

# Short Term Research Assignment for Academic Institutions in Telangana

## “Data collection for endline study of Connected Learning Initiative (CLix), Telangana”

### 1. Background

The **Centre for Education Innovation and Action Research (CEI&AR)** is a Centre established by Tata Institute of Social Sciences (TISS), Mumbai to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that will address the needs of Indian education and those relevant to the developing world, and engage with innovative use of new technologies and media to raise quality and standards of education. Towards this, the Centre collaborates and engages with research, development, teaching and field action.

The Connected Learning Initiative (CLix) is an innovative field action programme being launched by the Centre for Education Innovation and Action Research (CEI&AR), to improve the professional and academic prospects of high school’s students from underserved communities in India. CLix incorporates thoughtful pedagogical design and leverages contemporary technology, including online capabilities, to provide quality educational content and experiences at scale in the areas of Mathematics, English and Science. Teacher education is an integral part of the initiative. The initiative aims to reach a total of approximately 1,000 schools and 150,000 students in 4 states, as well as conduct professional development for approximately 4500 teachers. CLix involves partnerships and collaborations with research and development institutions and state governments. CLix is led by the Tata Institute for Social Sciences (TISS) and the Massachusetts Institute of Technology (MIT), with support from the Tata Trusts. For more information, please visit <https://clix.tiss.edu/>

### 2. Scope of Work, Responsibilities and Description of the proposed work

Research is integrated into the multiple streams of ongoing CLix activities. Continuously monitoring and informing all aspects of the project, it aims to enable sustainable growth of the initiative. The Research Team at CLix is committed to conduct high quality studies in the area of impact evaluation, design-based research and specific thematic case studies.

**Purpose:** The research team intends to undertake endline study in 100 government schools (75 government schools with CLix interventions and 25 government schools as control schools) of Telangana spread over three erstwhile districts of Warangal, Karimnagar and Rangareddy.

CEI&AR intends to collaborate with an organisation partner with suitable education and data collection experience in for the short term research assignment consisting of data collection for the baseline study.

2.1 The **detailed list of activities** which need to be undertaken as a part of this assignment is as follows:

1. Hiring of qualified field investigators with hands on experience in research methodologies. These field investigators should have at least basic skills of using technology in tablets and computers
2. Bringing together the field investigators and all persons appointed for this assignment for a two day workshop for the field investigators
3. Provide on course guidance and technical support to field investigators in different modalities of data collection and the protocols that need to be observed.
4. Follow the three steps in data collection; i.e., (i) ensuring that the appropriate data collection tools (equipments, hard copies of OMR sheets etc) and participant information sheet and informed consent forms are collected from TISS (ii) distributing it among the investigators as per the schools to be covered (iii) ensuring that all completed tools and equipments are collected back from the field investigators (iv) ensuring their secured storage at their premises and (v) dispatching these to TISS after completion of assignment in secured and undamaged form
5. Providing and funding the logistics requirements of the field investigators for data collection exercise such as local conveyance, travel, food etc
6. Ensuring collection of data by the field investigators as per the methodology and procedures prescribed by CLlx research team AND complete the field work within the timeline of 2 weeks of data collection
7. Monitoring the data collection exercise on daily basis to ensure that the sampled schools are covered diligently
8. Ensure that all the collected data (forms) is uploaded on the server on a daily basis and track the quantum of data collected on online trackers that will be provided
9. Keep the CLlx research team updated about the pace of the work on daily basis
10. Prepare weekly reports as requested by the CLlx research team
11. Ensuring all the required consent forms are filed in by respondents before filling up the forms and the hard copies of all the forms to be sent to TISS. For students, the consent forms would have to be signed by the respective principal of the school

## 2.2 Activity Plan

The endline study in Telangana will consist of data collection as per the following details:

No.	Name of the Tool	Approx. Total	Form of Tool	Remarks
1.	Student endline tool (part 1 and 2) 40 students in Grade 9 in each of the 100 schools (30 treatment and 10		Paper pencil tool with OMR sheet	Investigators need to distribute tool to students assembled in a class, announcing about the instructions, including the informed consent form, supervise them filling it in,

	control schools in each of erstwhile Warangal & Karimnagar districts plus 15 treatment and 5 control schools in the erstwhile Rangareddy district)			collecting the tools, checking for completeness, and submitting the tools and the consent forms to TISS-CLIX project office
2	Student listening and speaking tool - 5 schools per district and 10 students per school		Audio tool – tablet based	This will need to be administered in one to one with students
3	Teachers tool (Part 1 – General & Part 2 - Domain specific)	3 teachers per school who teach English, Math, Science to Grade 9 students in 100 schools (75 treatment + 25 control)	Tablet based	Investigators will have to give the tablets to teachers and get the tools filled in
4	Principals tool	100 schools (75 treatment + 25 control)	Tablet based	Investigators will have to give the tablet to principal and get it filled in

### 2.3 Duration of the Assignment:

The engagement would be spanning over a month's duration. The key dates are as follows

Field investigator training	08-09, Feb
Data collection in schools	11-23 Feb

### 2.4 Project Management Requirements

- TISS will provide a resource person for all assignment requirements understanding. This resource person will be responsible for approving work plan, modality and delivery of survey and the acceptance of milestones delivered by the vendor organization. This resource will involve other TISS resources or other external sourcing providers as required
- This resource from TISS will be responsible for regular project reviews, tracking and monitoring of the assignment entrusted herewith
- Your organization shall also designate a resource person for reporting the progress of assignment to TISS
- A suggested operationalisation plan is that there would be 4 teams of 2 members each (totaling 6) in each of Karimnagar and Warangal districts. On a given fieldwork day, a team of two would visit a given school, conduct the requisite data collection activities and then move on to the next school the next day. By this, 4 schools would be covered in each of these two districts in a given day and it would take 10 working days to cover the 40 sampled schools of the respective districts. In case of Rangareddy, 2 teams of 2 members would work during the same duration to cover the 20 schools there

## 2.5 Payment Schedule

The funds for this assignment shall be released as per the following schedule:

- First installment of 20% on acceptance of the contract
- Second installment of 30% on the submission of a detailed school wise plan for conducting the endline survey
- Third installment of 30% on successful completion of minimum 3 out of 4 tools mentioned above
- Fourth and final installment of 20% on successful completion of overall assignment
- All applicable taxes should be charged.

## 3. Call for Proposal for undertaking the Assignment:

For this purpose, CEIAR, TISS invites sealed quotations (under two bid system - Technical bid and Financial bid) for *Short Term Research Assignment for Academic Institutions in Telangana - Data collection for endline study of Connected Learning Initiative (CLIX), Telangana*. Kindly submit your **sealed bids in two separate covers in the prescribed format as given below, duly filled in, signed, and sealed by you on or before 24th December, 2018** to the Despatch Section addressing to the Finance Manager, CLIX Office, Library Extension Office, 5th floor, Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai 400-088 on any working days between 10.30 a.m. and 4.00 p.m. superscribing as 'Short Term Research Assignment for Academic Institutions in Telangana - Data collection for endline study of Connected Learning Initiative (CLIX), Telangana'

The technical bid shall consist of:

1. Brief about the academic/research Institution with legal status
2. Description of the past experience of the institution in undertaking similar assignments
3. Confirmation for undertaking the activities as specified in section 2
4. Inputs on the activities as specified in section 2, if any (optional)
5. The organisation should provide valid proof of PAN & GST Registration Number

The financial bid shall detail the following:

1. Detailed budget of the contract amount

S. No	Particular	Unit Cost	Quantity	Duration	Amount (INR)
1	<b>Remuneration</b>				
	a)				
	b)				
	c)				
2	<b>Travel</b>				
	a) Local conveyance				
	b) Inter city				
3	<b>Workshops/ meetings/ training programmes</b>				
	a) Local conveyance of participants				
	b) Venue Hire				
	c) Food Arrangement				
	d) Stationary				
	e) Other Misc expenses				
4	<b>Communications expenses (Please detail)</b>				
5	<b>Overhead expenses (Please specify)</b>				

				<b>Total</b>	
6	<b>Taxes (as applicable)</b>				
				<b>Grand Total</b>	

2. A **Demand Draft** of Rs.1000 (Rupees One Thousand only) in favor of "Tata Institute of Social Sciences" payable at Mumbai towards tender application fees (non-refundable).

3. Vendor Registration Form

TATA INSTITUTE OF SOCIAL SCIENCES  
(A Deemed to be University under Section 3 of the UGC Act, 1956)  
DEONAR, V.N. PURAV MARG, MUMBAI 400 088

**VENDOR REGISTRATION FORM**  
SECTION 1

ORGANISATIONAL PROFILE

To register as a new supplier, enter your user and organization information.  
Please provide information on the company's Letter Head

Name of the Organisation/Company: \_\_\_\_\_  
Date of Incorporation / Establishment: - (Please attach Certificate of Incorporation): \_\_\_\_\_  
Product Description: \_\_\_\_\_  
Registered Office Address: \_\_\_\_\_  
Landline No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Email ID: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Type of Organisation: Sole Proprietorship/Partnership/ Ownership or any other  
Name of the Proprietor: \_\_\_\_\_  
Name of the Bank: \_\_\_\_\_  
Name of the Account Holder: \_\_\_\_\_  
Bank Branch: \_\_\_\_\_  
Bank A/c. Number: \_\_\_\_\_  
NEFT Code: \_\_\_\_\_  
GST Registration No.: \_\_\_\_\_  
Income Tax PAN Card No: \_\_\_\_\_  
Product Details: \_\_\_\_\_  
Total Turn Over (as on the date of application): \_\_\_\_\_  
Strength of the Man-power: \_\_\_\_\_  
Address of Workshop or Shop Floors: \_\_\_\_\_  
Any other branches:  
(a) -----

(b) -----  
(c) -----

Please state whether Vendor Code already exist with TISS with same Vendor Name or with same PAN. (Tick applicable)

Yes                      No

If yes, please state Vendor Code(s). Please state reasons for having more than One Vendor.

Reason: \_\_\_\_\_

**Enclosures:**

1. Company founding year – Shop & Establishment Certificate
2. Company size/branches,
3. Clients' List
5. Products Profile/List
6. Target - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)
7. Copy of Purchase Order pertaining to the Government Organization (at least three exceeding Rs. One Lakhs, if not please ignore)

*I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold TISS responsible for the same. I will indemnify the Institute in all matters in case, information furnished by me/us is found incorrect in future.*

*This is also certified that this agency is not blacklisted by any Government/Private/Public Sector nor any criminal case is registered/pending against the agency/firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.*

Name & Signature of the Bidder along with Seal

Date:

Place:

**4. General Terms and Conditions:**

1. Tender in two Part bidding system (1st Part- Technical Bid, 2nd Part- Price Bid) is invited from experienced, resourceful and bonafide firms at the Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai 400 088. **Separate envelopes** should be used for Technical and Price Bids and indication to that effect may please be superscribed on the envelopes.
2. The envelope superscribed 'Technical Bid' should contain all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any price implication.

3. Price Bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Opening date and time of which will be intimated later on. The quoted price shall be inclusive of all taxes payable by the supplier. TISS will not entertain any separate claim whatsoever in respect of the same.