ToR for Conducting Research Study
On
"Planning process for Convergent 'Annual Action Plan & Labour Budgeting-2017-18' preparation under Mahatma Gandhi NREGA in Rajasthan"

1. Need for the Study

Mahatma Gandhi NREGA is a demand driven public wage employment programme where works are opened and jobs offered whenever there is a demand for work. This requires that the implementers pay very close attention to generating awareness among potential wage-seekers and set up systems that facilitate and rigorously record registration for work, issuance of Job Cards and applications on demand for work. But before recording demand, one needs to make a prior assessment of the quantum of work likely to be demanded and also to ascertain the timing of such demand.

Concurrently, a shelf of projects is to be prepared and prioritized to meet this demand. This matching of demand and supply of work is the process of planning under MGNREGA and this is to be achieved through the preparation of a Labour Budget (LB). The LB thus covers two aspects viz. assessment of quantum and timing of demand for work and preparation of a shelf of projects to meet demand for works within the time prescribed in the Act.
Labour Budget and Annual Plan of Action needs to be prepared & submitted by state government to Centre Government according to yearly planning schedule 15th August-15th February (planning schedule as master circular, 2016)

Labour Budget must, therefore, include i.e. anticipated quantum of demand for work; precise timing of the demand for work, and also; plan that outlines the quantum and schedule of work to be provided to those who demand work. Preparation of development plan and 'Self of Projects' to be taken up as part of the Labour Budget should emerge from an integrated plan for local development with focus on Natural Resource Management especially on a micro watershed basis so that sustainable livelihoods are created.

All attempts should be made for convergence with other schemes, such as Integrated Watershed Management Programme (IWMP), Pradhan Mantri Krishi Sinchai Yojana (PMKSY), Rashtriya Krishi Vikas Yojana (RKVY), Command Area Development and Water Management (CAD&WM), National Horticulture Mission (NHM) etc in order to attain sustainable livelihoods. Convergence with Nirmal Bharat Abhiyaan (NBA) and National Rural Drinking Water Programme (NRDWP) will help improve Human Development Indicators.

A paradigm shift from Relief Works approach to Integrated Natural Resource Management (INRM) approach is required in implementation of Mahatma Gandhi NREGS. The works taken up in Mahatma Gandhi NREGS should change from taking up individual, stand-alone works in a typical 'relief works mode' to an INRM perspective. Planned and systematic development of land and harnessing of rainwater following watershed principles should become the central focus of Mahatma Gandhi NREGS works across the country to sustainably enhance farm productivity and incomes of poor people.

2. Objectives of the Assignment

- Document different planning processes in Rajasthan that undertake convergent 'Annual Action Plan & Labour Budgeting' preparation under Mahatma Gandhi NREGA '
- Document emergent best practices, challenges and identify elements for mainstreaming in each step of planning processes of the selected case studies
- Based on these, recommend a Model Planning process for convergent planning under Mahatma Gandhi NREGA for Rajasthan
- Propose an Action Plan for upscaling the Model Planning Process in the state, and nationally, proposing the capacity development and other enabling supports needed to do so.

3. Tasks & Scope of Work of Assignment

- Three convergent planning processes are being considered for Rajasthan:
    a) IPPE Blocks & GPs
    b) CFT Blocks and GPs
    c) GIS Based planning in GIZ project blocks and GPs

- For the districts prescribed by the state, the consultant has to develop criteria for selection of appropriate blocks and GPs for category a) and b), and after it's approval, select specific GPs and get the list approved
- Study the current process of planning, the policies, guidelines/circulars, methodologies, resources, capacities, administrative and technical processes for planning process at state, in these districts, blocks and Panchayats under Mahatma Gandhi NREGA, with a focus on convergence.
- Study Capacity building initiatives for planning teams in these districts, blocks and Panchayats and identify best practices and areas for improvement. Special focus on initiatives for generating awareness among the stakeholders to increase their participation in planning process under Mahatma Gandhi NREGA, especially of women.
- Document consolidating and convergence processes, as well as approval processes at block, district and state level for these planning process and recommend improvements.

4. Outcomes

- Analysis of existing processes and capacities, best practices & innovations in convergent planning initiatives documented
- Recommended Model convergent planning process for (mapped to Mahatma Gandhi NREGA).
- Approaches and action plan for upscaling of convergence planning process under Mahatma Gandhi NREGA in Rajasthan and Nationally.

\

5. Tentative planning schedule in master circular, 2016)

S N.	Nature	Time line
1	Engagement of Agency/Consultant for study: • Technical & Financial Proposal from agencies • MOU with selected Agency	15 Sept, 2016
2	Inception report on Proposed Study • List of selected Blocks and GPs for approval • Proposed approach and detailed methodology to conduct study, based on a test done in one Block and GP • Time lines and required supports	26 September, 2016
3	Survey, Data collection from field, consultation/workshop with stakeholders etc.	1st Oct., 16-31st Jan, 2017
4	Draft report of Study & presentation to State & GIZ	20th February, 2017
5	Final Report of Study submitted	28th February, 2017

***6.* Place of assignment:** Study will be conducted in the state of Rajasthan. Districts will be suggested by `Planning Study Coordination Committee', Based on approved criteria, consultant will select following no of blocks and districts.

District*	Blocks*	Blocks*	GPs*
	2	IPPE	4
	2	CFT Projects	4
	2	GIZ-MoRD Project	4
	6 Blocks		12 GPs

7. Role and Responsibility of State Government & GIZ :

- Research study is commissioned by the State Government of Rajasthan, as suggested by Ministry of Rural Development, GoI.
- GIZ will provide technical and financial support to conduct the research study.
- GIZ will prepare ToRs in consultation with State level, EGS officials. Research study will be conducted according to the ToRs approved by state government.
- GIZ will engage suitable agency as per GIZ norms.
- The Agency will have to abide by the financial terms and procedures of GIZ fully.
- Planning Study Coordination Committee (PSCC): a team of State Government Nodal Officials, EGS & GIZ Officials will supervise & coordinate execution of the study.
- Monthly review meeting to monitor the progress and guidance. In between reporting and coordination by GIZ.
- State Government will submit Final Study report to MoRD, GoI.

8. Reporting & Monitoring: to PSCC

- Inception report – In English & Hindi (within 2 weeks of Contract signed)
- Monthly reporting on progress
- Draft report and presentation
- Final report (in English & Hindi) and presentation

9. Required qualifications of the bidding agency

The agency must have the following qualifications and experience:

- Nationally known agency with necessary technical knowledge, skills and extensive work experience for NRM issues, decentralized planning and Mahatma Gandhi NREGA (please submit documents and past studies to prove this).
- Relevant technical knowledge on GIS and experience for planning process under rural developmental schemes & programme will be added advantage.
- Have sound knowledge and demonstrable expertise in deploying low cost planning processes at the state level (Rajasthan experience preferred) and demonstrable experience of establishing quick rapport with local communities
- Experienced in providing similar consulting services nationally and an excellent track record of completion of tasks according to time lines (please submit documents and past studies to prove this)
- Well qualified and experienced key professional staff that will be deployed in this study (CVs to be attached)
- Be registered as national organization or entity for at least 3 years.
- Have a proven track record of professionalism and ethical conduct.

10. Agency selection criteria

- The agency will have to submit a detailed Technical Proposal (with standard research proposal structure) and a Financial Proposal with budget details.

- For selection:
    - 45% weightage will be given for:
        - Interpretation of Objectives; Strategy for study; Implementation methods (including selection process for blocks and GPs; desk and field research; Cooperation with departments and other relevant agencies; work and time schedule)

    - 55% weightage is for qualification and expertise of proposed staff:
        - **One Team Leader**: with appropriate masters qualification with at least 10 years national experience on the research topic and work in at least 3 states; thematic expertise in GIS, Participatory Planning, NRM Planning, Gender etc. S/he will coordinate with PSCC on a regular basis.
        - **One Planning Evaluation Expert**: with expertise in evaluations of participatory planning processes; especially related to MGNREGA-IPPE, NRM etc.; have commend of Hindi and English and a report writing ability with good use of infographics.
        - **Field Researchers**: with field based evaluations of NRM, watershed, MGNREGA planning and implementation projects for at least 3 years; work-experience of Rajasthan, Haryana or UP; proficient in Hindi and local dialects of Rajasthan