SECTION I

NOTICE INVITING EXPRESSION OF INTEREST

EOI Number: NEWS/TENDER/2026-2027/012
Date: 02/11/2026

In accordance with the monitoring, evaluation, and learning requirements of the Wipro Foundation-supported project, Nature Environment & Wildlife Society (NEWS), having its office at 10, Chowringhee Terrace, Kolkata – 700020, invites Expression of Interests from experienced and independent Third-Party Agencies for undertaking the Socio-Economic Baseline Survey and Validation under the project.

The assignment aims to establish a credible baseline of the socio-economic conditions, livelihood dependence, community perceptions, and traditional practices of communities associated with the East Kolkata Wetlands, and to generate benchmark information against which project interventions and outcomes can be assessed.

The selected agency shall be responsible for the complete field execution of the socio-economic survey, including respondent identification, household-level data collection, field supervision, data quality assurance, data compilation and analysis, validation of collected information, and preparation of interim and final reports.

The detailed scope of work, deliverables, terms and conditions are provided in Section II of this document.

The intending bidders are requested to submit their Technical Proposal and Financial Proposal separately in sealed envelopes, clearly superscribed on the respective envelopes, and place both envelopes inside a single outer envelope addressed to the undersigned. Alternatively, intending bidders may submit a password-protected soft copy of the Technical Proposal and Financial Proposal separately via email to contact@naturewildlife.org.

Interested bidders may contact the office of NEWS for further information during working days between 11:00 AM and 15:00 PM hours.

The selection shall be made on the basis of technical credentials, proposed methodology, relevant experience, team expertise, and financial quotation. NEWS reserves the right to accept or reject any or all proposals without assigning any reason.

The hardcopy proposals should reach the office of NEWS at 5, Bakul Bagan Row, Bhowanipore, Kolkata, West Bengal – 700025, not later than 12:00 Noon on 06.11.2026. Alternatively, bidders may submit a password-protected soft copy of the Technical Proposal and Financial Proposal separately via email to contact@naturewildlife.org by 12:00 Noon on 06.11.2026. In case of submission by email, the password should be sent by the bidders to the same email address after 12:00 Noon but before 01:30 PM on 06.11.2026. Late submissions shall be rejected.

The Technical Proposals shall be opened at 04:00 PM on 06.11.2026, and the Financial Proposals of technically qualified bidders shall be opened (to be notified separately by NEWS after technical evaluation).

The detailed schedule of activities is provided in Section III.

Dr. Arkaprava Mandal
Project Manager
Wipro Foundation-supported Project
Nature Environment & Wildlife Society (NEWS)

SELECTION OF A THIRD-PARTY AGENCY FOR SOCIO-ECONOMIC BASELINE SURVEY AND VALIDATION

1. Background

Nature Environment & Wildlife Society (NEWS) is implementing a project with support from **Wipro Foundation** for conservation of the **East Kolkata Wetlands** through community participation and stewardship-based approaches.

As part of the project, socio-economic information is required to understand the livelihood dependence, socio-economic characteristics, community perceptions, wetland use, traditional practices, and other relevant aspects of communities associated with the East Kolkata Wetlands.

To ensure credibility, quality, and independence of the baseline information, NEWS proposes to engage an experienced **Third-Party Agency** to undertake the socio-economic baseline survey and validation.

The selected agency shall undertake the **full field execution of the socio-economic survey**, covering the identified project villages/communities and respondents, followed by data compilation, quality checking, analysis, validation, and preparation of interim and final reports.

2. Purpose of the Assignment

The purpose of this assignment is to engage an experienced and independent agency with demonstrated expertise in **socio-economic surveys, household surveys, livelihood assessments, community-based assessments, data management, and reporting**.

The assignment shall:

- Establish a reliable socio-economic baseline of the selected project communities.
- Collect primary household-level information through field surveys.
- Document livelihood dependence on the East Kolkata Wetlands.
- Capture community perceptions regarding wetland ecosystem services and conservation.
- Document traditional fishery and fishing practices and other relevant livelihood practices.
- Generate reliable baseline information for project monitoring and evaluation.
- Validate the collected information and ensure data quality and consistency.
- Provide standardized and credible datasets and reports for future comparison and monitoring.

3. Scope of Work

The selected agency shall undertake the following activities:

3.1 Survey Planning and Preparation

The selected agency shall undertake the following activities during the survey planning and preparation stage:

1. Review the project objectives, indicators, existing survey tools, and relevant project documents provided by NEWS.
2. Finalize the survey methodology and field implementation plan in consultation with NEWS, including the sampling strategy, respondent coverage, field deployment, data collection procedures, quality-control mechanisms, and reporting framework.
3. Review and finalize the socio-economic survey questionnaire in accordance with the approved project indicators, survey objectives, and requirements of the assignment.

4. Develop a detailed field deployment and respondent coverage plan, clearly specifying the villages/locations, target respondents/households, field teams, survey schedule, supervision arrangements, and field-level quality-control procedures.
5. Define and submit the specific statistical model and sampling/analytical framework to be implemented by the field survey team/enumerators. The selected agency shall clearly specify:
    - the proposed statistical model and analytical approach;
    - sampling methodology and sample size determination;
    - respondent/household selection procedures;
    - key variables and indicators to be analysed;
    - quantitative and qualitative data-analysis methods; and
    - procedures for interpretation and presentation of survey findings.

    The proposed statistical model and sampling/analytical framework shall be reviewed and finalized in consultation with NEWS prior to commencement of fieldwork. The approved framework shall be consistently followed by the field survey team throughout the assignment.

6. Orient and train the field survey team/enumerators before commencement of fieldwork, including training on the approved questionnaire, respondent-selection procedures, interview protocols, ethical considerations, data recording, field-level quality control, and implementation of the approved sampling and statistical framework.
7. Coordinate with NEWS regarding the institutional, technical, and field-level support required for effective implementation of the assignment. NEWS is expected to provide, as applicable:
    - relevant project documents, existing survey tools, indicators, and available background information;
    - facilitation of coordination with identified project villages, community representatives, local institutions, and other relevant stakeholders;
    - available information required for respondent identification and field planning;
    - coordination with the NEWS project field team, wherever necessary;
    - review and feedback on the inception/field implementation plan, survey methodology, statistical framework, interim outputs, and draft final report; and
    - facilitation of access to project-related information required for validation, interpretation, and contextualization of the survey findings.

The selected agency shall remain fully responsible for the independent execution of the survey, including respondent-level data collection, field supervision, implementation of the approved sampling and statistical framework, data quality assurance, data analysis, validation, documentation, reporting, and timely completion of all agreed deliverables.

3.2 Survey Coverage, Locations and Sample Size

The socio-economic baseline survey shall be conducted across the identified project villages/locations within the East Kolkata Wetlands. The survey coverage shall include the villages/locations and household sample specified by NEWS.
The details of the proposed survey coverage are as follows:

Table 1: Approved Village/Location Coverage and Household Survey Sample

Serial No.	Name of The Village	Block / GP / Ward	Target Number of Household	Remarks
1.	Tihuria	Block - Sonarpur GP - Kheyadaha I	Cultivators - 1 Agricultural labour - 4 Household industry workers - 1 Other workers - 2	
2.	Tardaha	Block - Sonarpur GP - Kheyadaha I	Cultivators - 2 Agricultural labour - 5 Household industry workers - 1 Other workers -1	
3.	Kheyadaha	Block - Sonarpur GP - Kheyadaha I	Cultivators - 1 Agricultural labour - 1 Household industry workers - 1 Other workers - 3	
4.	Nayabad	Block - Sonarpur GP - Kheyadaha I	Cultivators - 2 Agricultural labour - 3 Household industry workers - 1 Other workers - 2	
5.	Kghodhati	Block - Sonarpur GP - Kheyadaha I	Cultivators - 1 Agricultural labour - 2 Household industry workers - 1 Other workers - 1	
6.	Chak kolarkhal	Block - Sonarpur GP - Kheyadaha II	Cultivators - 1 Agricultural labour - 1 Household industry workers - 1 Other workers - 2	
7.	Kantipota	Block - Sonarpur GP - Kheyadaha II	Cultivators - 1 Agricultural labour - 1 Household industry workers - 1 Other workers -1	
8.	Kharki	Block - Sonarpur GP - Kheyadaha II	Cultivators- 1 Agricultural labour - 1 Household industry workers - 1 Other workers - 2	
9.	Deara	Block - Sonarpur GP - Kheyadaha II	Cultivators - 1 Agricultural labour - 1 Household industry workers - 1 Other workers - 4	
10.	Bhagabanpur	Block - Sonarpur GP - Kheyadaha II	Cultivators - 4 Agricultural labour - 12 Household industry workers - 1 Other workers - 5	
11.	Pratapnagar	Block - Sonarpur GP- Pratapnagar	Cultivators-1 Agricultural labour - 2 Household industry workers - 1 Other workers - 3	

12.	Benota	Block - Bhangar II GP - Benota I	Cultivators - 1 Agricultural labour - 11 Household industry workers - 1 Other workers - 2	
13.	Dharmatal Pachuria	Block - Bhangar II GP - Benota I	Cultivators - 1 Agricultural labour - 5 Household industry workers - 1 Other workers - 5	
14.	Kulberia	Block - Bhangar II GP - Benota II	Cultivators - 1 Agricultural labour - 2 Household industry workers - 1 Other workers - 2	
15.	Hadia	Block - Bhangar II GP - Bamanghata	Cultivators - 1 Agricultural labour - 6 Household industry workers - 1 Other workers - 8	
16.	Hatgacha	Block - Bhangar II GP - Bamanghata	Cultivators - 7 Agricultural labour - 1 Household industry workers - 1 Other workers - 3	
17.	Tarda-Kapasati	Block - Bhangar I GP - Tarda	Cultivators - 2 Agricultural labour - 8 Household industry workers - 1 Other workers - 12	

The selected agency shall be responsible for completing **100%** of the **150 household surveys** across the villages/locations specified in the above table. The agency shall not reduce, substitute, or modify the approved village/location coverage or household sample size without obtaining prior written approval from NEWS.

Accordingly, bidders shall prepare their technical and financial proposals based on the complete geographical coverage, specified number of villages/locations, and total household sample size outlined in this section.

3.3 Field Survey Execution

The selected agency shall undertake **100% field execution of the approved socio-economic survey** within the identified project area.

The fieldwork shall include:

1. **Identification and verification of selected respondents/households.**
2. **Household-level socio-economic surveys.**
3. **Collection of information on:**
    - Household demographic characteristics;
    - Primary and secondary livelihoods;
    - Dependence on wetland resources;
    - Fisheries and fishing-related activities;
    - Traditional fishery and fishing practices;
    - Agricultural and allied livelihood activities;
    - Income and expenditure-related information, where applicable;
    - Access to markets and livelihood opportunities;
    - Community participation and institutions;

    - Perceptions regarding wetland ecosystem services;
    - Community participation in conservation;
    - Vulnerability and livelihood-related challenges; and
    - Other parameters included in the approved questionnaire.
4. **Conduct Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and community interactions wherever required.**
5. **Conduct field observations and verification of relevant information.**
6. **Maintain proper field records and respondent-level documentation**, ensuring completeness, accuracy, confidentiality, and traceability of the collected information.

3.4 Data Quality Assurance and Validation

The agency shall establish appropriate mechanisms for ensuring data quality, including:

- Field-level supervision of enumerators.
- Daily review of completed questionnaires.
- Identification and correction of incomplete or inconsistent responses.
- Back-checking/re-verification of selected respondents.
- Cross-verification of field information wherever required.
- Removal of duplicate or erroneous records.
- Maintenance of a clean and standardized database.
- Validation of the final dataset before analysis and reporting.

3.5 Data Compilation and Analysis

The selected agency shall:

1. Compile all survey data into an organized digital database.
2. Conduct data cleaning and quality checks.
3. Analyse quantitative and qualitative information.
4. Generate appropriate tables, graphs, charts, and summaries.
5. Prepare indicator-wise baseline information wherever applicable.
6. Identify key socio-economic trends, livelihood patterns, challenges, and opportunities.
7. Provide relevant findings for project monitoring and future comparison.

3.6 Interim Reporting and Presentation

The agency shall prepare and submit an **Interim Survey Report** covering the progress of field implementation, including:

- Survey coverage and respondent status;
- Fieldwork progress;
- Preliminary findings;
- Data quality status;
- Key observations and emerging trends;
- Challenges encountered during field implementation; and
- Recommendations for completion of the survey.

The agency shall also make an **interim presentation to NEWS** on the survey progress and preliminary findings.

3.7 Final Reporting

Following completion of fieldwork, data validation, and analysis, the agency shall prepare a comprehensive **Final Socio-Economic Baseline Survey Report** containing:

- Introduction and project background;
- Objectives of the survey;
- Survey methodology;
- Sampling/coverage methodology;
- Field implementation process;
- Respondent profile;
- Socio-economic findings;
- Livelihood and wetland dependency analysis;
- Traditional fishery and fishing practices;
- Community perceptions and participation;
- Indicator-wise baseline findings;
- Data analysis and interpretation;
- Key findings and conclusions;
- Recommendations; and
- Annexures and supporting documentation.

4. Key Deliverables

The selected agency shall submit the following deliverables:

Deliverable 1 – Inception and Field Implementation Plan

Including:

- Survey methodology;
- Fieldwork plan;
- Team deployment plan;
- Survey tools;
- Quality-control mechanism; and
- Timeline.

Deliverable 2 – Completed Field Survey Dataset

A complete and cleaned dataset covering **100% of the approved socio-economic survey**, along with relevant field records.

Deliverable 3 – Interim Survey Report and Presentation

Including:

- Fieldwork progress;
- Survey coverage;
- Preliminary findings;
- Data quality assessment;
- Key observations; and
- Recommendations.

Deliverable 4 – Validated Survey Dataset

A cleaned, verified, and validated dataset suitable for project monitoring and future comparison.

Deliverable 5 – Final Socio-Economic Baseline Survey Report

A comprehensive report containing methodology, findings, analysis, indicator-wise baseline information, conclusions, and recommendations.

Deliverable 6 – Final Presentation

Presentation of the final findings to NEWS and other relevant project stakeholders, as required.

5. Expected Outcomes

The assignment is expected to:

- Establish a credible socio-economic baseline for the project area.
- Generate reliable household-level baseline information.
- Improve the quality and consistency of project survey data.
- Document wetland-dependent livelihoods and traditional practices.
- Provide evidence on community perceptions and participation.
- Generate benchmark information for future monitoring and evaluation.
- Support evidence-based project planning and implementation.

6. Terms of Reference

6.1 Qualification and Experience

The selected agency should possess demonstrated experience in:

- Socio-economic and household surveys;
- Baseline assessments;
- Livelihood assessments;
- Community-based surveys;
- Field data collection and validation;
- Quantitative and qualitative data analysis; and
- Preparation of professional survey reports.

Preference may be given to agencies having experience in **wetland, fisheries, livelihood, rural development, conservation, or community-based projects**.

6.2 Proposed Team

The agency shall provide details of the proposed team, including:

- Team Leader/Project Coordinator;
- Field Supervisors;
- Enumerators/Investigators;
- Data Management/Data Entry personnel; and
- Data Analyst/Research personnel, as applicable.

The technical proposal should clearly indicate the qualifications and relevant experience of the proposed team.

6.3 Assessment Methodology

The agency shall submit a detailed technical proposal describing:

- Proposed survey methodology;
- Field implementation strategy;
- Respondent/household coverage approach;
- Data collection tools;
- Quality assurance and validation mechanisms;
- Data management and analysis plan;
- Field supervision mechanism; and
- Reporting framework.

6.4 Duration of Assignment

The proposed timeline shall be:

Activity	Timeline
Commencement of Assignment	12.11.2026
Finalization of Survey Plan & Team Orientation	13.11.2026
Field Survey Execution	14.11.2026 – 30.11.2026
Interim Report & Presentation	07.12.2026
Data Validation & Analysis	08.12.2026 – 11.12.2026
Draft Final Report	14.12.2026
Final Report & Presentation	22.12.2026

NEWS may revise the timeline depending upon field requirements and project implementation needs.

6.5 Confidentiality and Data Ownership

The selected agency shall adhere to the following:

- All data, information, survey records, reports, and materials generated under the assignment shall remain the exclusive property of NEWS.
- The agency shall maintain strict confidentiality of all project-related information.
- The agency shall not publish, disclose, share, or use the collected data or findings without prior written approval from NEWS.
- Respondents shall participate voluntarily and provide informed consent.
- Data collection shall respect the privacy, dignity, and cultural sensitivities of respondents.
- The agency shall maintain independence and objectivity throughout the assignment.
- Any replacement of key personnel shall require prior approval from NEWS.
- The agency shall comply with all applicable laws and statutory requirements.
- The agency shall disclose any actual or potential conflict of interest that may affect the impartiality of the assignment.

7. Selection Process

The Technical Proposal shall be evaluated on the following basis:

Evaluation Criteria	Marks
Technical proposal and survey methodology	25
Relevant organizational experience	25
Qualifications and experience of proposed team	20
Field implementation and quality assurance plan	15
Understanding of the assignment and project context	15
Total	100

The bidder securing a minimum of 60 marks in the technical evaluation, shall be considered technically qualified for opening of the Financial Proposal.

Among the technically qualified bidders, selection shall be made on the basis of the financial quotation and overall suitability of the proposal.

8. Payment Terms

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

- **20%** upon approval of the Inception Report and Field Implementation Plan.
- **40%** upon completion of 100% field survey and acceptance of the Interim Report.
- **40%** upon acceptance of the Final Report, validated dataset, and final presentation.

9. Termination Clause

NEWS reserves the right to terminate the assignment upon written notice in the event of:

- Material breach of the agreement;
- Unsatisfactory performance;
- Misconduct or misrepresentation;
- Failure to meet a
- greed timelines;
- Failure to complete the required field survey; or
- Failure to deliver the agreed outputs and reports.

Upon selection, a formal agreement/work order 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
Wipro Foundation-supported Project
Nature Environment & Wildlife Society (NEWS)

SECTION III

SCHEDULE OF THE BID

Sl. No.	Activity	Date / Time
1	Date of issue of the Notice	**02.11.2026**
2	Date of uploading of Notice	**02.11.2026**
3	Last date and time for submission of Bids (hard copies or soft copies)	**06.11.2026 – 12:00 Noon**
4	Date and Time for opening of Technical Bids	**06.11.2026 – 04:00 PM**
5	Date and Time for opening of Financial Bids of technically qualified bidders	*(to be notified separately by NEWS after technical evaluation)*

10. Support to be provided by NEWS

NEWS shall provide reasonable institutional and project-level support required for effective implementation of the assignment. Such support may include sharing relevant project documents and existing survey tools; facilitating introductions and coordination with identified project villages, community representatives, local institutions and other relevant stakeholders; providing available information required for respondent identification and field planning; coordinating with the project field team where necessary; reviewing and providing timely feedback on the inception/field implementation plan, interim outputs and draft final report; and facilitating access to project-related information necessary for validation and interpretation. The selected agency shall remain responsible for independent field execution, respondent-level data collection, supervision, data quality assurance, analysis, validation, reporting, and timely completion of all agreed deliverables.

Dr. Arkaprava Mandal
Project Manager
Wipro Foundation-supported Project
Nature Environment & Wildlife Society (NEWS)