Terms of Reference (TOR) for onboarding a consulting firm for field data collection:

Odish zone

Project Title

Installation quality verification and Impact evaluation data collection of livelihood interventions in Odisha, 1586 sites.

Background & Context

SELCO Foundation is a not-for-profit organization which is focused on field-based Research and Development and ecosystem building for deployment of clean energy solutions that alleviate poverty in tribal, rural and urban poor areas. The organization works closely with practitioners in the social sector, energy entrepreneurs and partners from various developmental sectors. SELCO Foundation has pioneered the delivery of sustainable energy to the poor in India in a manner that creates assets and results in long term poverty alleviation. These sustainable energy driven solutions increase incomes, improve quality of life, and alleviates poverty. SELCO Foundation works with a mandate to inspire and implement solutions that alleviate poverty by improving access to sustainable energy to the underserved communities across India is socially, financially and environmentally sustainable.

SELCO Foundation has deployed around 9000 DRE based livelihood solutions in the last two financial years across its geographical areas (Karnataka, Odisha, Jharkhand, NE and other states). The rural entrepreneurs were provided with solar energy unit and solar powered livelihood appliances broadly categorized in three sectors such as Micro enterprises, Animal husbandry and Agriculture. As part of its regular process SELCO Foundation is conducting a study to review the installation quality and capture evaluation data. Following are the key livelihood appliances provided along with solar energy unit.

Solar powered livelihood appliances		
Micro enterprises	**Animal Husbandry**	**Agriculture**
Sewing machine	Lighting for poultry shed	Solar powered sprayer
Printer- Photocopier	Egg incubator	Integrated rice huller -Cleaner, polisher, Sorter
Roti/Parotta Making Machine	Lighting for cow shed	Cold storage
DC fridge	Biodigester	Battery sprayer - charging station
Pottery wheel	Milking machine	Irrigation pump
Laptop or Computer	Bio floc - Pond Aerators	Millet processing -Huller
Eri spinning machine	Hydroponics	Chilly pounding machine
Customized solar inverter for existing appliance	0.5HP Cattle washer	Pulverize machine
Blacksmith Blower	Solar powered sprayer	Oil mill / oil extractor

Atta kneader machine	Chicken Defeathering	Pre-cleaner & destoner
Lighting for enterprise	Khova making machine	Millet Harvester
Puffed rice machine	Milking machine - Buffalo	Soil testing
Spice money device		Spice grinder
Sugarcane juicer machine		Elephant repellent
Lamination machine		Grading & sorting
Looms		Slicer
Agarbatthi making machine		Solar dryer
Digital weighing scale		Submersible pump
Lighting for Eatery/Food truck		Turmeric processor
Chips making - Peeler machine		
Papad making machine		
Chips making – Slicer		
Dall mill		
Rope making		
Bio-metric		
Blower for puffed rice		
Blunger		
Chakli making machine		
Jigger jolly machine		
Lac pruner		
Mixer for Juice		
Paper plate making machine		
power hammer		
Pug mill		
Rava making		
Silk weaving		
Solar powered saloon trimmer		
Webcamera		

Scope of Work/Assignment

The objective of the ToR is to bring on-board a consulting agency or agencies to collect data from the SF livelihood intervention sites listed below.

A. Site location:

District Name	Number of sites
Odisha - Balangir	9
Odisha- Balasore	38
Odisha- Cuttack	4
Odisha- Gajapati	16
Odisha- Kalahandi	436
Odisha- Kandhamal	35
Odisha- Kendujhar	3
Odisha- Khordha	1
Odisha- Koraput	253
Odisha- Mayurbhanj	40
Odisha- Nabarangpur	110
Odisha- Nuapada	2
Odisha- Puri	16
Odisha- Rayagada	225
Odisha- Sambalpur	386
Odisha- Sundargarh	12
Total	**1586**

B. Survey Solution Application and the Questionnaire:

SF has developed a digital survey form using a survey solution application. Digital survey form is developed based on the detailed questionnaire which has the following aspects.

- Appointment section
- Consent process
- Intervention site details
- Intervention deployment and installation quality verification
- Entrepreneur profile
- Enterprise profile
- Production / Sales / Service
- Working hours
- Energy consumption, expenditures and disruption
- Revenue, expenditure and profits
- Effects of power outages on the performance of the enterprise
- Drudgery, health concerns, work hazards, and safety

The survey form is designed to captures around quantitative and qualitative responses for around 200 questions which included photographs, voice records and GPS location also.

C. Duration of the project:

The assignment needs to be completed within 40 days from the date of contract. We expect one enumerator to complete not more than 3 sites per day.

Activities	**Wk1**	**Wk2**	**Wk3**	**Wk4**	**Wk5**	**Wk6**
Preparation	▓					
Training		▓				
Field data collection		▓	▓	▓	▓	
Completion report submission						▓

D. Field Data collection

The primary responsibility of the consulting firm is to provide support in data collection at listed livelihood sites . The consultants will work under the technical supervision of the Senior Program Manager – Research and Evaluation, SELO Foundation.

Following are the key tasks, activities and deliverables.

1. Recruiting a field team -

The consulting firm shall recruit adequate number of field enumerators, field supervisors and a team lead based on the following criteria.

Field enumerators: The field enumerators will have the following expertise:

- Excellent interviewing skills specially in the social / developmental sector.
- Prior experience in data collection and research activities.
- Excellent verbal communication skills in local language.
- Flexible and willing to travel independently.
- Basic computer and data entry skills. Prior experience of using android data collection app will be preferred.
- All field enumerators will be required to use their personal android phones for data collection.
- Possess good coordination skills.
- Minimum education requirements will be a graduation or above.

Responsibilities of the field enumerators-

- Participating in in-depth training program co-organized by consulting firm and SF.
- Planning field data collection activities with field supervisor
- Requisites for data collection at sites using the survey solution form
    - Ensuring good quality data is collected
    - Ensuring confidentiality at all times
    - Ensuring power backup in the mobile at all times to avoid any loss of data / interruptions during data collection
    - Ensuring sufficient internet connectivity to upload data to the server
    - Synchronizing or uploading data immediately after data collection has been completed

- o Update the tracker sheet on daily basis provided by SF
- Rectifying errors identified in the survey solution application within one or two working days.

Please note – Field enumerators will need to climb-up the roof using the temporary ladder or some other supporting item in the absence of a staircase to check the quality of the solar energy unit installation.

Field Supervisor: In order to ensure smooth data collection in the field and ensure good quality data, the consulting firm shall deploy an experienced (minimum 5 years) field supervisor. He/ she will carry out following tasks

- Planning daily schedules to collect field data with field enumerators.
- Liaison between field enumerators and SF team.
- Supervising and monitoring data collection activities.
- Reviewing daily data received from the field enumerators.
- Generate comments on the errors and reject data using survey solution application
- Accept data only after rectifying all data errors.
- Address data issues flagged by SF QC team members and constantly work towards ensuring good quality data.
- Update the tracker sheet on daily basis provided by SF

Team lead will carry out the following tasks.

- Lead the project implementation team
- Act as the main point of contact for SF
- Finalise data collection plans with SF
- Responsible for submitting all the deliverables on time.

Note: The consulting firm will submit the list of field team with CV and copies of qualification certificates.

2. Hosting a training program-

Main training -Field data collection – The Consulting firm will organize a 4 day (2 days class room training +1 day field practice +1 day review) training program in the respective zones for field enumerators and field supervisors. SELCO foundation experts will provide the training on questionnaire and Survey solution app. A field practice visit to the nearby livelihood sites will need to be organized in consultation with SF

The consulting firm will ensure the following facilities are made available during the training.

- Training venue with LCD projectors for 3 days
- Food arrangements at the training venue
- Vehicle arrangements to visit the field sites
- Accommodation arrangements for trainees
- Instructions and login credentials to survey solution app will be provided during the training

Additional Field Supervisor's training -A separate two days training for supervisor will be organized immediately after the main training.

3. Field data collection-

- The Consulting firm will submit a detailed plan for field data collection immediately after training program.

- The Consulting firm will form a team of 7 enumerators and one supervisor.
- Field enumerators and supervisors will not share the log-in credentials of the survey solution app with anyone who is not a part of the research team.
- Data collection activities will be carried out as per the process described above
- The Consulting firm will provide daily updates on the data collection process using the tracker sheet.
- Challenges and issues faced during the data collection will be flagged immediately to the SF PoC.
- The Consulting firm will maintain strict adherence to the timelines agreed upon with SF
- The Consulting firm will submit a detailed project completion report at the end of the project
- Definition of "Data collection complete" - The "accepted" (by supervisor) data available in the Survey solution app and approved by SF team.

Field Data Collection Process:

Broad Activity	Responsibility	Specific activity
Allocation of enumerator list and plan	Team lead and Field supervisor	• Prepare district wise end-user list • Prepare field plan for each enumerator
Seeking an appointment for site visit	Field enumerator	• Initiate a telephonic call to the end-user to fix an appointment • Punch details in appointment section of the Survey solution app ➢ If a number is not reachable / switched off / wrong number / invalid number the details will be punched accordingly in the survey solution app and update the tracker sheet *Note: Enumerators will not visit the site without seeking appointment from the end-users*
Site visit and Data collection	Field enumerator	• Visit the site as per the appointment fixed • Take consent of the respondent for the data collection ➢ If consent is refused – end the interview , punch the details in survey solution app • Collect data at the site and capture the responses in survey solution app • Synchronize or submit the date in the server and move to the next site • Record data collection details in the "data collection tracker sheet"
Data QC	Field Supervisor	• QC the data received and provide comments on errors made in the survey solution app • Reject the data for any errors and get it rectified by the respective field enumerators • Approve the data if no errors are found • Record the QC details in the tracker sheet
Data approval	SF data management team	• Download the "accepted" data on a daily basis • Review the data • Flag errors and get it rectified from the respective field supervisor • Approve data for analysis • Mark completed data in the tracker sheet

E. Deliverables and Payment milestones

Number	Deliverables	Details	Timelines	Payment milestones
1	**Signing the contract**	- List – Name, Location, Educational	7th day from	40%

	Submission of field team details	qualification, Years of experience, Mobile number - Resume - Educational certificates - Submit the soft copy of the above documents	the day of signing the contract	
	Training arrangements	- Training schedule - Training venue details		
2	**Completion of training**	Training completion report	Before 25th day from the day of signing the contract	**30%**
	50% of data collection completion	Upon receiving 50% of data on survey solution app and accepted by SF		
3	**100% of data collection completion**	• Upon receiving 100% of data on survey solution app and accepted by SF • Upon submission of project completion report	Before 37th day from the day of signing the contract	**30%**

Proposal procedure

Interested consulting firms should apply by presenting the following Documents.

Technical proposal:

- Field team details and size
- Detailed plan for data collection
- Timeline
- Foreseeable risk and mitigation strategies

Financial proposal:

Interested consulting firms are requested to use the following format for sharing the financial proposal

Sl #	Title	Budget Specific	Units	Cost per Unit	Days	Total
	Main training-	Training venue				
		Food and accommodation				
		Travel cost of trainees			-	
		Field exposure visit - Travel cost			-	
1		Stationery, Print outs and Miscellaneous			-	
	Additional training for supervisor	Training venue				
2		Food and accommodation				
	Remuneration	Team Lead				
3		Field supervisors				
	Enumerator Field Data Collection charges*	Data collection charges per site (Remuneration + Local travel+ DA + Stay)			-	
4		Phone charges - per field team member			-	
5	**Miscellaneous**	Specify			-	

6	Total					
7	Applicable taxes					
8	Grand Total					

* *Consulting firms are requested to budget enumerator cost site-wise.*

Please send your applications to procurement@selcofoundation.org by 25th September 2023, with the subject line "Proposal for field data collection at Odisha Zone". Please note telephonic calls will not be entertained. You are requested to send your queries to the same email id.

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