



Terms of Reference (TOR)

Onboarding a consultant for Ecosystem Landscape Study- Field data collection in Assam

Title	Field Enumerators to collect the data of Ecosystem Landscape Studies of Dairy and Fisheries Value Chain in Assam.
Timeline	3 Months
Expected area of expertise	Field Data collection / Freelancer / Agency experience in Data collection
Email and website	(Contact Procurement for Link) https://forms.gle/7YRQ9TegFfzRowtw6

About SELCO Foundation:

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

1. Summary of the project:

SELCO Foundation (SF) is a non-profit organization dedicated to addressing energy poverty and empowering marginalized communities. As a part of the Ecosystem Landscape Study for Dairy and Fisheries Value Chain, SF wants to collect data from the field to understand the scope of these livelihood sectors in Assam.

2. Objective:

The primary objective of this engagement is to ensure accurate and timely data collection and collating them into proper format, which will be crucial for monitoring the progress and impact of SF's initiatives. Data to be collected from the household level, cooperatives, enterprises, Self Help Groups and FPOs using interviews and focus group discussions.

3. Field Survey Locations

The process of on-boarding Consultant / Field surveyor to collect data from multiple locations in Assam

4. Scope of Work/Assignment

The Consultant will be responsible for the following tasks

- Participating in the training sessions to ensure the field enumerators are equipped with the necessary skills and knowledge to carry out data collection activities effectively.
- **Field Data Collection:**
Consultants will collect data related to SF's projects and initiatives in the assigned districts and blocks of Assam.
Collaborate with Research and Studies Team of SF for clarifications or additional support during data collection.
- Visiting intervention sites within a specified timeframe (15 days from the date of inception) to collect data.
- Ensuring the accuracy and completeness of data collection at each intervention site.
- Submitting a clean and organized dataset to SF upon completion of data collection.

5. Expected Activities:

- Conduct field surveys using a mobile data collection application on personal Android phones.
- Interview participants and potentially record audio interviews.
- Ensure data accuracy and completeness by following data collection protocols and guidelines provided by SF.
- Maintain the integrity and quality of collected data throughout the process.
- Maintain confidentiality of all collected data and participant information.
- Coordinate effectively with team members and the SF Research and Studies team.
- Submit completed data within specified deadlines.
- Pay close attention to detail to ensure data quality.

6. Deliverables:

- To visit 12 districts in Assam and collect data from 150 Farmers.
- Clean and translate data sets according to project specifications.
- All original transcripts of audio interviews.
- All original audio recordings of interviews (if applicable, with proper anonymization procedures followed)

7. Requirements:

- **Language Skills:** Fluency in English and Assamese
- **Translation and Transcription Skills:** Ability to translate collected data and transcribe audio interviews accurately.
- **Experience:** Prior experience in field data collection projects using Android mobile applications is preferred.

8. Training Program

SELCO Foundation will organize a 2-day training program (comprising 1 day of classroom sessions, 1 day of field practice) in the respective zones for field enumerators and field supervisors. SELCO Foundation experts will lead the training sessions on the questionnaire. A field practice visit to nearby livelihood sites will be organized in SF.

9. Data collection

- Uphold data integrity, accuracy, and consistency across all interventions.
- Provide daily updates on the progress of data collection through the tracker sheet.
- Promptly communicate challenges and issues encountered during data collection to the SF Point of Contact.
- To visit 12 districts (To be confirmed by SF) for each value chain and collect data from 150 Farmers for each value chain.

10. Timeline:

- The engagement will cover the fiscal year 2024 period, 3 Months

11. Qualifications

- The research organization should have a proven track record of conducting field surveys and data collection exercises, demonstrating proficiency in employing various data collection methodologies and techniques.
- The organization should employ trained field enumerators who are skilled in conducting interviews, administering surveys, and collecting accurate and reliable data in diverse field settings.
- The organization should adhere to ethical standards and guidelines for research, ensuring informed consent, confidentiality, and respect for the privacy and rights of study participants during data collection activities.
- The organization should have robust quality assurance mechanisms in place to ensure the accuracy, consistency, and completeness of collected data, including regular supervision, monitoring, and validation procedures.
- The organization should demonstrate flexibility in adapting to changing field conditions and requirements, as well as the ability to deploy field enumerators with local language proficiency and cultural sensitivity to effectively engage with diverse communities.

• Annexure 01 - Attached Required Information to apply

12. Selection Criteria:

- Shortlisted agencies will be contacted for interview or further assessment as per SF's selection process.
- Final selection will be based on qualifications, experience, and suitability for the role.

13. Payment Terms:

- Payments will be made on a per-completion basis upon successful submission of collected data as per prescribed format and quality standards.
- Payment amount will be determined based on complexity and volume of data collection assignment.
- Consultants will be reimbursed for travel expenditure as per organization policy.

14. Confidentiality

All information provided in response to this TOR shall be treated as confidential and used solely to submit the proposals.

15. Disclaimer

SF reserves the right to accept or reject any or all proposals received without providing any reason for such action.

16. To apply

Interested consultants / Individual Freelancers, with relevant experience and Interested candidate and based out of Assam are requested to reach out with a detailed resume and submit the same to google form <https://forms.gle/7YRQ9TegFzRowtw6> on before 6th May, 2024.

Any further queries please write to procurement@selcofoundation.org with a subject line: **“Onboarding a consultant for Ecosystem Landscape Study- Field data collection in Assam”** (Ecosystem Landscape Study for Dairy and Fisheries Value Chain in Assam- Stage 1-Animal Husbandry)

Annexure 01

Personal Information:

- Full Name: _____
- Date of Birth: _____ D/B/Y
- Gender: _____

Contact Details:

- Address: _____
- Phone No: _____
- Email Address: _____
- City of Current Stay: _____

Basic Information:

- Known Language: _____
- Graduate Details: _____
- Experience in Field Survey: _____ Month and Year

- Interested Survey Location in Assam: _____

Required Documents

- Aadhar Card
- PAN Card
- Bank Details