

Terms of reference (ToR) for the procurement of services

[CONFIDENTIALITY]

Monitoring, Evaluation, Learning (MEL) and Evidence Generation for the Modular Nutrition Actions (MoNA) India Project	Project number/ cost centre: G-100006-002 I-100006-02 Tender Number 7000024216
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
FAO	Food and Agricultural organisation of United Nations
FK	Expert
FKT	Expert days
KZFK	Short-term expert
MoNA	Modular Nutrition Actions
MoRD	Ministry of Rural Development
MDD-W	Minimum Dietary Diversity for Women
NFHS	National Family Health survey
NRLM	National Rural Livelihood Mission
ToRs	Terms of reference

1. Context

The Global Programme Modular Nutrition Actions (MoNA), commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), aims to improve nutrition outcomes through context-specific and systems-oriented approaches in selected partner countries. The programme focuses on strengthening nutrition-sensitive agricultural value chains, nutrition governance, social protection systems, food fortification, and nutrition integration within sectoral programmes. The programme is implemented across several countries, including India, Malawi, Nigeria, Madagascar, Togo, and the West Africa region, adapting interventions to country-specific nutrition challenges and opportunities.

In India, the MoNA country measure will work in an integrated manner with the bilateral projects - Support to Agroecological Transformation Processes in India (SuATI) and the Adaptive Social Protection Project (ACVERR) projects as well as their political partner, National Rural Livelihood Mission (NRLM), Ministry of Rural Development (MoRD), with the objective of strengthening nutrition-resilient livelihoods for women. The project seeks to increase women's agency, access to productive resources, and participation in value chains for innovative and healthy food products while improving local food environments and strengthening demand for nutritious foods. The intervention is aligned with Government of India priorities related to women-led livelihoods, nutrition security, and rural development.

Module objective of the project is that 'The nutrition situation of the target group of German development cooperation projects especially women of reproductive age, is improved'

Module objective 1: Percentage of women of reproductive age (15-49) who consumed sufficient nutrients (Minimum Dietary Diversity for Women, MDD-W).

Definition: MDD-W is an indicator standardised by the FAO (Food and Agricultural organisation) that indicates whether women of reproductive age (15 to 49 years) are consuming sufficient nutrients. If women have consumed at least five out of ten defined food groups in the last 24 hours, it can be assumed that they are also consuming enough micronutrients. The MDD-W is also used as an SDG 2 indicator.

Data Source: Baseline and endline household surveys and existing NFHS and state nutrition datasets for contextual analysis

Module objective 2: Number of contributions to anchor nutrition security in national processes under MoRD/NRLM

(Note: module objective 2 does not need formal monitoring through baseline/endline and regular monitoring setup, it is mentioned here just for information)

The project is designed around four interrelated pathways for improving nutrition outcomes

- **Output 1: Nutrition is an integral part in agroecological approaches in India** - strengthening nutrition-sensitive and agroecological livelihood systems that enhance the availability and accessibility of nutritious foods.
- **Output 2: The inclusion and agency of women is strengthened** - enhancing women's agency, decision-making power, and economic empowerment to improve household nutrition and food choices.
- **Output 3: SRLM's role in nutrition governance is strengthened** - supporting in institutional capacities, and multi-stakeholder collaboration to embed nutrition within rural livelihood systems.
- **Output 4: Joint learning events have strengthened cooperation and knowledge on nutrition resilience.** (note: output 4 does not need formal monitoring through baseline/endline and regular monitoring setup, it is mentioned here just for information)

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Outputs	Indicators and definitions	Key activities for Outputs
Output 1	1.1: The number of women SHGs that produce nutritious food for local consumption has increased in Rajasthan and Karnataka. Definition: Nutritious food refers to foods that contribute to improved dietary diversity and micronutrient intake and are promoted by the project as part of nutrition-resilient livelihoods. Local consumption refers to the utilisation of nutritious foods by households and communities within the local implementation area. Data Sources: Baseline and endline and midline output assessment 1.2: The project implements 2 different measures for demand creation for local sustainably produced foods in Rajasthan and Karnataka. Definition: Demand creation measures may include SBC campaigns, nutrition demonstrations, local food fairs, recipe campaigns, institutional procurement pilots, or awareness activities promoting nutritious local foods. Data Sources • Baseline and endline • Field monitoring reports	• Promote nutrition-sensitive practices in agroecological processes. • Conduct demand creation activities for nutritious local foods Build capacities of SRLM cadres, CRPs, and master trainers • Technical assistance to SRLMs, SHGs, and producer groups • Facilitate behaviour change and nutrition awareness activities
Output 2	2.1: The number of women who have increased their agency in at least 2 out of 3 dimensions has increased in Rajasthan and Karnataka. Definition: Using WEMNS (Introducing the Women's Empowerment Metric for National Statistical Systems (WEMNS) IFPRI) Data Sources • Baseline and endline • Focus Group Discussions (FGDs) • Field monitoring and verification reports	• Support SHGs to upgrade processing and marketing of nutrient dense food products. • Promote women's participation in livelihood and enterprise activities. • Facilitate behaviour change and nutrition awareness activities.

Outputs	Indicators and definitions	Key activities for Outputs
	2.2: The percentage of 200 women who apply sustainable strategies for livelihood resilience has increased in Rajasthan. Definition This indicator measures the percentage of women participating in project-supported interventions who report applying at least one sustainable strategy that contributes to the long-term security, productivity, or resilience of their land-based livelihoods. Sustainable strategies may include: • Agroforestry or tree planting • Soil and water conservation measures • Organic soil fertility management • Climate-resilient agricultural practices • Collective action for land and natural resource management • Investment in irrigation or water harvesting structures • Adoption of practices that improve long-term productivity and reduce land degradation A woman is counted if she reports actively applying at least one such strategy during the reporting period. Data Sources • Baseline and endline household surveys • Focus Group Discussions (FGDs) • Field monitoring and verification reports 2.3: The percentage of 200 women who diversified their income revenue streams has increased in Karnataka. Definition: This indicator measures the number of women participating in project-supported interventions who have established at least one additional income source or diversified their existing income streams through nutrition-sensitive livelihood and enterprise activities. Qualifying activities may include:	

Outputs	Indicators and definitions	Key activities for Outputs
	• Production and sale of nutritious food products • Value addition and food processing enterprises • Women-led agroecological enterprises • SHG-based food businesses • Producer collectives and micro-enterprises • Market access initiatives facilitated through platforms such as SHE Mart • Other nutrition-sensitive livelihood activities supported by the project Diversified income revenue streams refer to income earned from one or more additional nutrition-sensitive livelihood or enterprise activities introduced through project support, such as processing and sale of protein-rich or other nutrition-dense food products, value addition, packaging, branding, certification, market linkages through SHE Mart or B2B buyers, or other women-led nutrition enterprises. A woman is counted if she reports earning income from at least one new or diversified revenue stream attributable to project-supported interventions during the reporting period. Data Sources • Baseline and endline • Project progress reports	
Output 3	3.1: In 2 states, SRLM has adopted at least one different governance measures in two different categories of the nutrition governance model. Definition This indicator measures the adoption and operationalisation of nutrition governance measures by State Rural Livelihood Missions (SRLMs) in at least two project states. A governance measure is considered adopted when it is formally integrated into SRLM systems, processes, structures, or guidelines and demonstrates evidence of implementation. The governance measures should fall within at least two different categories of the Nutrition Governance Model, such as:	• Facilitate interdepartmental coordinated action and convergence. • Support integration of nutrition into SRLM planning and monitoring systems under FNHW initiatives. • Support SRLM participation in national and regional nutrition processes.

Outputs	Indicators and definitions	Key activities for Outputs
	• Interdepartmental coordination and convergence mechanisms • Nutrition-sensitive planning and budgeting • Monitoring, reporting, and accountability systems • Capacity development and institutional strengthening • Policy and guideline development • Community engagement and participation mechanisms Data Sources • Government orders, notifications, and circulars • SRLM planning and strategy documents • Meeting minutes and steering committee records • Official guidelines, frameworks, and operational manuals • Project documentation and progress reports • Policy briefs and technical recommendations adopted by SRLMs Data Collection Method Evidence of adoption will be collected through document review and verification with SRLM stakeholders 3.2: The number of regional or national policy, learning, or knowledge-sharing processes in which SRLMs have presented, documented, or contributed project-supported experiences on nutrition resilience Definition A contribution refers to a documented presentation, technical input, case study, policy brief, learning note, consultation, knowledge product, or participation in a regional or national process where SRLM-supported experiences on nutrition resilience, nutrition-sensitive	

Outputs	Indicators and definitions	Key activities for Outputs
	livelihoods, women's enterprises, nutrition governance, or SHG-led approaches are shared and formally recognised. Data Sources • Event reports • Learning briefs and case studies • Policy briefs • Government communications	
Output 4	4.1: 3 multistakeholder dialogues on nutrition resilient livelihoods were conducted and documented engaging government, civil society and private sector. 4.2: A south-south exchange has been conducted and documented on the topic of nutrition resilient livelihoods. (note: output 4 does not need formal monitoring through baseline/endline and regular monitoring setup, it is mentioned here just for information)	• Organise multi-stakeholder dialogues on nutrition-resilient livelihoods. • Facilitate exchange among government, civil society, academia, private sector, and development partners. • Conduct South-South exchange activities among MoNA countries. • Document and disseminate lessons learned and good practices. • Promote cross-learning and knowledge sharing.

The project results framework aims to contribute to improved dietary diversity among women of reproductive age, increased production and consumption of nutritious foods, strengthened nutrition governance within NRLM and State Rural Livelihood Mission (SRLM) systems, enhanced capacities of frontline cadre and institutions, and increased economic and social empowerment of women.

Given the innovative and systems-oriented nature of the intervention, a strong Monitoring, Evaluation and Learning (MEL) system is required to generate evidence on what works, support adaptive management during implementation, document lessons and good practices, and assess the project's contribution to nutrition, livelihood, gender, and governance outcomes. In addition to accountability and reporting requirements, the project seeks to generate actionable evidence that can inform scale-up through NRLM systems and contribute to national and global learning on nutrition-resilient livelihoods.

Objectives of the assignment:

The overall objective is to establish and operationalise a robust Monitoring, Evaluation and Learning (MEL) system for MoNA India and generate evidence to inform project implementation, learning, scaling, and policy engagement.

Specific objectives include:

- Conduct a baseline assessment in project intervention areas
- Develop and refine the project MEL Strategy and Measurement Framework
- Establish systems and tools for routine monitoring and learning
- Generate evidence/case study documentation on project effectiveness and implementation processes
- Conduct periodic learning studies and synthesis of secondary data
- Support adaptive management through data analysis and reflection processes
- Conduct an endline assessment and final evaluation in 2028

2. The contractor is responsible for providing the following services:

A) 1. Baseline Assessment (2026)

The contractor shall:

- Review project theory of change, results framework and indicators
- Develop a detailed baseline methodology and sampling framework
- Develop a statistically sound sampling strategy using random sampling techniques to ensure a representative sample of project beneficiaries across the intervention areas sufficient to estimate project indicators with acceptable statistical precision. The sampling framework shall cover all project implementation districts in each project state (Rajasthan and Karnataka).
- The sampling design, sample size calculation, confidence level, power assumptions and respondent selection procedures shall be clearly documented and submitted to GIZ for approval prior to data collection. Implementation scale: In Rajasthan, project will work in 1-2 block of one of the districts (in 10-15 Gram Panchayats), and in Karnataka, project will work with 2-3 MKPCs (Mahila Kisan producer companies, SHGs and their federations)
- Design quantitative and qualitative data collection tools
- Translate all survey instruments into relevant local languages and undertake back-translation to English to ensure conceptual equivalence and consistency across languages.
- Recruit qualified enumerators and field supervisors and conduct training on study objectives, research ethics, informed consent, interviewing techniques, digital data

collection, dietary assessment protocols and quality assurance procedures. Mock interviews/pre-test/pilot and field practice shall form part of the enumerator training.

- Reviewing the existing questionnaires from last projects
- Review internationally accepted measurement tools and integrate globally recognised indicators, wherever applicable, including FAO MDD-W, WEMNS, and other relevant nutrition and women's empowerment measurement frameworks
- Develop a secure digital respondent management system that assigns a unique identification number to each participant while complying with GIZ data protection requirements
- Establish baseline values for all relevant outcome and output indicators
- Conduct Minimum Dietary Diversity for Women (MDD-W) assessment among women of reproductive age using the Diet Quality Questionnaire (DQQ)
- Assess women's agency dimensions relevant to project interventions
- Assess nutrition governance capacities within selected SRLM systems
- Map existing nutrition-sensitive livelihood initiatives and institutional capacities
- Generate district and state level baseline profiles
- All quantitative and qualitative data collection shall be undertaken using digital survey platforms such as Kobo Toolbox, Kobo Collect, Survey Solutions, ODK or equivalent systems approved by GIZ. The selected platform should support offline data collection, automatic synchronisation, GPS coordinates (where appropriate), timestamps, skip logic, validation checks, and respondent tracking
- Produce a comprehensive baseline report including recommendations for implementation
- Establish a robust quality assurance mechanism including real-time data quality monitoring, daily consistency checks, supervisor back-checks, spot-checks, field observation, duplicate detection, and validation of completed interviews prior to database finalisation

A) 2. Strategic State Studies (2026)

In addition to the project baseline assessment, the contractor shall undertake two complementary studies to generate evidence for state programme design and policy development.

Study 1: Rajasthan Food Diversity and Household Kitchen Garden Study

The contractor shall:

- design a representative cross-sectional study to understand household food diversity, nutrition practices, kitchen/community garden adoption, utilisation and barriers among SHG households;
- assess knowledge, attitudes and practices related to food diversity, nutrition, household food production and consumption;
- assess availability and utilisation of household/ kitchen /community gardens and locally available nutritious foods;
- identify determinants of dietary diversity among pregnant women, lactating mothers, adolescent girls and SHG households;
- analyse behavioural, social, institutional and environmental barriers affecting adoption of food diversity practices;
- generate evidence to strengthen RAJEEVIKA's Food, Nutrition, Health and WASH (FNHW) strategy and kitchen garden programme;
- provide district-specific and state-level recommendations for programme design, scaling and behaviour change interventions.

Minimum sampling requirements- The contractor shall adopt a statistically sound sampling methodology.

The study shall include at minimum:

Component	Requirement
Districts	4 districts
Blocks	1 block per district
Gram Panchayats	Appropriate number based on sampling design
Respondents	minimum 800 women (approximately 200 per district)
Target groups	pregnant women, lactating mothers, mothers of children below two years, adolescent girls and SHG women

The contractor may recommend a larger sample where statistically justified.

Study 2: Nutrition-Dense Food Enterprise and Market Assessment (Karnataka)

The contractor shall:

- assess the availability of nutrition-dense food products produced by SHGs, MKPCs and producer organisations;
- analyse market opportunities and constraints;
- assess value chains, branding, packaging, certification and marketing systems;
- identify opportunities for nutrition-sensitive enterprise development;
- assess consumer demand and market readiness for locally produced nutritious foods;
- provide recommendations for scaling nutrition-resilient enterprises through KSRLM.

Minimum scope-

Component	Requirement
MKPCs/SHGs	2-3 project-supported MKPCs/producer organisations
Market assessment	Local retail markets, institutional buyers and value chain actors
Respondents	approximately 100 respondents, including women entrepreneurs, consumers, buyers, traders and key informants

Deliverables

- Inception report
- Survey tools and protocols
- Clean datasets
- Baseline report
- Indicator reference sheets
- Rajasthan Food Diversity and Household Kitchen Garden Study Report

- Karnataka Nutrition-Dense Food Enterprise and Market Assessment Report
- Clean datasets for both studies
- District fact sheets and policy briefs (one for each study)

B: Development of MEL Strategy and Measurement Framework

The contractor shall:

- Refine the project Theory of Change
- Develop a comprehensive MEL Strategy
- Develop indicator definition sheets for all project indicators, based on the given template
- Develop standard operating procedures (SOPs) for routine monitoring, Reporting templates, data quality assurance, indicator reporting, and data management
- Recommend improvements to project indicators and measurement approaches based on findings from the baseline assessment.

Deliverables

- MEL strategy which includes measurement framework, indicator handbook, data quality assurance framework, risks and assumptions

C: Periodic Learning and Evidence Generation

The contractor shall support implementation learning through:

- Conduct periodic field verification visits to validate monitoring data and document implementation progress
- Quarterly reflection and learning processes (virtual/hybrid meetings)
- Documentation of emerging lessons and good practices
- Development of learning briefs and knowledge products
- Documentation of innovative nutrition-sensitive livelihood models
- Analysis of women's empowerment and nutrition pathways
- Present learning findings through structured reflection workshops with GIZ, implementation partners and relevant government stakeholders - 2 M&E workshops at state/national level

- **Secondary Data Analysis and Evidence Synthesis:** Review NFHS, CNNS, NRLM and relevant state datasets, generate evidence summaries relevant to project implementation, conduct periodic contextual analyses, starting along with baseline assessment, triangulate primary project data with secondary datasets to generate comprehensive evidence on nutrition, livelihoods, women's empowerment and governance outcomes, produce data visualisations, dashboards and analytical summaries to support project decision-making and adaptive management.

Deliverables

- Mid-term study report
- Knowledge products and presentations
- Annual evidence synthesis reports
- Policy briefs

D: Endline Assessment and Final Evaluation (2028)

The contractor shall:

- Conduct endline assessment using methodologies comparable to baseline.
- Measure changes across project indicators.
- Analyse how the implementation contributed to the progress of the indicators.
- Assess achievement of project objectives and outputs.
- Conduct the endline survey using a sampling methodology comparable to the baseline to enable valid measurement of change over time. The endline sample shall follow the approved sampling framework and include representative random samples from project intervention areas across the selected project blocks in Rajasthan and Karnataka and comparable control groups.
- Ensure all endline survey tools are updated, translated, back-translated, pilot tested, digitised and approved by GIZ before field deployment
- Conduct refresher training for enumerators and supervisors prior to endline data collection
- Apply identical data quality assurance procedures as adopted during baseline to ensure comparability of findings
- Analyse effectiveness, relevance, sustainability and scalability.
- Document lessons learned and recommendations.

- Facilitate stakeholder validation workshops.

Deliverables

- Evaluation design report
- Endline datasets
- Endline report
- Final evaluation report
- Executive summary and dissemination materials

Workshops, events and trainings

The contractor shall organise and facilitate the following workshops, trainings and meetings as part of the assignment. The costs of organising the following workshops, including venue (where applicable), training materials, facilitation, local logistics, documentation and refreshments, shall be included within the contractor's lump-sum financial offer unless otherwise specified.

- **Enumerator training workshops:** One prior to the baseline assessment (2026) and one prior to the endline assessment (2028). **Location:** Rajasthan and Karnataka (one training in each state). Approximately 15-25 participants per training, including enumerators, field supervisors and contractor staff. **Purpose:** To train field teams on study protocols, research ethics, informed consent, digital data collection tools, quality assurance procedures, dietary assessment methodologies, pilot testing and field protocols. **Contractor responsibilities:** Preparation of training agenda and materials, facilitation, venue arrangements, logistics, digital tools, participant management, documentation and reporting. **GIZ responsibilities:** Facilitate coordination with implementation partners and relevant state stakeholders where required.
- **Stakeholder Validation Workshops (2):** One following completion of the baseline assessment/ state wise studies and one in between of implementation or following completion of the endline assessment. **Location:** Delhi or project state(s), as agreed with GIZ. **Participants:** Up to 50 participants representing GIZ, Ministry of Rural Development, State Rural Livelihood Missions, implementation partners and other relevant stakeholders. **Purpose:** Presentation and validation of baseline/endline findings, midline study, discussion of recommendations and validation of key conclusions. **Contractor responsibilities:** Preparation of presentations, facilitation, documentation and incorporation of stakeholder feedback into final reports. Preparation of presentations, facilitation, documentation, incorporation of stakeholder feedback into final reports, coordination of participant invitations (in consultation with GIZ), participant management and venue arrangements.

General Provisions

- The contractor shall include all costs related to preparation of workshop materials, facilitation, documentation and reporting within the financial proposal.
- Where physical workshops are organised by the contractor, costs related to venue hire, audio-visual equipment, stationery, local logistics and refreshments shall be included in the contractor's financial offer.
- Travel, per diem and accommodation costs for the contractor's personnel shall be included in the financial offer.
- GIZ will support coordination with relevant stakeholders, implementation partners and government institutions to facilitate participation in workshops and meetings

General Requirements:

The following requirements shall apply across all components (A-D) of the assignment:

- The contractor shall facilitate coordination with implementation partners and relevant stakeholders at state, district and local levels with project's support. The contractor shall be responsible for planning and managing all field activities.
- All completed survey data (individual questionnaires, Focus Group Discussions, Key Informant Interviews, In-depth Interviews, observation checklists and any other study instruments), together with transcripts, recordings (where consented), coding frameworks and cleaned datasets, shall be submitted to GIZ upon completion of the assignment.
- The contractor shall maintain complete respondent databases and metadata throughout the assignment and hand over all digital records to GIZ at project closure.
- The contractor may recommend additional methodological approaches or deliverables that strengthen achievement of project objectives. Such additions shall be implemented only after written approval from GIZ.
- Each deliverable shall undergo multiple rounds of technical review, quality assurance and revision in consultation with GIZ.
- The contractor shall comply with all applicable GIZ Digital Data, Information Security and Data Protection Guidelines throughout the assignment.
- The intellectual property rights, copyright and ownership of all data, reports, databases, presentations, visualisations and knowledge products developed under this assignment shall remain with GIZ. Publications shall acknowledge BMZ, GIZ and the consulting agency in accordance with GIZ branding guidelines.
- All photographs, figures and illustrations included in reports shall include appropriate copyright attribution (e.g., © Photographer/Organisation/Website).
- All reports, presentations, survey instruments and communication materials shall be prepared in British English.

- Layout and designing of reports will be undertaken by the contractor

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible	Criteria for acceptance
Inception report including sampling methodology	15 th November 2026	Inception report approved by GIZ, including detailed methodology, sampling framework, workplan, quality assurance plan and implementation schedule.
Final digital survey tools (English and translated versions)	30 th November 2026	All quantitative and qualitative tools submitted in English and local languages, back-translated, digitised, pilot-tested and approved by GIZ.
Clean digital database including GPS coordinates and respondent IDs	21 st December, 2026	Complete cleaned datasets submitted with unique respondent IDs, GPS coordinates (where applicable), metadata, codebook, validation records and quality checks completed.
Baseline assessment report	4 th January 2027	Comprehensive baseline report submitted addressing all agreed indicators, including statistical analysis, district profiles, findings, recommendations and incorporating GIZ comments.
Rajasthan study report and presentation	29 th January 2027	Study completed according to approved methodology and minimum sample requirements. Report, presentation, datasets and policy recommendations accepted by GIZ and RAJEEVIKA.
Karnataka study report and presentation	29 th January 2027	Study completed according to agreed methodology. Report includes market analysis, enterprise assessment, value chain findings and recommendations accepted by GIZ
MEL strategy and measurement framework	5 th February 2027	MEL Strategy, Theory of Change refinement, indicator definition

		sheets, SOPs, reporting templates and data quality assurance framework approved by GIZ.
Mid-term learning report	30 th June 2027	Output assessment completed on agreed thematic area, findings validated with GIZ and recommendations document.
Annual learning report 2027	30 th November 2027	Annual synthesis of implementation progress, lessons learned, evidence generated and recommendations for adaptive management accepted by GIZ.
M&E workshops and report	31 st august 2028	Workshops successfully organised, stakeholder participation documented, workshop report submitted, presentations delivered and feedback incorporated where applicable.
Endline synthesis products-final cleaned survey database and statistical analysis files	31 st January 2028	Final cleaned datasets, statistical analysis files, syntax/scripts, codebooks, respondent database and metadata submitted and validated by GIZ.
Endline assessment report	29 th February 2028	Endline report completed using comparable methodology, analysing changes across all project indicators and incorporating GIZ comments.
Final evaluation report	18 th September 2028	Final evaluation report, executive summary, dissemination materials and all final datasets submitted. Report addresses relevance, effectiveness, efficiency, impact, sustainability, scalability, lessons learned and recommendations, and is formally accepted by GIZ.

Period of assignment: **from 02.11. 2026 until 30.09.2028.**

To ensure comparability of dietary diversity, food security and livelihood-related indicators, particularly the Minimum Dietary Diversity for Women (MDD-W), the baseline and endline surveys shall be conducted during the same agricultural and seasonal period to the extent feasible

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 1 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Details about backstopping

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

Contractor will be assessed on the following:

Performance Metrics and Success Indicators

- Timely completion of tasks as per the agreed timelines.
- Participant satisfaction levels captured through feedback surveys.
- Quality of workshop materials and logistical arrangements.
- Smooth coordination with project stakeholders and local partners.
- Adherence to the approved budget and financial accountability.

4. Criteria for Eligibility of firms

Tenderers have to submit the documentary evidence for the criteria's specified below. The eligibility criteria for the firms include the following points:

I. Commercial Eligibility

1. General Administrative & Legal documents
2. Consortiums are allowed for this tender, please follow the guidelines mentioned in bidding condition document.
3. Average annual turnover for the last three financial years should be at least 50,000 Euro.

Euro value can referred from [InforEuro, the exchange rate of the Euro currency](#)

4. The average number of employees and managers must be minimum 10 for the past three calendar year.

II. Technical Eligibility Assessment

There is a minimum requirement of at least 2 reference projects related to baseline and endline evaluations, impact assessments related to nutrition in India in the last three years with minimum commission value of Euro 30,000.

III. Weighted Criteria

1. Technical Experience

- 5 years of experience in designing and implementing Monitoring, Evaluation and Learning (MEL) systems, including baseline, endline and impact or outcome evaluations for development programmes.
- 5 years of experience in conducting quantitative and qualitative research in the fields of nutrition, public health, food systems, agriculture, rural livelihoods, or women's empowerment in India.
- 5 years of experience in designing and implementing household surveys using internationally recognised methodologies, including sampling design, digital data collection, data quality assurance, and statistical analysis.
- 3 years of experience in developing MEL frameworks, indicator reference sheets, theories of change, and results measurement systems for bilateral or multilateral development programmes. field surveys, including GPS-enabled data collection and respondent tracking.
- Minimum 2 years of experience in conducting research or evaluations related to gender, women's empowerment, nutrition-sensitive agriculture, rural livelihoods, or social and behaviour change interventions.

2. **Regional experience:** Demonstrated experience in conducting assignments with Government of India, State Governments, National Rural Livelihood Mission (NRLM), State Rural Livelihood Missions (SRLMs), or other rural development and nutrition programmes will be considered an advantage.

3. ODA-Experience

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader & Monitoring, evaluation and learning expert

Tasks of the Team Leader

- Overall responsibility for the planning, coordination, quality assurance and timely delivery of all activities under this assignment.
- Serve as the primary focal point for communication and coordination with GIZ, SRLMs, implementation partners and other stakeholders.
- Lead the design and implementation of the baseline and endline assessments, including sampling methodology, study design and analytical framework.
- Lead the development and refinement of the project Monitoring, Evaluation and Learning (MEL) Strategy, measurement framework and indicator reference sheets.
- Ensure scientific rigour and quality assurance across all quantitative and qualitative research activities.
- Supervise questionnaire development, translation, back-translation, pilot testing and digital programming of survey instruments.
- Oversee data quality assurance protocols, enumerator training, field supervision and validation processes.
- Lead statistical analysis, interpretation of findings and preparation of all technical reports.
- Facilitate learning workshops, reflection meetings and dissemination of evidence products.
- Ensure compliance with GIZ data protection, digital data collection and reporting standards.
- Coordinate the work of key experts, field teams and short-term specialists mobilised under the assignment.

Qualifications of the Team Leader

a. Education/training (2.1.1): Master's degree in Public Health, Nutrition, Statistics, Economics, Rural Development, Agricultural Economics, Social Sciences, Evaluation, Development Studies or related discipline.

b. Language (2.1.2): C1-level proficiency in English.

c. General professional experience (2.1.3): Minimum 10 years of professional experience in Monitoring, Evaluation and Learning (MEL), applied research or programme evaluation.

d. Specific professional experience (2.1.4): Minimum 8 years of experience in designing and leading baseline, endline and evaluation studies for nutrition, livelihoods, agriculture, rural development or women's empowerment programmes.

e. Leadership/management experience (2.1.5): Minimum 5 years of experience leading multidisciplinary research or evaluation teams.

f. Regional experience (2.1.6): Minimum 5 years of experience implementing research or evaluation assignments across multiple states in India.

g. Development Cooperation (DC) experience (2.1.7): Minimum 3 years of experience working on projects funded by GIZ, BMZ, UN agencies, World Bank, IFAD or other international development organisations.

h. Other (2.1.8): Demonstrated experience in developing MEL systems, Theory of Change, indicator frameworks and using digital survey platforms such as Kobo Toolbox, ODK or Survey Solutions.

Key Expert 1: Nutrition and Quantitative Research Specialist

Tasks of Key Expert 1

Overall, technically and executively contribute and collaborate on all quantitative research components of the assignment.

- Support the design of sampling methodologies and survey protocols.
- Develop quantitative survey tools for baseline and endline assessments.
- Ensure alignment with internationally recognised indicators such as MDD-W and other nutrition-related indicators.
- Design digital questionnaires using approved survey platforms.
- Develop data quality assurance protocols.
- Train enumerators and field supervisors.
- Monitor field implementation and undertake quality control checks.
- Support statistical analysis, interpretation and preparation of analytical reports.
- Contribute to evidence synthesis and policy briefs.

Qualifications of Key Expert 1

a. Education/training (2.2.1): Master's degree in nutrition, Public Health, Statistics, Epidemiology, Economics or related discipline.

b. Language (2.2.2): C1-level proficiency in English.

c. General professional experience (2.2.3): Minimum 5 years of professional experience in quantitative research and survey implementation.

d. Specific professional experience (2.2.4): Minimum 5 years of experience conducting nutrition, public health or livelihood surveys, including experience with MDD-W or similar nutrition indicators.

e. Leadership/management experience (2.2.5): Minimum 3 years of experience supervising survey teams or research assignments.

f. Regional experience (2.2.6): Minimum 5 years of experience conducting field research in India.

g. Development Cooperation (2.2.7): Minimum 2 years of experience in development cooperation projects.

h. Other (2.2.8): Demonstrated experience with statistical software (Stata/SPSS/R) and digital data collection platforms.

Key Expert 2: Qualitative Research, Gender and Learning Specialist

Tasks of Key Expert 2

Overall, technically and executively contribute and collaborate on qualitative research, learning and knowledge management components of the assignment.

- Design qualitative research methodologies including FGDs, KIIs and IDIs.
- Develop qualitative research tools and interview guides.
- Lead qualitative data collection protocols and field supervision.
- Support assessment of women's agency, nutrition governance and institutional strengthening.
- Lead learning studies and documentation of good practices.
- Prepare case studies, learning briefs and evidence products.
- Facilitate stakeholder consultations, validation workshops and reflection meetings.
- Support integration of qualitative findings into project learning and adaptive management.

Qualifications of Key Expert 2

a. Education/training (2.3.1): Master's degree in social sciences, Rural Development, Gender Studies, Anthropology, Development Studies or related discipline.

b. Language (2.3.2): C1-level proficiency in English.

c. General professional experience (2.3.3): Minimum 5 years of experience in qualitative research and programme learning.

d. Specific professional experience (2.3.4): Minimum 3 years of experience in gender, women's empowerment, rural livelihoods, nutrition or governance research.

e. Leadership/management experience (2.3.5): Minimum 3 years of experience managing qualitative research assignments.

f. Regional experience (2.3.6): Minimum 5 years of experience conducting qualitative research across India.

g. Development Cooperation (2.3.7): Minimum 2 years of experience in international development projects.

h. Other (2.3.8): Experience in qualitative analysis software, outcome harvesting, learning documentation and participatory research methods will be considered an advantage.

Short-term Expert Pool

The contractor shall mobilise short-term experts as required for specific activities under the assignment, including:

- Enumerators and Field Supervisors
- Data Management and Digital Survey Specialist
- Translator and Back-translation Specialist
- Data Entry and Quality Assurance Personnel (where required)
- Graphic Designer/Visualisation Support (if required)

These experts will be mobilised primarily during the baseline assessment, endline assessment and learning studies

Short-term expert pool 1: MEL and Field Coordinator

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of Short-term expert pool 1: MEL and field Coordinator

- Provide operational coordination across all components of the assignment, including baseline assessment, MEL framework development, learning studies, secondary data analysis and endline evaluation.
- Coordinate closely with the Team Leader, Key Experts, GIZ, implementation partners and field teams.
- Support planning and logistics for field data collection, enumerator trainings, stakeholder consultations and validation workshops.
- Coordinate communication with State Rural Livelihood Missions (SRLMs), district officials, implementation partners and community institutions.
- Monitor field progress and support timely completion of deliverables.
- Maintain project documentation, field schedules, respondent tracking records and communication logs.
- Support organisation of technical review meetings, learning workshops and dissemination events.
- Ensure submission of digital datasets, documentation and reports in accordance with GIZ requirements.
- Support compliance with GIZ digital data management and documentation standards.

Qualifications of Short-term expert pool 1: MEL and field Coordinator

- a. **Education/training (2.6.1):** Graduation or master's degree in public health, Rural Development, Social Sciences, Management, Statistics, Development Studies or related discipline.
- b. **Language (2.6.2):** C1-level language proficiency in English and working knowledge of Hindi.
- c. **General professional experience (2.6.3):** Minimum 3 years of experience coordinating research, monitoring or evaluation assignments.
- d. **Specific professional experience (2.6.4):** Minimum 3 years of experience supporting field surveys, stakeholder coordination, monitoring systems or programme evaluations.
- e. **Regional experience (2.6.6):** Minimum 3 years of experience implementing development projects or research assignments in India.
- f. **Development Cooperation (DC) experience (2.6.7):** Minimum 2 years of experience in development cooperation projects.
- g. **Other (2.6.8):** Experience coordinating digital data collection and field logistics will be considered an advantage.

Tasks of the short-term expert pool 2: minimum 4, maximum 30 members

The contractor shall mobilise a flexible pool of short-term experts, as required, including but not limited to:

- **Field Enumerators and Supervisors** to conduct household surveys, MDD-W assessments, FGDs, KIIs and IDIs.

- **Qualitative Research Facilitators** to facilitate focus group discussions, key informant interviews and participatory learning exercises.
- **Digital Data Collection Specialist** to programme survey tools using Kobo Toolbox, ODK, Survey Solutions or equivalent platforms, manage digital databases, respondent tracking and GPS-enabled data collection.
- **Translation and Back-translation Expert** to translate study tools, consent forms and reports between English and local languages while ensuring conceptual consistency.
- **Data Analyst/Statistician** to support data cleaning, statistical analysis, dashboard development and visualisation.
- **Documentation and Knowledge Management Expert** to support preparation of case studies, learning briefs, workshop reports and evidence products.
- **Other thematic experts**, as required and approved by GIZ, to support specialised studies or technical inputs during the assignment

Qualifications of the short-term expert pool

a. Education/training (2.7.1): Bachelor's degree or postgraduate qualification in Public Health, Nutrition, Statistics, Rural Development, Agriculture, Social Sciences, Development Studies or other relevant discipline, depending on the expertise required.

b. Language (2.7.2): All experts shall have at least B2-level proficiency in English. Field-based experts shall also demonstrate proficiency in the relevant local language(s) of the project states (Hindi and/or Kannada).

c. General professional experience (2.7.3): Minimum 2 years of professional experience relevant to the assigned area of expertise.

d. Specific professional experience (2.7.4): Minimum 2 years of experience in the assigned technical area, such as household surveys, qualitative research, digital data collection, nutrition assessments, statistical analysis, translation or documentation.

e. Regional experience (2.7.5): Demonstrated experience implementing research or evaluation assignments in India. Preference will be given to experts with experience in Rajasthan and/or Karnataka.

f. Development Cooperation (DC) experience (2.7.6): Minimum 2 years of experience supporting development cooperation projects or evaluations funded by bilateral or multilateral development partners will be considered an advantage.

g. Other (2.7.7): Field-based experts should have prior experience using digital data collection platforms (e.g. Kobo Toolbox, ODK, Survey Solutions or equivalent) and demonstrate familiarity with research ethics, informed consent procedures and digital data quality protocols

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

6. Costing requirements

Assignment of personnel and travel expenses

Specification of inputs

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. For financial evaluation purposes only, bidders shall provide the underlying daily rate(s). A detailed allocation of expert days across activities is not required. These rates are for evaluation purposes only and shall not affect the lump-sum nature of the contract.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
Milestone 1-Work Package A: Baseline Assessment (2026)	105	Within 5 months from commencement of contract. Deliverables to be submitted electronically to GIZ India
Milestone 2- Work package B: Development of MEL Strategy and Measurement Framework	10	Within 6 months from commencement of contract.
Milestone 3- Work package C: Periodic Learning and Evidence Generation and secondary data analysis	60	Throughout implementation (2026-2028). Quarterly learning sessions; Mid-term assessment by Q3 2027; M&E workshops. final knowledge products by project closure.
Milestone 4- Work package D: Endline Assessment and Final Evaluation (2028)	120	Final implementation year (2028). Endline survey to be conducted during the same agricultural/seasonal period as the baseline wherever feasible
Domestic flights	8 expertsX 4 roundtrips	Approx. 8 domestic flight sectors per travelling expert over the project

		duration, including travel for baseline, Rajasthan thematic study, Karnataka thematic study, learning activities, monitoring, studies, endline assessment, stakeholder consultations and dissemination workshops.
CO2 Compensation <i>Refer document 4.2 for carbon offset guide</i>	8 expertsX 4 roundtrips	This is cost related to offsetting the carbon emissions for flight travel

The estimated total level of effort for this assignment is approximately 310 expert days distributed across the milestones above. Bidders may propose their own internal allocation of expert inputs while ensuring achievement of all required deliverables.

The following travel assumptions are indicative and are intended solely to assist bidders in preparing their lump-sum financial offer. The following cost must be factored into the financial proposal (under milestone costing) and should not be separately quoted.

Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	30	4	120	Approx. 30 travel days each for the Team Leader, two Key Experts Coordinator over the contract period. Travel includes baseline assessment, Rajasthan thematic study, Karnataka thematic study, learning activities, stakeholder consultations and endline assessment. State-based short-term experts and enumerators are expected to undertake most field activities locally; however, additional travel may be undertaken where required.
Overnight allowance in country of assignment	30	4	120	Same assumptions as above. Overnight allowances may be claimed where official travel requires overnight stay in

				accordance with GIZ travel regulations.
Transport	Quantity	Number per expert	Total	Comments
Taxi, train, bus, etc	15	15	225	Includes local travel by taxi, hired vehicle, train or bus for baseline assessment, Rajasthan thematic study, Karnataka thematic study, field visits, supervision, enumerator trainings, stakeholder consultations, workshops and survey implementation. The estimate also includes local travel undertaken by state-based short-term experts and enumerators.

The estimated expert days are indicative only and shall not form the basis of payment. Payment shall be linked exclusively to the successful completion and acceptance of each milestone.

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 2) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 8 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. Please submit references as external content (links). Please identify the external content with its date of creation. This date may not lie outside the tender deadline.'

The CVs of the personnel proposed in accordance with Chapter 3 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 3 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be submitted in English

Please calculate your financial tender based exactly on the parameters specified in Chapter 4 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. DATA PROTECTION

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent data controller and must alone comply with all applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is not responsible for such processing.

Whenever the contractor executes the instructions of a partner to GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

- **Data protection by design and by default:** The contractor shall ensure that all research activities comply with internationally accepted ethical standards for research involving human participants. Informed consent shall be obtained from all respondents prior to participation. Participation shall be voluntary, and respondents shall be informed of the purpose of the research, the use of their data, their rights as data subjects, and the measures taken to protect confidentiality. The contractor shall apply the principles of **data protection by design and by default**, including data minimisation, purpose limitation, storage limitation, accuracy, integrity, confidentiality and accountability throughout the assignment. Digital data collection systems and respondent management systems shall be designed to comply with GIZ's data protection and information security requirements. Where required by applicable regulations or institutional requirements, the contractor shall obtain approval or exemption from an appropriate Institutional Ethics Committee prior to commencement of fieldwork and submit the approval documentation to GIZ. All raw datasets, cleaned datasets, metadata, respondent tracking databases, statistical syntax

files (Stata/SPSS/R or equivalent), coding frameworks, qualitative transcripts, audio recordings (where informed consent has been obtained), GIS files, documentation and other data products generated under this assignment shall remain the property of GIZ and shall be handed over upon completion of the assignment in accordance with GIZ data management requirements.

9. Annex

- Outsourcing of data processing in accordance with Art. 28 GDPR