

EXPRESSION OF INTEREST (EOI)

Engagement of an Agency for Conducting Household-Level Situation Analysis / Baseline Assessment

1. Background

Development Support Centre (DSC) invites Expressions of Interest (EOI) from experienced and qualified agencies/institutions for conducting a **Household-Level Situation Analysis / Baseline Assessment** for a rural development programme.

The proposed assessment will establish the prevailing socio-economic, livelihood, natural resource, agricultural, livestock, enterprise, institutional, gender and youth-related conditions of project households and communities. The findings will provide a baseline against which progress and changes during project implementation can be assessed.

The assignment is particularly intended to establish measurable baseline values corresponding to the project's designed outcomes under the ABF MEL Framework.

The project envisages strengthening local institutions and community capacities, improving water availability and governance, restoring land and climate-resilient agro-ecosystems, enhancing sustainable agriculture and farm productivity, increasing household incomes through enterprises, improving livestock health and productivity, and strengthening gender equity, youth leadership and local governance.

2. Purpose of the Assignment

The primary purpose of the assignment is to conduct a comprehensive **household-level situation analysis/baseline survey** to:

- 1) Establish the socio-economic and livelihood profile of project households;
- 2) Assess existing access to and use of natural resources, particularly water and land;
- 3) Document current agricultural practices, productivity, irrigation status and input costs;
- 4) Assess household income sources and levels, including farm, livestock, off-farm and non-farm income;
- 5) Assess the status of household enterprises and access to markets, finance and services;
- 6) Assess livestock ownership, productivity, mortality rate and access to animal health services;
- 7) Assess participation of women and youth in household economic activities and community institutions;
- 8) Assess the functioning and participation of households in village institutions, WUAs, SHGs, enterprises and other community platforms;
- 9) Establish baseline indicators corresponding to the project's designed outcomes;
- 10) Generate disaggregated data by gender, social category, household category and other relevant variables;
- 11) Provide a robust database for future monitoring, evaluation, outcome measurement and impact assessment.

3. Key Areas of Assessment

The baseline should enable measurement of the project's institutional strengthening interventions, including the targeted strengthening of 2,022 Community Based Organisations including (Sujal Samitee, Water User Groups, Farmer Field School, Self Help Groups, Water User Association), 94 collective enterprises and 8 apex associations.

The selected agency will be expected to design and undertake the situation analysis covering, but not necessarily limited to, the following seven envisaged project outcome areas.

Outcome 1: Strengthened Local Institutions and Community Capacities

The assessment shall examine:

- 1) Household participation in village-level institutions (SHGs, WUAs, producer groups, collectives and other institutions)
- 2) Awareness and access to government schemes and convergence platforms;
- 3) Participation in community planning and decision-making
- 4) Women's and youth participation in local institutions
- 5) Capacity, functionality and inclusiveness of community institutions
- 6) Access to training, exposure and capacity-building opportunities

Outcome 2: Improved Water Availability, Security and Governance

The assessment shall capture:

- 1) Household sources of water for domestic and agricultural use and its availability
- 2) Area under assured and seasonal irrigation
- 3) Number and type of crops supported by irrigation
- 4) Household dependence on groundwater, surface water and other sources
- 5) Participation in WUA and water governance
- 6) Existing water conservation and harvesting practices
- 7) Household-level impacts of water availability on agriculture and livelihoods

The analysis should establish baseline conditions against the planned water-security interventions, including water harvesting structures, ridge treatments, irrigation systems and renovation of canal/field channels.

Outcome 3: Restored Land and Climate-Resilient Agro-Ecosystems

The assessment shall cover:

- 1) Landholding size and land-use pattern
- 2) Extent of degraded, fallow and cultivable land
- 3) Soil and moisture conservation practices
- 4) Land levelling and drainage-related issues
- 5) WADI and afforestation practices
- 6) Biomass and natural resource availability
- 7) Farmers' awareness of climate risks
- 8) Adoption of climate-resilient agricultural practices
- 9) Measures adopted by households to manage climate-related risks.

The baseline shall support assessment of interventions covering land degradation, drainage influence areas, land levelling, WADI/afforestation and improved agricultural practices.

Outcome 4: Enhanced Sustainable Agriculture and Farm Productivity

The assessment shall establish:

- 1) Cropping pattern and area under major crops
- 2) Agricultural productivity and production
- 3) Cost of cultivation and major input expenditures
- 4) Use of improved seeds and agronomic practices
- 5) Use of fertilizer and pesticides for plant protection
- 6) Adoption of water use efficient irrigation practices/techniques

- 7) Crop water use for major crops
- 8) Access to agricultural extension services
- 9) Mechanisation and farm equipment access
- 10) Participation in Farmer Groups/Farmer Field Schools
- 11) Access to seed banks
- 12) Nutrition garden adoption
- 13) Farm-level income and profitability
- 14) Constraints to adoption of improved and climate-resilient practices.

The study should provide baseline indicators against the intended adoption of improved agricultural practices (IPM, INM, indigenous seed, tolerant variety)

Outcome 5: Diversified and Increased Household Incomes through Enterprises

The assessment shall cover:

- 1) Current household income from agriculture, livestock and non-farm activities;
- 2) Existing off-farm and non-farm enterprises;
- 3) Youth-led enterprises (individual and collective);
- 4) Enterprise investment and profitability;
- 5) Employment generated by household enterprises;
- 6) Access to credit and financial services;
- 7) Access to markets and value chains;
- 8) Skills and vocational training received;
- 9) Access to enterprise development support;
- 10) Use of agricultural machinery and Custom Hiring Centres;
- 11) Nursery and other agri-business activities;
- 12) Value addition and processing;
- 13) Constraints to enterprise development and income diversification.

The assessment shall provide baseline information corresponding to the off-farm/non-farm enterprises, youth enterprises, skill centres, Agri Business Centres and value-addition processing units in project villages.

Outcome 6: Improved Livestock Health and Productivity

The assessment shall document:

- 1) Livestock ownership and composition at household level;
- 2) Number and type of animals owned;
- 3) Livestock productivity (milk + meat), breed type;
- 4) Animal health and disease incidence;
- 5) Mortality rates;
- 6) Vaccination and deworming coverage;
- 7) Access to veterinary and para-veterinary services;
- 8) Availability and use of livestock feed and fodder;
- 9) Role of women in livestock management;
- 10) Livestock-related expenditure and income;
- 11) Access to Pashu Sakhi and other community livestock services.

The study should establish baseline indicators relevant to the planned engagement of community livestock cadres i.e. Pashu Sakhi, Pashu Sakhi Resource Centres and vaccination/deworming support benefiting livestock-owning households.

Outcome 7: Strengthened Gender integration, Youth Leadership and Local Governance

The assessment shall examine:

- 1) Women's participation in household and community-level decision-making;
- 2) Women's control over and access to productive resources;
- 3) Women's participation in SHGs, institutions and enterprises;
- 4) Youth participation in livelihood and enterprise activities;
- 5) Youth leadership and participation in local governance;
- 6) Access of women and youth to training, credit, markets and government schemes;
- 7) Participation in water governance and natural resource management;
- 8) Household-level perceptions regarding gender roles and decision-making;
- 9) Inclusion of vulnerable and marginalised households in local institutions and development processes.

The assessment should provide sufficient baseline information to track improvements in participation, leadership, access to resources and inclusive decision-making.

4. Scope of Work

The selected agency will be responsible for the following:

1. Review project documents, intervention plans, outcome indicators and relevant MEL requirements provided by DSC.
2. Develop a detailed assessment framework and indicator matrix.
3. Develop household, community/institution and other relevant survey tools.
4. Undertake sampling and determine the appropriate sample size in consultation with DSC.
5. Digitise the survey tools using an appropriate digital data collection platform.
6. Pilot-test the tools and incorporate necessary modifications.
7. Recruit, train and supervise field investigators/enumerators.
8. Conduct household-level primary data collection.
9. Undertake relevant key informant interviews, focus group discussions and institutional assessments wherever required.
10. Ensure appropriate representation of women, youth and vulnerable households.
11. Conduct data quality checks, back-checks and validation.
12. Clean, process and analyse the collected data.
13. Generate appropriate household-level and intervention-level indicators.
14. Conduct disaggregated analysis by gender, household category, geography and other relevant variables.
15. Prepare a comprehensive baseline/situation analysis report.
16. Develop a clean and usable database of survey respondents/households.
17. Present findings to DSC and incorporate feedback in the final report.

5. Methodology

The agency is expected to propose a robust and scientifically appropriate methodology.

The methodology may include:

- 1) Desk review
- 2) Quantitative household survey
- 3) Institutional assessment
- 4) Key Informant Interviews (KIIs)
- 5) Focus Group Discussions (FGDs)
- 6) Participatory assessment methods, wherever appropriate
- 7) Field observation

- 8) Digital/mobile-based data collection
- 9) Data triangulation and validation

The proposed sampling methodology should ensure adequate representation of different household categories and relevant social and livelihood groups.

The agency should clearly explain the proposed **sampling design, sample size, sampling frame, selection procedure and statistical basis** in its EOI/technical proposal.

6. Sample Size

- a) 1500 HH (1300 from project and 200 from Control villages) survey from identified villages (including farmers (small, marginal, medium, large), landless, youth, women, entrepreneurs, livestock rearers, farmer collective members, NTFP/MFP collecting HH etc)
- b) 5 WUAs from Dharoi Command
- c) Existing 5 Sujal Samitee in Mehsana

Tentative bifurcation of sample HH from 120 project villages and 20 control villages

Sr. No.	Category	Number		Total
1	Small and marginal Farmer	With Livestock	Without livestock	2
2	Medium farmer	With irrigation facility	Without irrigation facility	2
3	Large Farmer	With irrigation facility	Without irrigation facility	2
4	Landless	With Livestock	NTFP/MFP collecting	2
5	Women headed family	With agriculture	-	1
6	Youth headed family	Entrepreneur	-	1
7	Women (age group-25-45)	-	Actively engaged in livestock rearing	1
			Total	11

Note- The HH may be mix of the above but survey should be done for 11 numbers.

7) Expected Deliverables

The selected agency shall be expected to submit the following deliverables:

Deliverable 1 – Inception Report

- 1) Understanding of the assignment from DSC;
- 2) Village selection with DSC (Project and Control)
- 3) Assessment framework;
- 4) Indicator matrix;
- 5) Sampling methodology;
- 6) Data collection methodology;
- 7) Sharing principal researcher and team deployment details
- 8) Work plan and field deployment plan.

Deliverable 2 – Survey Tools

- 1) Household questionnaire;
- 2) Institutional/community-level tools;
- 3) Key Informant Interviews (KII)/Focus Group Discussion (FGD) guides, wherever applicable;
- 4) Digital data collection forms.

Deliverable 3 – Pilot Study Report

- 1) Findings from pilot testing;
- 2) Recommended modifications to tools and methodology.

Deliverable 4 – Cleaned Dataset

- 1) Raw and cleaned household-level dataset;
- 2) Codebook/data dictionary;
- 3) Appropriate documentation of variables and indicators.

Deliverable 5 – Draft Situation Analysis/Baseline Report

The report should include:

- 1) Executive summary
- 2) Methodology
- 3) Household socio-economic /livelihood profile (asset, skillsets)
- 4) Livelihood profile
- 5) Water and irrigation status (access and ownership)
- 6) Land and agriculture status
- 7) Enterprise
- 8) Livestock status
- 9) Institutional participation
- 10) Gender and youth status
- 11) Key vulnerabilities and constraints (water, agriculture and livelihood)
- 12) Convergence (present/opportunity)
- 13) Findings and recommendations

Deliverable 6 – Final Report and Presentation

The agency shall incorporate comments received from DSC and submit the final report along with a presentation of key findings.

8. Tentative Baseline Indicators

The agency shall propose a detailed indicator framework covering, among others:

Outcome Area	Indicative Indicators
Local institutions	Institutional membership, participation, functionality, women's/youth participation, access to training
Water security	Irrigated area, irrigation reliability, water sources, irrigation frequency, water stress
Land & climate resilience	Land use, degraded land, soil/moisture conservation, climate-risk exposure and adaptation
Agriculture	Productivity, cost of cultivation, improved practices, irrigation efficiency, farm income
Enterprises	Number and type of enterprises, investment, turnover, profitability, employment and enterprise income
Livestock	Ownership, productivity, disease incidence, vaccination, mortality, livestock income
Gender & youth	Decision-making, leadership, participation, access to resources, credit, training and enterprises

The final indicator framework will be agreed with DSC during the inception stage.

9. Agency Eligibility

DSC intends to engage an agency/institution having demonstrated experience in conducting large-scale socio-economic surveys, baseline studies, household-level situation analyses, impact assessments or similar assignments.

Preference may be given to agencies having:

- 1) At least 5 years of relevant experience;
- 2) Experience in rural development, livelihoods, agriculture, water, natural resource management or allied sectors;
- 3) Experience in conducting minimum 3 studies of household-level surveys in rural and tribal areas;
- 4) Strong quantitative and qualitative research capabilities;
- 5) Experience in digital/mobile-based data collection;
- 6) Adequate field teams and supervisory capacity;
- 7) Experience in baseline, endline, outcome or impact assessments;
- 8) Demonstrated data management and statistical analysis capabilities;
- 9) Experience working with NGOs, CSR programmes, development agencies or government programmes.
- 10) Compliant of all statutory regulations.

10. Required Team

The agency should propose an appropriate multidisciplinary team. The indicative team may include:

- 1) Team Leader/Project Manager
- 2) Research/MEL Specialist
- 3) Statistician/Sampling Specialist/Data Manager
- 4) Subject Specialists (enterprise, livelihood, agriculture, water resource development, watershed, livestock)
- 5) Field Supervisors (able to communicate in local languages-Hindi, Marathi and Gujarati)
- 6) Trained Enumerators

The agency shall clearly specify the proposed team members (male and female), their qualifications, experience and mode of involvement in the assignment (fulltime, freelance consultant, part time).

11. Duration

The assignment is expected to be completed within approximately 12 weeks (**90 days**) from the date of issuing letter of selection.

The agency should submit a detailed activity-wise work schedule covering tool development, pilot testing, fieldwork, data processing, analysis and reporting.

12. EOI Submission Requirements

Interested agencies are requested to submit an EOI containing the following:

- 1) Covering letter expressing interest;
- 2) Profile of the agency/institution; (maximum 2 pages)

- 3) Registration and legal status (GST, PAN, TAN);
- 4) Relevant organisational experience;
- 5) Details of at least 3 similar assignments completed during the last 3 years;
- 6) Completion certificate on availability
- 7) Proposed methodology and approach;
- 8) Proposed sampling approach;
- 9) Proposed team composition and signed CVs of key personnel and their consent to take up task;
- 10) Indicative work plan (milestone);
- 11) Two relevant client references;
- 12) Financial capacity/turnover details, if required;
- 13) Financial quote and its detailed breakup
- 14) Any other information demonstrating suitability for the assignment.

13. Evaluation of EOI

The EOIs may be evaluated based on the Technical Financial criteria.

A) Technical Criteria-

Criteria	Indicative Weight
Relevant organisational experience	20%
Experience in household surveys/baseline and situation analysis	20%
Experience in rural development, livelihood, water, agriculture sectors	15%
Proposed methodology and sampling approach	20%
Qualifications and experience of proposed team	15%
Experience in digital data collection and data analytics	10%
Total	100%

Based on the evaluation of Technical criteria's the agencies will be shortlisted and qualified for evaluation of their financial bids.

B) Financial Bidding –

Financial Bidding should comprise following heads

Sr. No.	Particulars	Unit	Unit rate (Rs)	Quantity	Total budget (Rs)
A	Human Resource				
1	Team Leader/Project Manager	No. of Days			
2	Researcher/MEL Specialist	No. of Days			
3	Subject Specialists (enterprise, livelihood, agriculture, water resource development, watershed, livestock)	No. of Days			
4	Field Supervisors	No. of Days			
5	Trained Enumerators	No. of Days			
6	Statistician/Sampling Specialist/Data Manager	No. of Days			
	Sub Total				

B	Survey Cost				
1	Travel	Nos			
2	Accommodation and Boarding	No. of Person Days			
3	Stationary/ Data collection/ entry	No. of Days			
4	Report Submission (2 colour hard copies)	No. of copies			
	Sub Total				
C	Total	C=(A+B)			
D	GST (only on applicable heads)	%			
E	Grand Total	E=(C+D)			

DSC may shortlist eligible agencies based on the EOI evaluation and subsequently invite shortlisted agencies to discuss on technical and financial proposal.

14. Confidentiality and Data Ownership

All information, datasets, documents and findings generated under the assignment shall be treated as confidential. The final datasets, analytical outputs, reports and other materials developed under the assignment shall remain the property of DSC, unless otherwise specified in the agreement.

The selected agency shall not publish, share or use the form, data or findings for any external purpose without prior written permission from DSC.

15. Submission of EOI

Interested and eligible agencies may submit their EOI electronically to:

Development Support Centre (DSC)
Ahmedabad, Gujarat

Email: cpc.dsc@gmail.com

Contact Person: Krishna Chavan
Last Date for Submission: 10/09/2026
Time: 06:00 PM

The subject line of the email should be:

“EOI – Household-Level Situation Analysis 2026-27”

DSC reserves the right to accept or reject any or all EOIs without assigning any reason and shall not be liable for any costs incurred by agencies in preparation or submission of the EOI.

16. Payment terms and conditions

- 1) The agency should be a registered firm with compliances with all statutory laws and regulations.
- 2) The rates quoted should be inclusive of all taxes.
- 3) No out of pocket expenses will be allowed over and above approved rates.

The total payment will be release as per below schedule **(after completion of deliverables)-**

Installment No	Deliverables	% of approved amount	Time frame/ Conditions
Ist installment	1) Signing of agreement, 2) Review of records/documents 3) Sharing the team details 4) Sharing the questionnaire of HH and CBO 5) Sample testing of questionnaire and finalising as per feedback 6) Sharing milestone	30%	3 weeks after issuing a letter of selection and sharing inception report
IInd Installment	1) Completion of 50% of HH survey, 2) 50% of CBO FGDs	40%	7 week
IIIrd Installment	1) Completion of 100% HH survey 2) Sharing first draft of report 3) Presentation (online/offline)	15%	10 week
IVth installment	1) Final report sharing, data and photo sharing	15%	12 week

17. Important Note

This EOI is intended to invite agencies with the requisite expertise and experience for undertaking the proposed household-level situation analysis. Submission of an EOI does not guarantee selection or award of the assignment. DSC may shortlist suitable agencies and subsequently seek detailed technical and financial proposals from the shortlisted agencies.

Only shortlisted agencies will be contacted for further process.

Development Support Centre (DSC)

Ahmedabad, Gujarat

01/09/2026