

Section I

Notice Inviting Expressions of Interests No. NEWS/Tender 2026-2027/001, **DATE: 29-06-2026**

In accordance with the monitoring, evaluation, and learning requirements of SBI Foundation, and to assess the incremental changes achieved through the project interventions, Nature, Environment and Wildlife Society (NEWS), having its office at 10, Chowringhee Terrace Kolkata 700020 invites Expression of Interests from independent third-party agencies to undertake a comprehensive baseline assessment. The assessment will establish the pre-project status of the intervention area and generate benchmark values against which future project outcomes and impacts can be measured. The detailed scope of works, possible outputs, terms and conditions are attached in Section II.

The intending bidders are requested to submit their detailed technical proposal and financial proposal separately in sealed envelopes, clearly written on the envelopes and to place both such envelopes inside a single outer envelope which should be addressed to the undersigned. Interested bidders may contact the office of the undersigned to obtain further information on working days between 11-00 and 15-00 hours. The selection will be done on Credential and Cost basis. NEWS reserves the right to accept or reject any / all proposals without assigning any reason

The proposals should reach the office of the NEWS not later than 12-00 hours of 8th July, 2026. Late submissions of proposal would be rejected. The technical proposals will be opened at 16-00 hours of 8th July and financial proposals of technically qualified bidders will be opened at 12-00 hours of 9th July, 2026. The details of schedule of activities are given in Section-III of this Notice.

Project Manager



Section II

Concept Note for Selection of a Third-Party Agency for Baseline Assessment

Third-Party Baseline Assessment and Validation under SBIF LEAP: Climate Smart Livelihoods

1. Background

Nature Environment & Wildlife Society (NEWS) is implementing the project "SBIF LEAP: Climate Smart Livelihoods" in selected villages of the Indian Sundarban with support from SBI Foundation. The project aims to promote climate-resilient livelihood systems through interventions such as Integrated Mangrove Aquaculture (IMA), Freshwater Aquaculture, Beekeeping, Mushroom Cultivation, and the strengthening of producer institutions and market systems. In accordance with the monitoring, evaluation, and learning requirements of SBI Foundation, and to assess the incremental changes achieved through project interventions, NEWS proposes to engage an independent third-party agency to undertake a comprehensive baseline assessment. The assessment will establish the pre-project status of the intervention area and generate benchmark values against which future project outcomes and impacts can be measured.

2. Purpose of the Assignment

The purpose of this assignment is to engage an experienced and independent agency with demonstrated expertise in socio-economic and livelihood assessments to conduct a baseline study in the project intervention area and prepare a comprehensive Baseline Assessment Report aligned with the project's objectives, outcomes, and indicators.

In addition, the selected agency shall review the beneficiary-level baseline surveys conducted during the first year of project implementation across various intervention components. The agency shall identify gaps, inconsistencies, or methodological shortcomings, recommend corrective measures, and prepare a validation report to facilitate streamlined and standardized baseline data collection for future beneficiaries (Community Partners) to be enrolled during the remaining project period.

Both reports shall be duly validated and submitted under the seal and signature of the selected agency.

3. Scope of Work

The selected agency shall:

1. Develop a scientifically sound baseline survey design using appropriate statistical tools and methodologies covering all 15 project villages and intervention areas.
2. Assess the existing village-specific socio-economic conditions, including:
 - Livelihood systems related to agriculture, fisheries, and animal husbandry;
 - Market access for fresh, processed, stored, and value-added products;
 - Institutional development and community organizations;
 - Climate vulnerabilities and resilience capacities; and
 - Other parameters relevant to the project's intervention framework.
3. Generate baseline values for all project indicators and expected outcomes.
4. Determine an appropriate sample size using accepted statistical methods and sampling techniques.
5. Employ suitable quantitative and qualitative data collection methods, including:
 - Household Surveys;
 - Focus Group Discussions (FGDs);
 - Key Informant Interviews (KIIs);
 - Field Observations; and
 - Secondary Data Review.
6. Analyse and interpret collected data and prepare a comprehensive Project Area Baseline Assessment Report.
7. Review the beneficiary-level baseline surveys conducted to date, identify deficiencies, recommend corrective actions, and prepare a validation and review report.
8. Submit both reports, duly signed and sealed, including detailed methodology, findings, indicator-wise baseline values, analysis, conclusions, and recommendations.

4. Key Deliverables

The selected agency shall submit the following:

1. **Inception Report** outlining the assessment methodology, sampling framework, survey instruments, and work plan.
2. **Project Area Baseline Assessment Report** containing:
 - Baseline status of the intervention area;
 - Indicator-wise baseline values;
 - Data analysis and interpretation; and
 - Recommendations for project implementation and monitoring.
3. **Beneficiary Baseline Review Report** documenting:
 - Review findings;
 - Identified gaps and inconsistencies;
 - Recommended corrective measures; and

- Suggested standardization protocols for future baseline surveys.
- 4. **Final Consolidated Reports**, duly signed and sealed, incorporating comments and feedback from NEWS.

5. Expected Outcomes

The assignment is expected to:

- Establish a credible and independent baseline for the project intervention area;
- Generate benchmark values for monitoring project progress and impact;
- Strengthen the quality and consistency of beneficiary-level baseline data collection;
- Support evidence-based project management and decision-making; and
- Provide a robust foundation for future monitoring, evaluation, learning, and impact assessment under the SBI Foundation-supported project.

6. Terms of Reference (ToR)

6.1 Qualification and Experience of the Agency

The selected agency should possess demonstrated experience in conducting baseline studies, socio-economic assessments, livelihood surveys, and impact evaluations.

NEWS shall evaluate:

- Previous experience in similar assignments;
- Organizational capacity and technical expertise;
- Team composition, including expertise in field surveys, data analysis, statistics, and development studies;
- Familiarity with the Sundarban region and comparable socio-economic contexts.

6.2 Assessment Methodology

The agency shall submit a detailed technical proposal describing:

- Proposed assessment methodology (quantitative, qualitative, or mixed methods);
- Sampling design and sample size determination;
- Data collection tools and instruments;
- Data quality assurance and validation mechanisms;
- Ethical considerations and informed consent procedures; and
- Data analysis and reporting framework.

6.3 Duration of Assignment

The proposed timeline for the assignment is as follows:

Activity	Timeline
Commencement of Assignment	10 July, 2026
Completion of Field Assessment	30 July, 2026
Submission of Interim Reports	20 July, 2026
Submission of Final Reports	10 August, 2026

NEWS may revise the timeline based on operational requirements.

6.4 Confidentiality and Data Ownership

The selected agency shall adhere to the following provisions:

- All data, information, reports, and related materials generated under this assignment shall remain the exclusive property of NEWS.
- The agency shall maintain strict confidentiality regarding all project-related information and comply with applicable data protection and privacy requirements.
- The agency shall not publish, disclose, share, or use any data, findings, or reports, in whole or in part, without prior written approval from NEWS.
- The Agency shall ensure that all respondents participate voluntarily and provide informed consent. Data collection shall respect privacy, dignity, and cultural sensitivities of the respondents.
- The Agency shall conduct the assessment independently and objectively and shall not be influenced by any stakeholder, beneficiary, or project personnel in the collection, analysis, interpretation, or reporting of findings.
- Any replacement of key personnel proposed in the technical proposal shall require prior written approval from NEWS and shall be subject to the replacement possessing equivalent or higher qualifications and experience.
- In the event of delay attributable to the Agency, NEWS may impose liquidated damages at a predetermined rate or deduct proportionate amounts from payments, subject to a maximum limit specified in the Agreement.
- The Agency shall comply with all applicable laws, regulations, and statutory requirements relating to labour, taxation, data protection, and field operations.
- The Agency shall disclose any actual, potential, or perceived conflict of interest that may affect the impartiality of the assignment. NEWS reserves the right to reject any proposal or terminate the assignment if a conflict of interest is identified.

7. Selection Process

The selection process shall include evaluation of the Technical Proposal as follows: (Weightage)

- Technical proposal and methodology - 30 marks
- Relevant organizational experience -30 marks
- Qualifications and expertise of the proposed team - 25 marks
- Understanding of the assignment and project context – 15 marks

The bidder (s) securing at least 60 marks will be eligible for opening of the respective financial proposal and the bidder with lowest rate, quoted by the bidder will be selected for the assignment. Other bids will be regretted.

8. Payment Terms:

Payments shall be linked to satisfactory completion and acceptance of agreed deliverables by NEWS.

- 30% upon approval of Interim Report
- 40% upon submission of Draft Reports
- 30% upon acceptance of Final Reports

9. Termination Clause:

NEWS reserves the right to terminate the assignment upon written notice in the event of material breach of contract, unsatisfactory performance, misconduct, misrepresentation, or failure to meet agreed timelines and deliverables

Upon selection, a formal agreement shall be executed between NEWS and the selected agency detailing the scope of work, deliverables, timelines, payment terms, confidentiality obligations, and other contractual conditions.

Project Manager



Section III

Schedule of the Bid

Sl. No.	Activity	Date
1	Date of issue of the Notice	29.06.2026
2	Date of uploading in the website	29.06.2026
5	Last Date and time for submission of Bids	Date: 08.07.2026 Time: 12 noon
6	Date and Time for opening of Technical Bids	Date: 08.07.2026 Time: 4 PM
8	Date and Time for opening of Financial Bids of	Date: 09.07.2026 Time: 12 noon

Project Manager

Saikat Ghose