

## **Limited Tender**

Expression of Interest (EoI) for research firms to conduct a research survey for the 'Delisting of Rice from TVPRA List' Project

Last Date for Submission: 26/09/2022 up to 5:00 PM



(Deemed to be University)

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## 1.0 Purpose of this EoI

The purpose of this Expression of Interest (EOI) is to select an agency to conduct a research survey for ‘Delisting of Rice from the TVPRA List’ project. The objective of the document is to provide indicative information on the scope of work, schedules, deliverables, application modalities and required qualifying criteria for selection of the survey agency.

## 2.0 About IIFT

The Indian Institute of Foreign Trade (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources, analysing and disseminating data and conducting research. The Institute visualizes its future role as:

- A catalyst for new ideas, concepts, and skills for the internationalization of the Indian economy
- The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, Government, and the student community
- An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of the Government, trade, and industry through both sponsored and non-sponsored research and consultancy assignments

## 3.0 Background of study

The Bureau of International Labor Affairs (ILAB), USA produces a list of goods and their source countries for which there is reason to believe that the production of these products includes child labor and forced labor. If there is evidence of the violation of international standards, as required under the Trafficking Victims Protection Reauthorization Act (TVPRA) of 2005 then those products are mentioned in the list. As per the Department of Labor (DoL), USA, the objective of this list is to raise public awareness of forced labour and child labour around the world and promote efforts to combat them. It mentions that a variety of primary, secondary sources, studies carried out by various institutions, primary surveys conducted by foreign government and ILO are used for the determination of listing of the product. The 2020 list mentions Rice from India under the category of Forced Labour and Child Labour. The government of India has strict laws against the such malpractices and exploitation of labour and undertakes efforts with various agencies, departments and state governments to implement these laws. India is the highest exporter of Rice worldwide and its listing in TVPRA list is a serious impediment in promoting exports from the country. It tarnishes the image of the product which is produced to highest quality and to match the various international standards and specifications. The report by Centre for Trade & Investment Law (CTIL) mentions that the DoL does not adopt a uniform approach towards

inclusion or removal of a product from the list but takes a pro-active approach in data collection and in other activities.

India has a comparative advantage in Rice and it is important to address such barriers that create market access issues especially with regards to large markets such as the USA. The CTIL recommends a third party report as a response to ILAB for removal/delisting of the product from the TVPRA List. For enhanced understanding of the de-listing procedure.

#### 4.0 Terms of Reference

##### 4.1 Agency Qualification Criteria

This is a specialized area of work so experience in social development work is mandatory. Agencies that specialize in the areas of labor issues/child rights/rural research are eligible. Agencies are required to give self- certification that they are not blacklisted by any Government Authority. These 2 are filter criteria and agencies not meeting the same will be disqualified. Those agencies who score more than 50 marks as per the table below will be considered for price bid opening. The selection criterion are provided in the table below:

Criterion	Marks	Max Marks
Years in Business	Less than 3 years – 05 03-10 years – 08 10- 15 years – 10 More than 15 years – 15	15
Experience in National/International projects for UN/International agencies/ Ministries at centre and state level in the Development Sector	Conducted Studies in rural research, agricultural areas, social / development topics, CSR impact assessment studies, child rights, labor rights etc.	10
Presence in South India / North India	Should be capable of conducting research in South India or North India or Both	10
Quality of presentation	As assessed by IIFT	45
Quality of proposal	As assessed by IIFT	10
Experience of Team leader and qualifications of team in Social Development Work	As assessed by IIFT	10
Total		100

##### 4.2 Scope of work

Agencies are required to undertake survey in the agriculture sector, specifically rice / paddy in specified localities. The sample includes rice fields and select rice mills for undertaking impact assessment as well as collate stakeholder's perspectives. The research design entails study to be undertaken at 2-levels as mentioned below:

The objectives of the study will be as follows:

- To undertake primary survey for evaluation of the claims regarding the involvement of Child Labour and Forced Labour in the value chain of Rice
- To prepare a dossier with detailed findings along with the evidence of measures undertaken to address child labour and forced labour.

### 4.3 Methodology

#### **Qualitative/Observation**

The study will undertake comprehensive research on the incidences of Child Labour and Forced Labour in Indian Rice Cultivation and verify the present ground reality. The main component of the study will be primary survey of the specified rice-growing areas and the rice mills in the selected sample, the rice mills and rice fields are being considered separately for the survey.

The survey would be designed to assess child labour and forced labor claims for which there will be qualitative interviews, and observation-based data collection and engagement with all relevant stakeholders, for a greater understanding of the issue and to evaluate the claims regarding the involvement of Child Labor and Forced Labor in the rice cultivation. Further, the study will examine government laws and policies concerning child labour and forced labor at the district level. It is important to highlight the existence of government laws in various districts and assess their implementation at the farm level. Besides the government, civil society groups and NGOs also play a pivotal role in sensitization and law enforcement. The interactions with all relevant stakeholders will also be used to assess awareness, reforms and programs initiated to eliminate the issue in the rice value chain.

As part of the study, we would like to cover the rice fields and rice mills to verify the claims of Child & Forced Labor in the following geographical locations: Punjab, Haryana, and Tamil Nadu. The study will employ Qualitative Data Collection tools like interviews and observations. Collected data needs to be in Translated and Transcribed in the English Language. The timeline of the research survey and report would be around 4 weeks to 6 weeks. We need stakeholders only at the District Level and Village levels. In total there are 5 Districts and 10 villages to be surveyed.

#### **Sample**

Respondents of the study will include Farmers & their families, School Teachers, Heads of the Village Panchayats, workers & owners of the rill mills, and other stakeholders like district Labour Inspectors, etc. As part of the study we would like to cover the rice fields and rice mills for verifying the claims of Child & Forced Labor in the following geographical locations:

State	District
Punjab	Bhatinda
Haryana	Sonipat and Karnal
Tamil Nadu	Chennai and Tiruvallur

We have 5 Districts and in each district, we have two villages that is 10 villages in total. The respondents for the above sample would be as follows:

S. No.	Respondent	Number of People	Multiplier Unit	Total Respondents
1	District Level Govt. officials	1	5	5
2.	Village Level officials	1	5	5
3.	Village Farmers and Families	2	10	20
4.	NGOs, Civil Society, foundations, etc.	1	2-3	2-3
5.	School head, Attendance, Enrollment Data	2	5	10
6.	Rice Mills	2	5	10
7.	Rice Fields	1	10	10
	Total			80

#### 4.3 Study completion time Frames

The selected agency is expected to complete the survey exercise within 4 - 6 weeks from the date of issue of order. No extensions can be allowed under any circumstances. They will be spending 2-3 days in each location.

#### 4.4 Manpower selection and training of team

Agency will be responsible for competent team selection, training, logistic plan of the team to execute the work. The agency is responsible for a qualitative survey in the nine locations selected by IIFT. The interviews will be transcribed in the case of Northern regions and translated as well as transcribed in the case of the Southern region. Apart from this we expect the agency to provide the data analysis report of the collected Qualitative Data. All the data collected will be given to IIFT in raw form and refined form. Any other activity which is incidental to the successful completion of the survey would also form the responsibility of the Agency.

#### 4.5 Quality Assurance

Accuracy of the data and depth of interview will be the success factors of this project.

IIFT will be independently conducting back check on the data and therefore a casual approach should not be adopted for the conduct of survey.

Agency shall present detailed quality assurance formats to be implemented for the monitoring of project as well as service level agreements mentioning the acceptance and rejection norms of the interviews.

## 5.0 Deliverables

The selected agency shall submit the following to IIFT:

- Transcripts in Hindi / English
- Data Interpretation / Analysis

## 6.0 Evaluation

Technical Scores on the basis of technical proposal will be assigned and will have a weightage of 50%. The Financial scores calculated based on the Financial Proposals will be allotted a weightage of 50%. The total score shall be obtained by weighing the technical and financial scores in the ratio of 50:50 and adding them up. Based on combined weighted technical and financial score, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest total combined technical and financial score will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc.

## 7.0 How to apply

Interested agencies may submit technical and financial proposal **sealed separately in two different envelopes**, superscribing “Technical proposal” and “Financial Proposal”, as the case may be, and placed **in a duly sealed big single** envelop superscribing “**EOI to conduct the research study to assess the impact of Child Labor and Forced Labor on the export of Rice in India**”. The checklist for technical proposal is presented below:

S.No	Item	Submitted by bidder
1	Letter of interest	
2	Detailed Technical note entailing agency details, study methodology along with details of Team Leader and experience of similar assignments	
3	Copy of PAN Card	
4	Copy of GST Certificate	
5	Copy of Registration/ Incorporation Certificate	
6	Balance sheet & CA Certificate for net-worth, profitability and minimum turnover Rs. 1 crore in last three years	
7	Copy of Work Orders/ MoUs/ Completion Certificates	
8	Self-Certification by the Authorized Signatory as proof of not be barred by any Central/State/ Agency	

9	Quality assurance plan	

The checklist for financial proposal is presented below:

S.No	Item	Submitted by bidder
1	Covering letter	
2	Professional fee with break-up	

## 8.0 Proposal Submission

- 8.1. Agencies are required to submit the proposal in hard copy by 26/09/2022
- 8.2. Bid should be valid for a period of 3 months.
- 8.3. Price Bids will be opened only for agencies who score more than 50 in technical bid.
- 8.4. Bid security declaration in the prescribed format needs to be submitted.
- 8.5. Name of the contact person, email id, and mobile should be mentioned clearly.

### Other Terms and Conditions:

1. Survey should be completed within four to six weeks from the date of award of work.
2. Deploy requisite number of manpower for survey equipped with survey skills
3. Ensure reliability and accuracy in the information gathering process.
4. Provide IIFT complete weekly plan of the entire study within 5 days of the award of the work. Prior intimation (At least 7 days before the visit) to the contact person at IIFT about the complete program of the survey teams at notified places (Place and dates of interviews, FGD etc.) along with the full details of the personnel visiting. Indicate Start Date, In- Process Dates and End Date for Each Cluster.
5. Apprise IIFT contact person of the progress on weekly basis and changes if any.
6. IIFT can anytime crosscheck the authenticity of the surveys either already carried out or are under process.
7. Organizations awarded surveys are fully responsible for any kind of human risk as a result of survey carried out for IIFT.
8. Delay in submission will attract 0.5 percent penalty per week or part thereof subject to maximum of 10% percent, towards Liquidated Damages.
9. Delay beyond reasonable time may lead to cancellation of order at the discretion of Director IIFT.
10. Any dispute should be amicably settled , the decision of Director, IIFT, will be binding on both the parties.
11. The jurisdiction for any settlement of disputes will be limited to state of Delhi.
12. The selected vendor shall furnish the performance security amount that is 3% of the ordered value in the form of DD valid for up to 4 months.



13. The successful agency should give declaration mentioning that no part of the survey information will be forwarded to any other party other than IIFT.
14. The successful agency should provide indemnity bond “ The information provided in our report is comprehensive / authentic and if anything is proved wrong at a later stage then we will be responsible not the IIFT. We comprehensively indemnify the IIFT for the Comprehensiveness / authenticity / correctness of the information provided in our report”
15. Payment Terms:
  1. 40% advance on award of contract
  2. 30% on completion of data collection
  3. 30% on submission of final data analysis presentation and report
  4. The successful agency should provide PAN, TIN, GSTN, and other relevant details.
  5. The PAN No and GST No. of the agency should match

**“BID SECURITY DECLARATION”**

(on company Letter head)

We, \_\_\_\_\_, hereby declare that if we withdraw or modify our bid for the Tender during the period of bid validity after opening of tender, we will be suspended for a period of 3 years from the date of opening of tender.

Signature and Stamp