



सत्यमेव जयते

No. I-19011/63/2022-DMEO
Government of India
NITI Aayog
Development Monitoring and Evaluation Office
(Administration Division)

Dated: 15th 12th May, 2023

Subject: Letter of Award (LOA) for “Monitoring and Evaluation Capacity Building of Universities” in the State of Karnataka-reg.

Sir/Madam,

This is in response to your “Expression of Interest” received, vide email dated **17.10.2022**, regarding “**Monitoring and Evaluation Capacity Building of Univerities**” in the State of **Karnataka**. After evaluating your proposal, DMEO is pleased to inform you that your University has been selected for the study in the state of **Karnataka**. The total cost of the project shall be **₹ 1,68,086/- (One Lakh Sixty-Eight Thousand and Eighty-Six Rupees only)**.

2. The scope of work is given at **Annexure A** and the terms and conditions for the study is given at the **Annexure B**. You are requested to kindly **sign and return two sets of Letter of Award (LOA)** to DMEO, NITI Aayog in **acknowledgement and acceptance of the LOA**, within 7 (seven) days of receipt.

3. The study shall commence from the date of the receipt of acceptance of LoA by DMEO.

(Jayanta Kumar Patel)
Economic Officer(Admin)/HoO
431, 4th Floor, NITI Aayog
011-23096799

To
Prof. R. Shivappa, Registrar
University of Mysore, Mysore
Email: Mahesh@economics.uni-mysore.ac.in, maheshgundegal@gmail.com

1. Scope of Work: University of Mysore, Mysore

1.1 Background

The sample size for this study is about 4000 households covering nearly 100 villages in 11 States with a minimum of 500 responses for each scheme. The Universities would conduct a field survey for the study in their respective States and write the State-level reports for the eight schemes. DMEO will assist the Universities by sharing questionnaires including CAPI, conducting training for data collection and any other support required by the Universities. The time period for this study is three months.

1.2 University of Mysore, Mysore is required to:

Conduct field survey for eight selected schemes (given in **Table 1** below) and prepare State-level reports for these eight schemes for the State of **Karnataka**. The field survey would involve survey of households ranging from 160 to 800 households by a University. The details of the number of districts, villages and households to be surveyed by the University in the State of **Karnataka** is given in **Table 2** below. Responsibilities of the University are given in **Table 3** below.

1.3 Schemes to be covered:

Table 1: List of Eight Schemes covered in this study

	Scheme	Ministry / Department
1.	PM Kisan Samman Nidhi	Ministry of Agriculture and Farmers Welfare
2.	Swachh Bharat Mission-Rural	Department of Drinking Water and Sanitation
3.	Swachh Bharat Mission- Urban	Ministry of Housing and Urban Affairs
4.	PM Jan Arogya Yojana	Ministry of Health and Family Welfare
5.	Beti Bachao and Beti Padhao and PMMatru Vandana Yojana	Ministry of Women and Child Development
6.	PM Ujjawala Yojana- DBT LPG and LPG Connection to poor households	Ministry of Petroleum and Natural Gas
7.	Samagra Shiksha	Ministry of Education
8.	Jal Jeevan Mission	Department of Drinking Water & Sanitation

1.4 Details of Primary Survey:

Table 2 : Sample for the State of Karnataka

Sl	Sample level	Number to be covered	Remarks
1	Districts	04	Within each district, the University will be required to cover minimum of 2 villages

2	Villages	09	Within each village, the University will be required to conduct survey of at least 40 Households
3	Household	360	The University will be required to cover minimum 45 households for each scheme

Method of Selection of District, Villages and Households : The university will prepare the sampling plan of the districts ,villages and households to be covered in the study and share the same with DMEO as a part of the inception report.

1.5 Responsibilities of the University

Table 3 : Responsibility of the University

SI	Responsibility	Details of the task
1.	Rollout and execution of field survey	<ul style="list-style-type: none"> • The universities will be responsible for conducting household surveys for the eight schemes in their respective states. • Plan all fieldwork activities and inform the fieldwork schedule to DMEO, along with details of the team movement plan, at least ten days in advance. Any change in the field plan must be conveyed to DMEO in advance.
2.	Data collection and quality check	<ul style="list-style-type: none"> • Collecting household data using CAPI • Spot and back checks to be done for at least 5% of the households.
3.	Training of field survey team	<ul style="list-style-type: none"> • Undergo training of trainers conducted by DMEO. These trainers would be responsible for training their survey teams.
4.	Mid-term progress report	<ul style="list-style-type: none"> • Submitted upon 50% completion of the fieldwork to the DMEO.
5.	Draft data submission and analysis	<ul style="list-style-type: none"> • Cleaned, coded, and validated quantitative data in spreadsheet format (such as excel) to be shared with DMEO. • Preliminary scheme-wise data analysis and tabulation to be shared with DMEO.
6.	Preparation and Presentation of sub-reports.	<ul style="list-style-type: none"> • To present preliminary analysis and tabulation from the data collected, data quality checks put in place, best practices observed during fieldwork, etc., as and when requested by DMEO.
7.	Submission of State reports.	<ul style="list-style-type: none"> • Preparation of draft reports for the state as per the report structure shared by DMEO separately. • The findings and recommendations should flow from the data and evidence collected during the field survey, both quantitative and qualitative.

1.6 Timeline

Timeline	Deliverable of University
T	Acceptance of terms and conditions of LoA by the University.
T+15	Inception report to be submitted by the University
T+45	Mid-term State-level report submission
T+75	Draft State-level report submission and cleaned dataset to DME0
T+90	Final State-level report Submission

Terms and Conditions

1. Confidentiality:

The University should treat all the the documents and information provided by the Authority (DMEO, NITI Aayog) that are not in public domain as strictly confidential. Any information related to the study would not be shared without prior permission of DMEO, NITI Aayog.

2. Modifications in Scope of Work:

There shall generally be no change in the scope of work. However, the Authority (DMEO, NITI Aayog) may consider any such request on a case-to-case basis. The same shall be done with the approval of DG, DMEO.

3. Deliverables:

The University is required to submit the following:

- a. Data collected as per the sample size given in the Scope of Work (Annexure A).
- b. Draft State-level Report: A Draft Report should be prepared by the University based on the field survey. The data collected through the field survey should be analysed using statistical tools and appropriate data processing software. The University is expected to make a presentation of the draft report and shall ensure incorporation of all suggestions etc. within 15 days from the date of receipt of the communication of modifications/supplementary work and submit the revised draft report to DMEO.

4. Timelines:

- a. Any delay in completion of project or submission of report on the part of the University, except for reasons beyond its control, would render it liable for penalty of **5%** of the total project cost.
- b. Extension of time, if any, should be communicated by the University to DMEO substantiating the reasons thereof before 15 days of expiry of study completion time period. DG, DMEO would be the final authority to grant any such extension.

5. Payment:

- a. DMEO agrees to pay **₹ 1,68,086 /-** (**One Lakh Sixty-Eight Thousand and Eighty-Six Rupees only**) towards the total evaluation fee payable for the task, including GST, after making tax deductions at source, which will be deposited to the account of the University (in case of delay in completion penalty amount would be adjusted). Further, if there is any revision of GST it will also be given effect to while making the payment.
- b. The funds would be released to the Universities as a one time payment on the submission of final report to DMEO after incorporating its

suggestions/comments on the draft report, and the expenditure statement duly certified by the Finance Officer/ registrar of the University is furnished.

6. In the event of any question, dispute or differences arising under or out of or in connection with the activities as above to the universitiess the same shall be referred to the DG, DMEO or to any person appointed by him. The decision of DG, DMEO in any such matter would be final and binding on the Universities.

Agreed and accepted.

(Signature)
Authorized Signatory

Participating University