26

Year	Budget (in Rs. crores)
2020-21 (AE)	123.03
2021-22 (AE)	327.48
2022-23 (AE)	1155.43
2023-24 (AE)	1738.56
2024-25 (AE)	549.08
2025-26 (BE)	1780.40

Source: Union Budgets (various years)

Table 3: Component-wise Outlay of the Atal Bhujal Yojana

S.No.	Component	Outlay		Total (Rs. in Crore)
		Govt. of India	World Bank	
1.	Institutional Strengthening & Capacity Building	1400	-	1400
2.	Incentive Component	1600	3000	4600
	Total	3000	3000	6000

Table 4: Indicative Allocations of Atal Bhujal Yojana funds (Rs. Crores) to the NPMU and Participating States as per program guidelines

NPMU/ States	Institutional Strengthening and Capacity Building Component	Incentive Component	TOTAL
National Programme Management Unit (NPMU)	159.33	-	159.33
Gujarat	217.65	539.11	756.76
Harayana	252.67	470.52	723.19
Karnataka	194.51	1007.01	1201.52
Madhya Pradesh	103.62	210.92	314.54
Maharashtra	188.26	737.51	925.77
Rajasthan	164.68	1024.97	1189.65
Uttar Pradesh	119.28	609.96	729.24
TOTAL	1,400	4,600	6,000

Source: Atal Bhujal Yojana Scheme Guidelines

2.3. Scheme Implementation Processes

2.3.1 The Challenge Method

Atal Bhujal Yojana is one of the first schemes to adopt the ‘Challenge Method’, promoting competitive federalism by allocating incentive funds based on actual achievements at the Gram Panchayat (GP) and block levels. Disbursement of funds under the incentive component is linked to performance against predefined Disbursement Linked Indicators (DLIs), which are independently verified by a Third Party Government Verification Agency (TPGVA). At present, the TPGVA for this scheme is the Quality Council of India (QCI). States that perform better on



these indicators receive higher disbursements, while non-performing areas are excluded, and their share is reallocated to better-performing counterparts. This method aligns with the recommendations of the 15th Finance Commission and is designed to drive innovation, transparency, and improved service delivery.

2.3.2 Supply-Side and Demand-Side Interventions

The scheme adopts a mix of both supply-side and demand-side interventions to achieve sustainable groundwater management.

- a. **Demand-side measures** are aimed at reducing the extraction of groundwater by promoting efficient water use, particularly in agriculture. These include promoting activities related to water conservation practices like adoption of micro-irrigation systems such as drip and sprinkler technologies, the use of recycled or treated wastewater for irrigation, underground piped distribution systems, and pressurised irrigation in canal command areas. The scheme also encourages crop diversification, promotion of rainfed horticulture, use of drought- and flood-resilient seed varieties, and measures such as feeder separation and solar power evacuation to reduce water and energy use.
- b. **Supply-side interventions** focus on enhancing groundwater recharge and water conservation through the construction of appropriate structures. These include water harvesting structures, recharge of aquifers, check dams, percolation ponds, contour trenches and bunds, drainage line treatments following a ridge-to-valley approach, recharge wells and shafts, farm ponds, and sub-surface dykes. These interventions are planned based on aquifer characteristics and local hydrogeological conditions to ensure long-term sustainability. Water Security Plans (WSPs), prepared at the GP level with community participation, guide the selection and implementation of these measures.

However, it must be noted that the scheme, through the above-mentioned DLIs, “incentivizes the implementation of demand-side measures within the WSPs and signals the importance of shifting focus away from supply-side measures toward demand-side measures to improve groundwater conditions” (*Atal Bhujal Yojana Scheme Guidelines, 2023, pp-9*).

2.3.3. Monitoring and Verification under the Scheme

A robust Monitoring and Evaluation (M&E) framework underpins the scheme. Independent verification of achievements under each DLI is conducted by a TPGVA. Implementation is supported by a four-tier institutional mechanism comprising the National Program Management Unit (NPMU), State Program Management Units (SPMU), District Program Management Units (DPMU), and Gram Panchayats. All implementing units are linked through a centralized Management Information System (MIS), which facilitates real-time data collection, reporting, and public disclosure. Equipment such as Digital Water Level Recorders (DWLRs), rain gauges, and water testing kits are installed and maintained to ensure accurate monitoring.

2.3.4. Convergence with Other Schemes of Ministry of Jal Shakti

Atal Bhujal Yojana complements two key schemes of the Ministry of Jal Shakti. The National Aquifer Mapping and Management Programme (NAQUIM), under the Ground Water Management Scheme, provides aquifer maps and hydrogeological data that inform the preparation of Water Security Plans. The National Hydrology Project (NHP) focuses on setting up the National Water Informatics Centre (NWIC) and improving access to hydrometeorological data. While NHP operates at a macro level Atal Bhujal Yojana works at the micro level and fills this critical gap through the installation of piezometers, DWLRs, and other equipment. Though distinct in design,



the two schemes are complementary and together contribute to a more comprehensive and evidence-based approach to groundwater governance.

It must be noted that the scheme, through the above-mentioned DLIs, incentivizes the implementation of demand-side measures within the WSPs and signals the importance of shifting focus away from supply-side measures toward demand-side measures to improve groundwater conditions.

3. Objectives of the Evaluation Study

Scheme Performance

- a. To assess the impact of the scheme in improving groundwater levels through adoption of efficient water uses/practices through micro-irrigation practices, crop diversification, use of pipelines, etc.
- b. To assess whether the scheme has led to an improvement in the rate of decline of groundwater levels and an increase in the area of land under efficient water use

Comparison with baseline scenario (w.r.t DLIs)

- c. To assess the progress of the scheme in terms of achievement of its stated Disbursement Linked Indicators (DLIs) as compared to its baseline status.
 - i. Public disclosure of groundwater data/information and reports
 - ii. Preparation of Community-led Water Security Plans
 - iii. Public financing of approved Water Security Plans through convergence of ongoing/new schemes
 - iv. Adoption of practices for efficient water use
 - v. Improvement in the rate of decline of groundwater levels.
- d. To assess the inter-state and intra-state variations in the achievement of DLIs.
- e. A comparative analysis of achievement in key performance indicators on effective groundwater management in beneficiary and non-beneficiary states.

Institutional Strengthening and Capacity Building

- f. To assess the adequacy and effectiveness of on and off-field capacity-building activities conducted for officials, stakeholders, and community groups, including hiring of experts for such activities.
- g. To evaluate the adequacy of support provided by District Implementation Partners (DIPs) in handholding Gram Panchayats under the scheme.
- h. To assess the quality and usage of infrastructure (Digital Water Level Recorders, piezometers etc) in data collection and groundwater management.

Community Participation and Awareness

- i. To assess the awareness and community participation, especially among women, in preparing the Water Security Plans (WSPs)
- j. To assess the scheme's performance in generating awareness and promoting behavioural change towards sustainable groundwater use.
- k. To assess gender and social inclusion in participation, decision-making, and capacity-building efforts under the scheme.



Convergence

- l. To assess the level of convergence with other schemes (e.g., MGNREGS, the Accelerated Irrigation Benefit Programme (AIBP) and Watershed Development components of PMKSY) in implementing WSP interventions.
- m. To assess whether the Water Security Plans (WSP) are in alignment with local groundwater and surface water challenges.

Operational efficiency

- n. To assess the effectiveness and efficiency of third-party verification of DLIs used for the disbursement of funds for the incentive component.
- o. To assess the effectiveness of state and district-level implementation units through adequate staffing, timely fund flow, and technical support.
- p. To review the effectiveness of monitoring, reporting, and grievance redressal mechanisms.

Best practices

- q. To identify best practices under the scheme that have contributed to sustainable groundwater management. Also, record other national and international best practices

4. Programme Harmonization

- a. To provide recommendations based on the synthesis of sectoral and scheme level analysis, on the need to continue the scheme in its existing form, modify, scale-up, scale-down or close down the scheme.
- b. To suggest revisions in the scheme design for effective implementation in the future, if modification is recommended

5. Methodology and Framework

The evaluation methodology will be a **mixed-method approach** that will involve both quantitative and qualitative assessment of the data from the field survey and secondary data, and literature. This evaluation will be anchored in the REESI+C+E framework⁸ to ensure a structured and multidimensional assessment.

6. Indicative Sampling

Selection of Districts, Blocks and Gram Panchayats

All the states where Atal Bhujal Scheme is being implemented have been selected for this study. However, a stratified sampling method has been used to select the Districts, Blocks and Gram Panchayats for the primary survey. The sample will include two groups of states: one where the Atal Bhujal Yojana is being implemented, and another where the scheme is not being implemented. Among implementing states all seven states will be selected for the primary survey. These states are: Gujarat, Haryana, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan and Uttar Pradesh. Among non-implementing states, Punjab and Tamil Nadu are sampled. Punjab and Tamil Nadu are selected based on the level of exploitation of ground water data from Ground Water Resource Assessment Report 2017 (baseline assessment), which shows that a significant proportion of assessment units in these states were categorized as over-exploited⁹.

⁸ REESI+C+E framework refers to the evaluation framework which assess interventions across 7 criteria i.e Relevance, Effectiveness, Efficiency, Sustainability, Impact, Coherence, and Equity.

⁹ Punjab (9%) and Tamil Nadu (39%).

For the selection of sample districts, a stratified random sampling method has been used. The stratification is based on the level of groundwater exploitation in the assessment units (i.e., blocks/taluks/mandals) in these districts. The districts from Haryana and Rajasthan have been selected from those districts in the state that have been identified as over-exploited, as most of the assessment units fall in this category. In Gujarat, Karnataka, and Uttar Pradesh, those districts were selected where most of the assessment units have been identified as critical and over-exploited. Similarly, in Madhya Pradesh and Maharashtra, districts with a majority of assessment units categorized as semi-critical and safe have been selected.

Within each district, blocks are to be classified into four categories based on the degree of groundwater exploitation: over-exploited, critical, semi-critical, and safe.

The list of sampled districts is given at the **Annexure V**. The selection of blocks and GPs would follow a similar approach for selection based on the level of exploitation of the groundwater. Also, beneficiaries primarily

S.No.	State	District	Block*	Gram Panchayat	Beneficiary Survey**	Total Beneficiaries
ABY Implementing States						
1.	Gujarat	2	4	12	12	144
2.	Haryana	2	4	12	12	144
3.	Karnataka	2	4	12	12	144
4.	Madhya Pradesh	2	4	12	12	144
5.	Maharashtra	2	4	12	12	144
6.	Rajasthan	2	4	12	12	144
7.	Uttar Pradesh	2	4	12	12	144
ABY Non-Implementing States						
8.	Punjab	2	4	12	12	144
9.	Tamil Nadu	2	4	12	12	144
GRAND TOTAL		18	36	108	108	1296
*One aspirational block will be covered from each sample district if available. **Out of this, 10 will be farmers and 2 will be beneficiary households.						

Source: Ground Water Resource Assessment Report (2017) and Dynamic Groundwater Resource Assessment Report (2024)

Beneficiaries and Non-Beneficiaries: The primary survey should include a sample of 1296 respondents out of which 1008 will be beneficiaries and 288 will be non-beneficiaries. Among the beneficiaries, 840 will be farmers and remaining 168 will be household surveys.

Focus Group Discussion (FGDs): 108 FGDs i.e at least one from each Gram Panchayat should be conducted as part of this study.

Key Informant Interviews (KIIs)

Level	Stakeholders	No. of KIIs
National	Representatives from (AS/JS/Director) from M/o Jal Shakti	2
	Representatives from Third Party Government Verification Agency (TPGVA) i.e. Quality Council of India (QCI)	2
	Representatives from Central Ground Water Board/ Experts	2
	Project Director, National Programme Management Unit (NPMU)	1
	Representatives from World Bank	1
State	State Project Management Units (SPMUs) for Beneficiary States and Deptt. Of Water Resources from Non-Beneficiary States	9
	Representatives from Non Government Organisations (NGOs) involved in ABY implementation	9
District	District Implementation Partners (DIPs) for Beneficiary Districts and District level officer in-charge of groundwater for Non-beneficiary Districts	18
	Representatives from District Water Management Committee	
Block	Block-Level Groundwater Officials	36
Gram Panchayat	Gram Panchayat Functionaries and	108
	Community Resource Persons (CRPs) such as Jal Sahelis, Jal Doots, Water Warriors and so on.	108
Total		294

***Note:** The evaluation instruments, the number of respondents for each instrument, and the state-wise distribution of the respondents may be adjusted depending on the availability of respondents and stakeholders. These adjustments, however, will have no bearing on the required overall (total) minimum sample size to be surveyed as indicated above for both primary surveys including all respondents (beneficiaries/non-beneficiaries and KIIs).*

7. Scope of Services

- a. **Reference Period:** Reference period for primary survey will be for three years -from 2022-23 to 2024-25. Secondary data (including but not limited to physical and financial progress and other relevant information on scheme implementation) to be collected since the inception of the scheme.

b. **Primary Research**

Primary research in the form of field study will be conducted using the following methods for data collection:

- **Beneficiary Surveys:** The Beneficiary Survey will cover farmers and households from Gram Panchayats under the Atal Bhujal Yojana, ensuring adequate representation of various social groups and vulnerable communities.
- **Key Informant Interviews (KIIs):** Semi-structured interviews with key stakeholders involved in Atal Bhujal Yojana, including officials from the Department of Water Resources (DoWR, RD&GR), State Project Management Units (SPMUs), District Implementation Partners (DIPs), Block-Level Groundwater Officials, and the Third-Party Verification Agency (QCI) to be conducted. These should explore the effectiveness of implementation mechanisms, fund flow systems, Disbursement-Linked Indicators (DLIs), staffing, convergence with other schemes (e.g., MGNREGS, PMKSY), best practices under the scheme and challenges in monitoring and verification.
- **Focus Group Discussions (FGDs):** To be conducted with community members, women's groups such as SHGs, and Water Use Associations (WUAs) in Atal Jal Gram Panchayats. FGDs should explore awareness of groundwater issues, behavioural change in water use practices, participation in Water Security Plan (WSP) preparation, effectiveness of capacity-building activities, and inclusion in decision-making processes.
- **Infrastructure Checklist:** In each selected GP, the soundness and efficacy of the Water Level and Quality Monitoring Infrastructure including, but not limited to, piezometers, Digital Water Level Recorders (DWLRs), water/energy/flow metres, rain gauges, etc. will be assessed using an Infrastructure Checklist. As a part of assessing the effectiveness of the instruments used for monitoring quality of groundwater, data on real-time groundwater quality will also be checked and recorded in the respective GP and analysed vis-a-vis the reported groundwater quality.

The consultant will ensure the following activities for the primary research:

1. The consultant will prepare the **Evaluation Matrix** addressing the evaluation objectives in consultation with DMEO. The matrix would map evaluation objectives with indicators, their data sources, collection methods/instruments and **Analysis Plan** to ensure credible and reliable findings for each objective. Further, the Consultants will also ensure that each question in the survey tools is clearly mapped with the evaluation objectives within the matrix. Indicative format of Evaluation Matrix is given in **Annexure IV**.
2. Drafting the research tools and finalising the same based on a pilot with approval of the DMEO team.
3. Deployment of appropriate secure data collection and management tools for collection and maintaining confidential financial information.
4. Conduct of stakeholders' consultations during the course of the study in accordance with the ToR.
5. Adherence to ethical protocols and data confidentiality norms.



c. Secondary Research

Data collected from primary sources will be supported with a desk review of relevant secondary data and information. Secondary research will be conducted using the following data sources:

1. National and State level Atal Bhujal Yojana (Atal Jal) scheme guidelines, MoUs, and associated documents.
2. Financial data on allocation, release, and expenditure under the scheme, including World Bank disbursement-linked indicators (DLIs);
3. Annual reports of the Department of Water Resources, River Development & Ganga Rejuvenation (DoWR, RD&GR), Ministry of Jal Shakti;
4. State-level implementation and monitoring reports, institutional assessment documents, and documentation of community participation mechanisms (such as, Water Security Plans, Village Water Budgets)
5. Third-party verification and audit reports, including those submitted to or commissioned by the World Bank or independent evaluation agencies engaged under the scheme;
6. Reports from the Central Ground Water Board (CGWB), Central Ground Water Authority (CGWA), and relevant state groundwater authorities.
7. Administrative datasets and MIS dashboards including the Atal Jal Portal, JJM-IMIS (for overlapping areas), Ground Water Information System (GWIS), online platforms, etc.
8. Evaluation reports and learning documents prepared by or for the Department and the World Bank.
9. Research articles, academic studies, and peer-reviewed journal publications relevant to groundwater management, community engagement, and behavioral interventions in water governance.
10. MIS, dashboards, evaluation studies, and administrative data from other water-related or behavior-linked schemes (e.g., Jal Jeevan Mission, MGNREGS, or SBM-G) that may directly or indirectly impact groundwater outcomes under Atal Jal.

DMEO will facilitate the collection of any additional information/data from the Ministry of Jal Shakti as and when required by the consultant, if the same is readily available. However, **it is the sole responsibility of the consultant to ensure complete collection of data for a comprehensive analysis.** DMEO can only facilitate such data collection.

d. Data Analysis, Synthesis and Report writing

- i. Preparation of Inception report including analysis and data collection plan
- ii. Submission of fortnightly progress reports
- iii. Incorporation of DMEO's concurrent feedback
- iv. Data analysis and submission of cross-tabulations/summarizations
- v. Conducting stakeholder consultations
- vi. Preparation of draft report and presentation
- vii. Submission of final report, with detailed recommendations along with presentation and dissemination of the key findings
- viii. Dissemination of key findings to the concerned stakeholders through debriefing sessions.

e. Use of Computer-Assisted Personal Interview (CAPI) for Field Survey: Collection of the survey data and asset quality assessment to be done in digital format through hand-held devices with geo-tagged images.

8. Data Quality

In order to maintain the accuracy and integrity of data collected and analyzed, the following must be taken into consideration:

- a. **Training and Screening Mechanism:** The field investigators to be engaged for conducting the survey & key informant interviews should have at least 3 years of experience in conducting similar surveys/interviews. 2-step training (classroom and then on-the-field training) should be conducted by the consultant for all field investigators. The consultant should put in place adequate screening mechanisms, so that only those surveyors who attain a certain level of understanding of the questionnaire would be deployed for the field survey.
- b. **Pilot for Survey:** It is recommended that pilots should be conducted on at least 2% of the sample size for both Survey and KIIs to fine tune the inquiry tools. Similarly, pilot must be conducted for an adequate number of Key Informant Interviews/FGDs to fine tune the inquiry tools. A brief on the learnings from such a pilot exercise and subsequent improvements in the tools/questionnaires should also be shared with DMEO.
- c. **Adequate deployment of manpower:** The consultant should ensure that an adequate number of surveyors are deployed as a team for smooth collection of data in a particular district/block/village.
- d. **Data Validation:** 100% data collected should be validated using a validation checklist. Missing data points should be collected. Data must also be collected in an ethical manner, i.e., in consideration of the respondents' privacy.
- e. **Data Verification:** In the case of survey, the consultant should ensure that at least 5% data verification through back checks is to be conducted physically. The back checks should be evenly spread across the study area. The supervisors are required to undertake spot checks of the beneficiary surveys and confirmation from select KIIs members of FDG group about conduct of the interview (some of the back checks of KIIs and FGDs could be done telephonically).
- f. **Use of CAPI and Tracking System:** Use of mobile-based (CAPI), near real-time and geo-tagged data collection and validation tools should be done to ensure efficiency and accuracy in data collection. Access to tools and data should be provided to the authority.

9. Responsibilities of the Consultant

- i. Conduct a thorough literature review and secondary data analysis.
- ii. Finalise the approach, methodology, sampling design, tabulation, and objective-wise analytical plan, with the approval of DMEO.
- iii. A detailed list of stakeholders to be interacted with during the key informant interviews, FGDs, facility and household surveys to be formulated by the consultant in consultation with DMEO.
- iv. Finalise field plan, survey tools and CAPI with the approval of DMEO.
- v. Deployment of field personnel including enumerators and supervisors.
- vi. Comprehensive training of enumerators along with a training manual and setting up a process for selection of final enumerators.
- vii. Conduct the pilot survey and revise the survey tools based on experience from the pilot.
- viii. Conduct full fieldwork including survey, KIIs, FGDs, infrastructure checklist etc.
- ix. Submission of data quality assurance plan that include potential risk and ways to mitigate the same (such as physical back-checks, spot-checks, telephonic confirmation etc.).
- x. Submitting raw and clean survey data (in soft copy such as .xls, .dta and do files, if any), tabulations, graphs, charts, draft report and final report. The consultant firm will present the key findings from the field survey and share the clean data, data tables, and analytical tables with DMEO before writing the evaluation report.

10. Deliverables and Timelines

The total duration of the evaluation study is 5 (five) months.

- i. In the Inception report, the Consultant must submit a Gantt Chart (weekly) of all the activities and sub-activities.
- ii. Furthermore, the Consultant shall propose the timeline for the payment-linked deliverables, which are a) Inception Report b) Mid-Term Report, c) Draft Evaluation Report and d) Final Evaluation Report.

The key deliverables are detailed in the table below:

Table 7: Major Deliverables

S. No.	Deliverables	Broad Topics (Indicative)
1.	Inception Report (maximum 20-30 pages excluding annexures) and presentation	<ul style="list-style-type: none"> ● Introduction and background of the study ● Objectives of the study ● Approach and methodology ● Literature review and preliminary findings ● List of stakeholders and insights from preliminary stakeholder consultations ● Sampling plan including sample coverage ● Pilot plan ● Analysis framework and plan (Mapping of objectives with data points and potential data sources, etc.) ● Deliverables and timeline of the study (Weekly Gantt Chart) ● Survey Team structure ● Training plan for the survey team ● Field movement plan (Indicative) ● Quality control mechanism ● Perceived risks/ limitations and mitigation plan ● Research tools/instruments/ software- Qualitative and Quantitative <ul style="list-style-type: none"> ○ Questionnaires, discussion guides, etc. ○ Details of CAPI questionnaire development ○ Data/ information analysis software for both quantitative and qualitative research ● Detailed report structure
2.	Mid-term report (maximum 30-40 pages excluding annexures) and presentation (to be submitted as per the timeline and covering a minimum of 40% of the sample)	<ul style="list-style-type: none"> ● Study progress details including training and pilot summaries ● Summary on data collected so far including methods used ● Challenges faced and mitigation measures ● Preliminary findings and key observations ● Revised work plan, if applicable ● Measures adopted for ensuring data quality including data verification, data validation,

		back checks, surprise inspections, use of CAPI and tracking systems.
3.	Draft evaluation report (maximum 120 pages excluding annexures and references) and presentation for stakeholder consultation	<ul style="list-style-type: none">● Executive Summary (It should be crisp, direct, lucidly written with emphasis on appropriate sections such as Findings and Recommendations. Findings should be elaborated with key statistics and the recommendations should follow the findings. Length of the Executive Summary should be between 5 to 10 pages.)● Sector and scheme Overview● Study Objectives, Approach & Methodology (Brief discussion in the main report. The details could go in the Annexure)● Analysis of the scheme based on the REESI+C+E framework and using the primary survey data.● Secondary and administrative data and literature to be used to triangulate findings from primary survey.● Identify gaps and challenges for each component separately under the REESI+C+E framework.● Key Takeaways & Recommendations for each component of the scheme.● Actionable points under each recommendation for the M/D to implement.● To record best practices and case studies.● References & Appendices
4.	Final evaluation report (maximum 120 pages excluding annexures and references) and presentation after incorporation of inputs from all concerned stakeholders	
5.	Presentations and sub-reports on primary data collection, data quality check, secondary research, best practices compendia, etc. as and when requested by DMEO	

11. Payment Schedule

The payment terms will be linked to the key deliverables as mentioned below:

Table: Payment against Deliverables

Key Deliverable	Description of Deliverable	Payment
KD1	Inception report approved by the authority	20%
KD2	Mid-Term Report approved by Authority	30%
KD3	Draft Evaluation Report approved by Authority	30%
KD4	Final evaluation reports approved by Authority	20%

Total	100%
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12. Indicative Report Structure

Executive Summary

1. Introduction
 1. Background and context
 1. Objective of the study
 2. Scope of the study
 3. Structure of the report
 2. Sector overview
2. Approach & Methodology
 1. Sampling - Sample size, Sample selection including selection of States, Districts, Blocks etc.
 2. Qualitative and Qualitative Instrument/Tools
 1. Stakeholder and geographical coverage
 2. Qualitative Tools - Evaluation Instruments/Tools
 3. Quantitative Tools - Evaluation Instruments/Tools
3. Scheme Analysis
 1. Scheme Name
 1. Background and components
 2. Fund flow processes
 3. Key stakeholders of the scheme
 4. Physical and financial Progress
 5. Performance Analysis using REESCI + Equity Criteria
 1. Relevance
 2. Effectiveness
 3. Efficiency
 4. Sustainability
 5. Coherence
 6. Impact
 7. Equity
4. Key takeaways and recommendations
5. Actionable Points
6. Program Harmonization
7. References

13. Reporting

The Consultant will work closely with the Authority. The Authority has established a Working Group (the “WG”) to enable conduct of this assignment. A designated Project Director of the Authority will be responsible for the overall coordination and project development. He will play a coordinating role in dissemination of the Consultant’s outputs, facilitating discussions, and ensuring required reactions and responses to the Consultant.



The Consultant may prepare Issue Papers highlighting issues that could become critical for the timely completion of the Project and that require attention from the Authority.

The Consultant will make a presentation on the Inception Report, Mid-term Report and Draft Evaluation Report for discussion with the WG at a meeting. This will be a working document. The Consultant is required to prepare and submit a weekly update that includes and describes, inter alia, general progress to date; data and reports obtained and reviewed, conclusions to date, if any; concerns about availability of, or access to, data, analyses, reports; questions regarding the TOR or any other matters regarding work scope and related issues; and so on. The Consultants' work on the TOR tasks should continue while the report is under consideration and is being discussed.

Regular communication with the WG and the Project Director is required in addition to all key communications. This may take the form of telephone/ teleconferencing, emails, faxes, and occasional physical meetings.

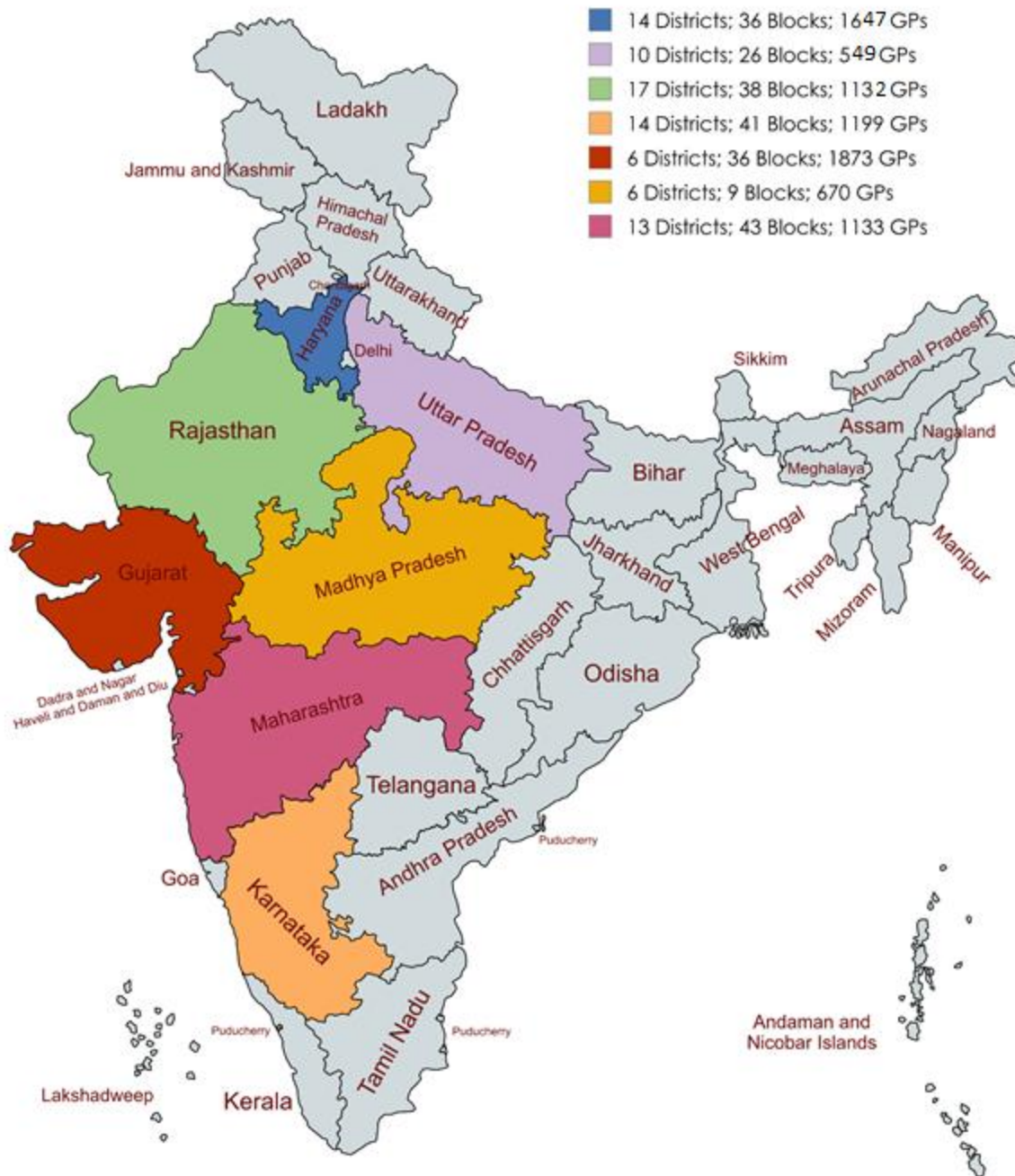
14. Meetings

The Authority may review with the Consultant, any or all of the documents and advice forming part of the Consultancy, in meetings and conferences which will be held at the Authority's office. No TA/DA is applicable at the part of the Authority.

15. Miscellaneous

The study outputs shall remain the property of the Authority and shall not be used for any purpose other than that intended under these Terms of Reference without the permission of the Authority. The Consultancy shall stand completed on acceptance by the Authority of all the Deliverables of the Consultant and execution of the Agreement. The Consultancy shall in any case be deemed to be completed by mutual consent of the Authority and the Consultant.

Annexure-I

Geographical Coverage of Atal Bhujal Yojana



Annexure II

Physical and Financial Targets of DLIs under the Scheme for FY 2020-21 to FY 2025-26

Scheme Component	DLI No	DLI Description	DLI %	DLI Allocation (in INR Crores)	Description of Physical Targets	Physical Targets (All States)
Institutional Strengthening & Capacity Building	1	Public disclosure of groundwater data/information and reports	10	460	No. of successful occurrences of Public disclosure of ground water related information and reports	13119
	2	Preparation of Community-led Water Security Plans	15	690	No. of GPs where Water Security Plan has been prepared	8203
Incentive Component	3	Public financing of approved Water Security Plans through convergence of ongoing/new schemes	20	920	Amount (in INR Crores) spent on of Public financing of approved Water Security Plans through convergence of ongoing/new schemes	4600
	4	Adoption of practices for efficient water use	40	1840	Area of land benefitting from efficient water use (in Hectares)	450000
Resultant of the Both Components	5	Improvement in the rate of decline of groundwater levels	15	690	No. of blocks where there has been an improvement in the declining trend of groundwater levels in at least 50% of the observation wells	229

Grand Total			100	4600		

Source: Atal Bhujal Yojana Scheme Guidelines

Annexure III**Steps for conducting Secondary Research:****I. Design**Literature review (Need and gap analysis)

- What is the specific purpose and research question(s) this review will be addressing? (Derived from objectives of the evaluation study)
- Identification of existing body of knowledge on objectives of study
- What is the search strategy for this specific review? (including search terms, databases, inclusion and exclusion criteria, etc.)
- What is an appropriate format for collating key information from the searches? (See table below)

Table 6: Tabular format for gathering resources for secondary research

Title of the article	Author, Journal	Year of publication	Problem statement/ Research question	Data and Methodology	Key Findings and Recommendations/ Way forward

- Selection of relevant articles, documentation of search process
- Quality of search process and the selection of articles to be assessed.

Data

- Identification of Sources of data from the literature review
- Unpublished – data to be received various government sources (administrative data)
- Data analysis plan – Justification of data to be used, theoretical and empirical framework, and methods and software(s) used to conduct data analysis.

II. AnalysisLiterature review

- What type of information needs to be abstracted to fulfill the purpose of the specific review?
- What type of information is needed to conduct the specific analysis?
- How will the reviewer ensure the quality of this process and plagiarism?
- How will this process be documented and reported?

Data analysis

- Suitable software to be used for qualitative and quantitative analysis
- Meta-analysis and data analysis (synthesis of secondary data)

III. Writing the review

- Align with the objectives of the Evaluation Study
- Synthesis of existing body of knowledge
- Results need to be clearly presented and explained

IV. Result to recommendation

- Secondary research should corroborate primary research recommendations
- Recommendations should be able to address higher order policy issues/challenges (macro level)
- Recommendation should follow deductive reasoning and, i.e., whole to part approach
- Recommendation must follow the concept of REESI+C+E and should provide a definitive conclusion on its outcome (low, medium, or high) and suggest course correction, if any, to improve the same.

Annexure IV**Evaluation Matrix Format**

Evaluation Objectives	Key Questions	Specific Sub-Question	Indicators	Data Sources	Data Collection Methods	Methods for Data Analysis	Mapping of questions with the Evaluation Objectives (to be included after framing of the questionnaire)

List of State-wise Sample Districts¹⁰

S. No.	State	Districts
1.	Gujarat	Patan
		Kachchh
2.	Haryana	Charkhi Dadri
		Gurgaon
3.	Karnataka	Chamarajanagara
		Davanagere
4.	Madhya Pradesh	Damoh
		Chhatarpur
5.	Maharashtra	Solapur
		Nashik
6.	Rajasthan	Kota
		Jaisalmer
7.	Uttar Pradesh	Mahoba
		Muzaffarnagar
8.	Punjab	Mohali
		Moga
9.	Tamil Nadu	Thiruppur
		Villupuram

¹⁰ District selection is based on the level of exploitation of ground water. The districts within a State were stratified into various categories as per the DGRAR Report for the beneficiary States and Baseline Data for Non-Beneficiary States (viz. Punjab and Tamil Nadu). Different categories were used for different states based on the availability of districts in such stated categories i.e. *safe*, *critical*, *sem-critical* and *over-exploited*. In Haryana and Rajasthan, districts were first stratified, and those where 100% of the assessment units are classified as over-exploited were identified. A random number was assigned to each of these districts, which were then arranged in descending order. The top two districts in each state were selected as the sample. In Gujarat, Karnataka, and Uttar Pradesh, districts where more than 50% of assessment units were categorized as critical & over-exploited have been considered for randomised selection. These districts were assigned random numbers, arranged in descending order, and the top two districts from each state were selected as the sample. The same is followed for the selection of districts in Punjab and Tamil Nadu. In Madhya Pradesh and Maharashtra, districts where all assessment units are categorized as safe were excluded. The remaining districts were assigned random numbers, arranged in descending order, and the top two districts from each state were selected as the sample.



Source: Ground Water Resource Assessment Report (2017) and Dynamic Groundwater Resource Assessment Report (2024)