

Pre-bidqueriesforBidNumber:IN-SOCRAN503478-2025-CS-QCBS(RFP for Selection of agency for ‘Conducting Baseline Study for ELEMENT Nagaland’ for The Society for Climate Resilient Agriculture in Nagaland (SoCRAN) held on 8th September 2025.)

S. No.	RFP Clause no./Page no.	RFP Statement	Bidder Query	Clarification to Query
1	RFP Clause: Instructions to consultants A. General Provisions 2. Introduction PageNo.10	2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the Data Sheet .	We assume that the client will make available all necessary supporting reports and secondary data not available in the public domain- for e.g. protected area management plans, corridor plans, satellite imagery, GIS data on deforestation, forest fires, land use patterns, human-wildlife conflict instances, etc.)	<i>Clarification:</i> The Client will provide available project-related documents (e.g. PIP, Results Framework, POM, COM). Please refer Section 2-E Data Sheet 2.4 as N/A also Section 11.a of ToR For additional supporting documents not in the public domain (such as protected area management plans, corridor plans, GIS data, etc.), the Client will facilitate access/coordination with concerned departments and agencies to the extent possible. However, the responsibility of collecting necessary secondary data rests with the selected agency.
2	RFP Clause: Section 7. Terms of Reference PageNo.63	ELEMENT-Project, Nagalandshallcover225 villages in 15 districts in the state. The districts to be covered under the project are Kohima, Tseminyu, Phek, Zunheboto, Wokha, Mokokchung, Kiphire, Longleng, Noklak, Shamatore, Niuland,Chiimoukedima,Tuensang, Peren and Mon.	In the table outlining the district-wise household-level sample distribution, a total of 16 districts is listed, including an additional district named ‘Melluri’. Kindly request you to clarify whether theassessmentwillbeconductedacross15 or 16 districts in Nagaland.	<i>Clarification:</i> The ELEMENT Project officially covers 16 districts as listed inSection 5&6 of the ToR. Therefore, assessment will be conducted across 16 districts (the project includes all the districts of Nagaland except Dimapur).

3	RFP Clause: Section 7. Terms of Reference, sub-section 5. Scope and Objectives of the present assignment Page No.66	The baseline study will primarily revolve around benchmarking the key output, outcome and Impact indicators defined in the Project ResultsFramework. The project indicators including the results framework is attached at Annexure 1.	Annexure 1 is missing from the RFP, resulting in the absence of project indicators and the results framework. Kindly provide the complete document and list of output, outcome and impact indicators to support proposal development and project delivery.	<i>Clarification:</i> Annexure 1 (Project Results Framework and indicators) shall uploaded in the NIC E-procurement website (www.nagalandtenders.gov.in) as part of the supplementary documents.
4	RFP Clause: Section 7. Terms of Reference, sub-section 6. Methodology Page 69	Other than the household survey the agency shall conduct Rapid Rural Assessments (RRA) to assess the bio-physical status of the sample villages. This will include the following: a. Resource mapping of the sample villages b. Social mapping of the sample villages These mapping exercises will be conducted for both men and women separately in the villages through focused group discussion.	It is understood that the RRA will be conducted through separate FGDs for men and women in 37 villages. We are assuming that the primary stakeholders to be engaged are households; please confirm if this is correct. Additionally, kindly clarify if other stakeholders, such as government officials, should also be included for both the social and bio-physical contexts. Furthermore, please confirm whether conducting a total of 74 FGDs (37 for men and 37 for women) will adequately meet the objectives.	<i>Clarification:</i> Yes, RRAs will include separate FGDs for men and women in the sample villages (minimum 37 villages). This translates into at least 74 FGDs for exercise a & b; a. Resource mapping 74 FGDs b. Social mapping 74 FGDs c. Village Council/ Leadership 37 FGDs Primary stakeholders are indeed households; however, consultations with government officials, community-based organizations and other key stakeholders shall also be included for both social and bio-physical contexts.
5	RFP Clause: LIST OF ANNEXES	Annex A: Terms of Reference and Scope of Services Annex B: Consultant's Personnel and corresponding unit rates Annex C: Consultant's Reporting Obligations	These Annexes are listed in the RFP. But the Annex files are missing. We request to furnish all listed Annex items, if these are necessary parts of the RFP.	<i>Clarification:</i> The Project has attached the Contract template for information purposes only. Annex B & C will be shared at the time of signing the contract and are not necessary at the RFP stage.
6	Not explicitly Mentioned in RFP	Facilitate permissions for travelling to remote Districts and villages for conducting the study	We assume the Client will facilitate the necessary permissions for travel across districts in Nagaland.	<i>Clarification:</i> Yes, the Client will provide official letters for obtaining permits. However, the Agency will be responsible for availing the permit and its own travel logistics and associated costs.

7	29, Data Sheet Point 10.1	The Proposal shall comprise the following: Simplified Technical Proposal (STP): 1st Inner Envelope with the Technical Proposal: (1) Power of Attorney (POA) to sign the Proposal (2) TECH-1 (3) TECH-4 (4) TECH-5 (5) TECH-6	- Please confirm whether firm's experience is to be provided as part of Tech 4 form (<i>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TOR)</i>) - It is mentioned that specific experience of the Consultant during last 5 years (since FY 2020-21 to FY 2024-25) is to be included. We assume that assignments which were either underway or had been completed during this period would be considered for scoring. Please confirm if our understanding is correct.	Yes, firm's relevant assignments/experience are to be reflected under TECH-4.
8	36, Data Sheet, Point 21.1	Part A: Mandatory Criteria: During last five years as on proposal submission deadline, firm shall have successfully completed Baseline Study/ Evaluation/Socio-economic Survey in minimum three contracts with value no less than INR 2 Million each. Documents Required: Contract Agreement/Client Certificate clearly mentioning the contract scope, contract duration and contract amount		Firm shall have successfully completed Baseline Study/ Evaluation/Socio-economic Survey in minimum three contracts
9	37, Evaluation of criterion No.1 (40 points)	Specific experience of the Consultant (as a firm) relevant to the Assignment=10		
10	38, Evaluation of criterion No.1 (40 points)	Experience in undertaking Monitoring and Evaluation Assignments across the following: - Midterm/Endterm evaluation (0.5*5) - Evaluation/Endterm Evaluation (0.5*5) - Baseline Study (0.75*4)	- Please confirm whether consultants are required to demonstrate experience of 5 Midterm/Endterm evaluation, 5 Evaluation/Endterm Evaluation and 4 Baseline Studies. - We request for flexibility in the number of assignments that are provided per category, subject to	The evaluation framework allocates points based on the number of assignments in each category, as mentioned. - Midterm/Endterm evaluation- Points allocated for maximum of 5 assignments - Evaluation/Endterm Evaluation- Points allocated for maximum of 5 assignments - Baseline Study- Points allocated for maximum

			minimum of 4 baseline studies.	of 4 assignments
11	67, 6. Methodology	For secondary data, sources such as protected area management plans, corridor plans, satellite imageries, GIS data on deforestation, forest fires, land use patterns, and other records related to landscape management, biodiversity, natural resource management, and human-wildlife conflict are essential for the baseline	We assume that the project would provide required secondary data as indicated in the RfP. Kindly confirm.	The Client will provide available project-related documents (e.g. PIP, Results Framework, POM, COM). For additional supporting documents not in the public domain (such as protected area management plans, corridor plans, GIS data, etc.), the Client will facilitate access/coordination with concerned departments and agencies to the extent possible. However, the responsibility of collecting necessary secondary data rests with the selected agency.
12	68- 69, Methodology	The total number of sample villages is mentioned to be 37. The total number of sample households is mentioned to be 1110.	- On adding the numbers provided in the table, the numbers arrived at are: - Total number of sample villages=36 - total number of sample households-1165 - Please confirm the number of sample villages and households.	The number of sample projected in the table stands corrected. - Total number of sample villages=37 (Zone 3 Sub-total is 13 and not 12 as mentioned) - Total number of sample households-1166 (Zone-1 Sub-total is 386 and not 385 as mentioned) (Grand total for H.H sample is 1166 and not 1110 as mentioned)
13	72, 73, 8. Composition of the Consulting Team	- Qualitative Researchers/ PRA Expert (6)=90 days - Field Supervisors (6)=90 days - Field Surveyors/ Investigators (18)=270 days	- We understand that the number of days per person per position is as follows: - Qualitative Researchers/ PRA Expert= 15 days per person - Field Supervisors= 15 days per person - Field Surveyors/ Investigators=15 days per	Yes, the interpretation is correct: each position corresponds to 15 person-days (i.e., $6 \times 15 = 90$, $18 \times 15 = 270$).

			person Please confirm whether this understanding is correct.	
14	72, 73, 8. Composition of the Consulting Team	CV Submission	We assume that only Key Expert CVs are to be provided at this stage. Kindly confirm.	Yes, only CVs of Key Experts are to be submitted at the proposal stage. Non-key staff details are not required at this stage.
15	E. Data Sheet, ITC 1(m)	Electronic Procurement System: https://nagalandtenders.gov.in/nicgep/app	Kindly confirm the maximum file upload size allowed and whether zipped file submissions are acceptable.	The maximum permissible file size for individual uploads on the e-procurement portal is as per the system limit of https://nagalandtenders.gov.in . Zipped file submissions are acceptable, provided they comply with the portal's requirements. Bidders are advised to check system guidelines in advance to avoid last-minute issues.
16	E. Data Sheet, ITC 16.3	Taxes: GST reimbursed on proof of submission; TDS deducted as applicable	Confirm if GST will be reimbursed separately over and above the quoted financial proposal.	Yes. GST, as applicable under prevailing law, will be reimbursed separately over and above the quoted financial proposal, subject to submission of valid proof of deposit with the relevant authority.
17	E. Data Sheet, ITC 21.1 (Part A: Mandatory Criteria)	The firm shall be in consultancy business for at least 5 years ending 31.03.2025	Request to relax criteria to minimum 3 years of consultancy experience as of submission date.	The eligibility criteria remain unchanged. The requirement of a minimum of 5 years of consultancy business as on 31.03.2025 is mandatory.
18	E. Data Sheet, ITC 21.1 (Evaluation Criteria – 40 points)	Experience in M&E assignments: Midterm/End term Evaluations (0.55), <i>Evaluations/Impact Assessments (0.55)</i> , Baseline Studies (0.75*4) across domains specified	Please clarify how experience scoring (0.5/0.75 per project) will be rounded or considered when partial project documentation is submitted.	Scoring will be awarded only for completed assignments.

19	Section 7, ToR, 6. Methodology	Sample size details	Kindly confirm if the exact sample size (households/beneficiaries) will be provided by SoCRAN, as this is not specified.	The sample size of 37 villages and 1166 householdss shall be proposed by the Agency, as indicated in the ToR.
20	Section 7, ToR, 6. Methodology	Use of Survey Platforms	Kindly confirm if bidders can use their own CAPI/ODK-based survey platforms or if a prescribed system is mandatory.	Bidders are free to use their own CAPI/ODK provided all the raw data is shared with the project.
21	Section 7, ToR, 7. Deliverables & Time Frame	Final report submission	Please specify the number of physical copies required in addition to digital submissions.	The Consultant shall submit 3 hard copies of the final report along with the digital (soft) copy in editable and PDF formats.
22	Section 2 – Instructions to Consultants – Sub section C – Submission, Opening and Evaluation Sl. No. 21.1 – Part A – Mandatory Criteria, Sl. No. 2	The firm shall have an annual average turnover of INR 5 Million or above from study/survey/evaluation in the three financial years FY 2022-23, 2023-24, 2024-25	• FY 2024-25 accounts will still be under audit until September. Request to accept provisional turnover certificate or consider FY 2021-22, 2022-23, and 2023-24 instead. • Proposal to revise criteria: average turnover from consulting assignments to INR 50 Million or above. Suggested modification: INR 500 Million or above in FY 2021-22, 2022-23, 2023-24.	• Provisional turnover certificate duly certified by a Chartered Accountant will be accepted for FY 2024-25, if audited accounts are not available by the submission date. • The eligibility requirement shall remain as stated in the RfP: minimum average turnover of INR 5 Million. No upward revision will be considered.
23	Section 2 – Instructions to Consultants – Sub section C – Submission, Opening and Evaluation Sl. No. 17.7 and 17.9	Proposal submission deadline: 19 September 2025, 13:00 hrs	Request extension of submission deadline by 15 days, till 4 October 2025	The submission deadline is extended to 25, September 2025, 13:00 hrs (IST) . Corrigendum will be issued accordingly on the e-procurement portal.

			Request confirmation whether sub-consulting is allowed. Request for template of contract agreement for Joint Venture/Sub-consultant.	• Sub-consulting is permitted subject to compliance with eligibility and RfP conditions. • No prescribed JV/sub-consultant agreement template is provided by the Client; consultants may use standard legally valid formats.
24	Section 7 – Terms of Reference Sl. No. 8: Composition of Team Structure (Non-Key Experts)	Survey Coordinator (1), Qualitative Researchers/PRA Experts (6), Field Supervisors (6), Field Surveyors/Investigators (18)	Understand that CVs of Non-Key Experts are not required at proposal stage. Please confirm.	Yes, only CVs of Key Experts are required at the proposal stage. CVs of Non-Key Experts are not required
25		Mandatory Criteria	A query was raised regarding the experience of the Consultant during the last five years (from FY 2020–21 to FY 2024–25), specifically on whether long-term assignments that are still ongoing but partially completed could be considered	Only the completed assignments will be considered for evaluation as per the RFP Data Sheet section 21.1 Part A Serial no. 3.
26		Baseline, Mid-term and End-term Evaluations	A query was raised regarding long-term M&E assignments covering all three phases (baseline, mid-term, and end-term). It was pointed out that in such cases, the same project name may appear under all three categories since all rounds of evaluation have been conducted, and clarification was sought on whether these should be treated separately	In cases where assignment covers three phases i.e., baseline, mid-term, and end-term, such assignments will be counted separately.
27		Query Deadline	During the discussion a clarification was sought regarding the last dated of submission of queries	In this regard it was informed that the deadline for submission of proposal has been extended to 25 th September, 2025, 13:00 hrs (IST). Accordingly, as the deadline for submission of queries falls seven (7) days prior to the last date of submission as per the RFP Data Sheet section B 13.1, interested proposers are requested to submit their queries on or before 18 th September, 2025.

28		Annual Audit Certificate	A query was raised regarding unavailability of audit report for FY 2024-2025	It is clarified that the audit report for FY 2021-22 can be provided if audited statements of Chartered Accountant are not available for submission of the proposal. In this regard, an addendum will be published on the e-procurement portal.
29		International consultancy services requirement	A query was raised on whether international organizations interested in providing consultancy services would be required to have an Indian partnership	It was clarified that international consultancy can participate but all payments shall be made in Indian Rupees (INR) and not in US Dollars, and that all evaluation data and qualification shall be as mentioned in the RFP. Furthermore, it was informed that all audited statement should be provided by an Indian Chartered Accountant.
30		Number of assignments and its definition	a. A query was raised regarding number of assignments and its definitions. b. It was further noted that clear differentiation among baseline, mid-term, and end-term evaluations would provide better clarity and help avoid confusion.	a. It was informed that a maximum of 5 contracts for mid-term and end term evaluation and evaluation/Impact assessment scoring and a maximum of 4 contracts for baseline study will be considered for evaluation. b. Experience in undertaking assignments on midterm/end term evaluation will be counted separately from evaluation/impact assessment. Any evaluation or impact assessment undertaken apart from midterm/end term evaluation across the domain of landscape management, natural resource management, climate change and rural based livelihood projects will be considered under the category of evaluation/impact assessment.

31	Form TECH-2 B-Consultant's Experience at Page no. 47		The RFP document mentions that "List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture members. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the Client." It must be noted here that clause 6 of the Section 2: Instructions to Consultants allows consultants to employ and deploy sub-contractors.	The intent of this clause is to capture assignments where the firm has had direct contractual responsibility with the client (either individually or as a joint venture member). Sub-consultant assignments, where the contract was held by another lead firm, do not qualify as direct contractual experience of the bidder. However, the experience of sub-consultants may still be considered in the evaluation of the proposed team under individual CVs, as relevant. The provision in Section 2 (Clause 6) refers to the use of sub-contractors during project execution, and does not alter the definition of firm-level experience required to be presented under Form TECH-2B.
32	11. Payment terms and schedule at Page 74		According to the Payment terms presented in the ToR, the consultant will receive 70% of the total payment only after completing most of the project tasks/ activities. Based on our previous experience of working on similar assignment - right from the outset of the assignment, it would be required to work on preliminary activities (meetings/interactions) manpower deployment, development of data collection application, orientation of data collection teams, travel/lodging/boarding for data	The payment terms have been designed to ensure both adequate working capital flow to the consultant and alignment of payments with delivery milestones. While we acknowledge the upfront cost implications, the existing structure already provides for advance payments at interim stages (inception and draft report). At this stage, the payment schedule shall remain as specified in the RFP/ToR. However, the request is duly noted for consideration in future assignments.

			collection, all these are cost-intensive activities and would need upfront working capital. Thus, we would request if following changes could be made in the payment terms: i) On 'submission of draft report' payment is increased from 30% to 40% and On 'submission of final report' it is reduced from 40% to 30%	
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