

**Work Order**

**Ref. No. NBC/NF/391/2018**

**Date: 09 /01 /2019**

To,

**Madras School of Social Work**

No- 32, Casa Major Road,

Egmore, Chennai-600008

Email: [principal@mssw.in](mailto:principal@mssw.in)

**Sub: Undertaking Social Impact Assessment of the CSR projects of NALCO Foundation**

Dear Sir,

With reference to your proposal for undertaking Social Impact Assessment of major CSR projects by NALCO Foundation, dated 10.09.2018, we are pleased to place the order for above mentioned work with following salient features.

**A. Details of the W.O**

Sl. No.	NAME OF THE WORK	Details
		Undertaking Social Impact Assessment of the CSR projects of NALCO Foundation (Annexure-A :details of the projects)
1	CONTRACT VALUE	Rs.9,80,000 (Nine Lakh Eighty Thousand only)Exclusive of 18% GST
2	LOCATION OF THE WORK	CSR Operation areas-Koraput, Angul, Khurda & Vizag
3	COMMENCEMENT OF W.O.	01/01/2019
4	CONTRACT DURATION	90 days
5	DEFECT LIABILITY PERIOD	Not Applicable
6	GST	Applicable
7	MIC	Project Manager, NALCO Foundation

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Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
 Principal  
 Madras School of Social Work (Autonomous)  
 No. 32, Casa Major Road,  
 Egmore, Chennai - 600 003.

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## B. Background

- a) NALCO Foundation is the standalone CSR arm of NALCO, the navaratna PSU. NF has been successfully implementing the CSR projects since its inception in 2010.
- b) NF is driving its activities centred around the issues pertaining to the common people with the following vision and mission.

### Vision:

To be an agent to engineer holistic development.

### Mission:

- To work with communities in the vicinity of NALCO projects as partners for sustainable development;
- To take up sustainable development projects to **support education, health, drinking water** and basic amenities along with income generation programmes;
- To empower women to find a **rightful place** in Nation building;
- To **empower children, differently-abled persons** (including physically and mentally challenged), old and destitute persons for a dignified living;
- To promote **art, culture, heritage and sports**, with emphasis on tribal art and culture, in the vicinity of Nalco projects;
- To promote **environmental conservation** measures.

- c) NF has contributed towards the socio-economic upliftment with the effective implementation of the programme at the locations in the periphery of the operational area of the company, mostly in Angul District and Damanjodi in Koraput District of Odisha. Subsequently, NALCO Foundation has been implementing various projects in Puri to develop it as an iconic city under the Swachh Iconic Place Programme.
- d) The present study aims to be conducted for assessing impact of the projects with a project cost of more than 1 crore and with an implementation period of minimum three years. In this connection, the projects have been identified and placed at Annexure-A.

## C. Broad Objectives:

- i. To assess the outreach and impact of the projects implemented by NALCO Foundation in its operational areas.
- ii. To map the outcome of the projects by deploying both quantitative and qualitative methods of research.

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DR. S. RAJA SAMUEL, M.A., Ph.D.  
Principal  
School of Social Work (Autonomous)  
Major Road,  
Bhubaneswar-751 008.  
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*Ray*  
9.1.19

- iii. To develop an exit-strategy for the projects keeping in view of the aspect of sustainability of each one of them.
- iv. To explore the sustainable models that could add to the existing value of the projects across the thematic areas.

#### **D. Project Objectives**

The four projects were envisaged with respect to the following objectives.

##### **i. Construction of School toilets under Swachh Vidyalaya Abhiyan (SVA)**

- To promote the usage of toilets in schools by the students while complementing to the objective of SVA.
  - To ensure improvement in sanitary conditions in the schools where toilets were proposed to be constructed.
  - To aware the students on the basics of Water, Sanitation and Hygiene (WASH) practices.
- The reference group for this project are the school going children, adolescent boys and girls from the schools in the periphery of S&P Complex, Angul and M&R Complex, Damanjodi.
  - The major stakeholders for this project are the parents of the students, the concerned school teachers and village committee on water and sanitation in the respective villages.
  - While implementing the project, the school management committee, the village development committee etc. were communicated and involved in the process.
  - The present study would aim at assessing the existing sanitary conditions while examining the usage of school toilets.

##### **ii. Sponsoring residential education to poor backward & tribal children from periphery villages of M & R complex, Damanjodi & Pottangi**

- To promote the level of awareness among the tribal community with respect to the importance of education in the remote areas.
  - To facilitate the access to quality residential education facility among the tribal community in the periphery of M&R Complex, Damanjodi and Pottangi.
- The reference group for this project are the school going children from the tribal community from M&R Complex, Damanjodi and Pottangi.
  - The local tribal community, distinguished partner institutes implementing the project are the key stakeholders of this project.

Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, Chennai - 600 008.

- While implementing the project, the school management committee, the village development committee etc. were communicated and involved in the process.
- The identification of students for this project was conducted with the cooperation of the educational institutions partnering with NALCO Foundation.
- The present study will be conducted with an objective to map the social mobility of the community/households represented by the students under the project.

### iii. Operation of Medical Health Unit (MHU) at peripheral villages of M&R complex, Pottangi, S&P complex, Utkal E Coal Block

- To enable doorstep health services through Mobile Health Units (MHUs) in the remote tribal areas of the periphery villages of M&R Complex, Damanjodi and Pottangi mines area, villages in the periphery of S&P Complex, Angul and Utkal E Coal Block
- To spread awareness on preventive health care among the communities through Information, Education and Communication (IEC) and Behavioural Change Communication (BCC).
- Elderly patients, women, infant and the poorest of the poor community are getting benefitted. During FY 2017-18, 1.38 Lakh patients have been treated. Keeping in view of similar operations by Govt. MHUs from the provision such as the Mineral Development fund, it is ensured that convergence mechanism is followed in order to cover the maximum villages in the area.
- The major stakeholders of this project are the implementing partners like M/s Wockhardt Foundation and M/s HelpAge India.
- The community mobiliser along with grassroot level workers like the MHU van coordinator ensure the smooth implementation of the project.

### iv. NALCO Ki Ladli

- NALCO KI LADLI is one of the major flagships programme with the prime objective to encourage the girl students from the secondary schools in the periphery villages.
- The selected girl students under the scheme are from the BPL Category with a bright academic career.
- The teachers and parents of the girl students from the periphery schools are the important stakeholders of this programme. *See*

*S. RAJA SAMUEL, Ph.D.*  
Principal  
Medras School for Social Work (Autonomous)  
No. 32, Ganga Nagar Road,  
Egmore, Chennai - 600 033.

- The selection for this project is conducted through the joint participation of school authorities and the NF team.

#### E. Scope of Work

- Assessment of the effects/impact of CSR projects of Nalco Foundation on the quality of life of people (security and aspirational framework) & community, on their socio-economic condition. Comparative analysis of the post intervention effect in relation to the pre-intervention situation and findings. The secondary sources are to be explored by the party for such assessment.
- Detail documentation of the projects under study and study them from the perspective of all the stakeholders and partners.
- Study of the sustainability of projects under study.
- Agency should do a preliminary visit to 2-3 sample sites to understand in details about the intervention. Thereafter, agency to plan sampling methodology, questionnaires for field interviews and logistics (translator etc.), Focused Group Discussions and case study documentation.
- Pilot testing of questionnaire to be conducted with respondents and on the basis of the feedback changes to be incorporated accordingly in the study tools.
- The sampling methodology to take care of neutralizing external factors (if any) so as to ensure that the results are the most accurate representation of the field situation.
- Both the qualitative survey tools and quantitative survey modules to be taken up as per plans and conducted in a structured way and triangulations are to be carried out to reduce bias and incorrect information as far as possible.
- Findings corresponding suggestions and recommendations for further improvement are to be a part of the study and study report.

#### F. Methods/ Tools

The following methods/tools will be used specific to the requirements against each project.

Sl. No.	Project	Project Location	Project Description	Sample size, Proposed Methods/tools for conducting SIA
1	Construction of School toilets under Swachh Vidyalaya Abhiyan	Angul, Damanjodi, Khurda & Vizag	- 479 toilets were constructed in the different schools to enhance the sanitary condition of the schools	10 Schools per site (5 boys & 5 girls will be selected) Toilets- from 40 sites (Physical verification) FGD-40, Key Informant's* interview-40, Case studies-8, FGDs- 40

Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal,  
Madras School of Social Work (Autonomous)  
No.32, Cassa Major Road,  
Chennai - 600 065.

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2	Sponsoring residential education to poor backward & tribal children from periphery villages of M & R complex, Damanjodi & Pottangi	Damanjodi	<ul style="list-style-type: none"> <li>- Till date 920 tribal poor students are sponsored to 3 reputed educational institute to continue their study. The entire travelling and educational cost is borne by the Company</li> </ul>	<p>More than 6% at least 40 students who are continuing education in different classes. 10 Students to be taken who have passed out from the schools. So total interview- 50 students sponsored in different time period.</p> <p>Interview of teachers parents and head institutes where the children are continuing education)-10</p> <p>Case studies to be compiled of -10 ( 8 students who are continuing and 2 dropped out)</p> <p>FGD-2</p>
3	Operation of Medical Health Unit (MHU) at peripheral villages of M&R complex, Potangi, S&P complex, Utkal E Coal Block	Angul & Damanjodi-	<ul style="list-style-type: none"> <li>- Basic health care facilities are made available at the door step of the villagers through 9 MHUs- 4 at Damanjodi, 1 at Pottangi and 4 at Angul</li> </ul>	<p>6 Villages of Damanjodi ,Pottangi and 4 villages of Angul to be identified for the study.</p> <p>Beneficiary interview-20,</p> <p>Key Informant's interview- 10</p> <p>Case studies-8,</p> <p>FGD-4</p>
4	Nalco Ki Ladli	Angul & Damanjodi	<ul style="list-style-type: none"> <li>- Till date, 302 girls are been financially supported to continue education with better performance.</li> <li>- Annually, Rs. 6000/- is being provided towards study material and uniform of meritorious girls to encourage them to continue study with high performance.</li> </ul>	<p>10% sample (30 girls, 15 from each location)</p> <p>Interview-30</p> <p>Parents, teachers and key-informant's* interview- 6</p> <p>FGD- 2</p> <p>Case studies-10</p>

**Note:** Key Informants may be local government, Government officials (DEO, CDMOs, DWO, BDOs, School teachers and principals etc.), CSO working in those areas.

### G. Deliverables:

- i. Submission of Inception report to be shared in the first 15 days from the date of signing off the contract after incorporating all suggestions.
- ii. Time to time sharing of emerging data and trend analysis based on field survey data with the Company.
- iii. Submission of draft report and final reports with all raw data backups and analysed data tables in excel spreadsheet.
- iv. Field data files to be submitted in excel files along with all output tables.
- v. Draft report to be shared covering all scopes and district wise analysis. Report to be finalized after incorporating changes suggested by the Company.
- vi. The final study report to be submitted in 2 hard copies (A4 Size preferably with coloured prints) and soft copy in form of CDs/pen drives. All field data back-up to be submitted along with analytical tables.
- vii. The agency to deliver a final presentation to the Company explaining the findings of the study.
- viii. The study and data collected during study including photographs will be the property of NALCO and the agency shall not use it in any form without the written permission from competent authority of the Company.

### H. Timeline:

The entire assignment is to be completed within 90 days from the date of issue of the Work Order.

Sl. No.	Tasks	Time Frame
1	Preliminary visit to sample units and submission of inception report and further study methodology	15days from the date of signing of contract
2	Pilot testing of questionnaire	Within 1 week of approval of study methodology
3	Submission of draft report	65 days from the date of signing agreement
4	Presentation to NALCO	1 week after getting feedback from the Company
5	Submission of final report, all data, in hard and soft format, master sheets and data tables	1 week after presentation

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Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Chennai - 600 008.

**I. Terms of Payment**

Sl. No.	Project	Project Location	Amount (in Lakh) Inclusive of GST
1	Construction of School toilets under Swachh Vidyalaya Abhiyan	Angul, Damanjodi, Khurda & Vizag	6.80
2	Sponsoring residential education to poor backward & tribal children from periphery villages of M & R complex, Damanjodi & Pottangi	Damanjodi	1.00
3	Operation of Medical Health Unit (MHU) at peripheral villages of M&R complex, Potangi, S&P complex, Utkal E Coal Block	Angul & Damanjodi-	1.00
4	Nalco Ki Ladli	Angul & Damanjodi	1.00
<b>Total Amount (Exclusive of GST)</b>			<b>9.80</b>

\* **Note:** Stationary, consumables and Local travel expenses to the project sites to be reimbursed based on submission of actual bills. The amount expended against the same would be a part of the above budget.

Sl. No.	Description of Item	Qty.	Amount (in Rs.)
1	Submission of Inception Report	1	20% of the total Contract Value
2	Submission of Draft SIA report with all electronic data with output files	1	40% of the total Contract Value
3	Submission of final SIA report subject to achievement of mutually agreed progress milestone.	1	40% of the total Contract Value

- a. Payment will be released through electronic mode to the bank account.
- b. Based on the certification of authorized officer (COO) of NALCO Foundation, Manager I/c will recommend 90% of the payment within seven working days on submission of invoice and related documents after completion of the event through e-payment for each function.

*Dr. S. RAJA SAMUEL, M.A., Ph.D.*  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, Chennai - 600 008.

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**J. Desirable Composition and Qualification of the Team**

- i. The team may be led by a Professor (designated as Principal Investigator for the proposed SIA) in the discipline of Social Sciences (Sociology/Anthropology/Economics) or Social Work with more than 20 years of experience in social science research and conducting impact assessment studies for reputed organisations at the national level.
- ii. There would be minimum 2 nos. of co-principal investigators in the team who may be responsible for administering the tools and techniques of data collection and conducting the Impact Assessment. The Co-Principal investigators should have a desirable qualification of M.A in Social Science disciplines (Sociology/ Anthropology/ Economics) with more than 10 years of experience in social science research and conducting such studies for reputed organisations at the national level.
- iii. There would be 3 nos. of Research Associates who would be responsible for collection, compilation and collation of data. They may also be engaged for data analysis, reporting and documentation. The Research Associates should have a qualification of M.A in Social Science disciplines (Sociology/ Anthropology/ Economics) with more than 03 years of experience in social science research.
- iv. A minimum of 2 nos. of translators should be identified from the communities belonging to the proposed areas where the SIA would be conducted.

All other terms and conditions of the work, not mentioned in this order will be as per the instructions of MIC.

You are requested to return one copy of this work order duly signed and stamped as token of your knowledge.

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**Dr. S. RAJA SAMUEL, M.A., Ph.D.,**  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, Chennai - 600 038.

Truly Yours,

**For and on behalf NALCO Foundation**

*Subash Chandra Ray*  
**Subash Chandra Ray**  
COO, Nalco Foundation

*9.1.2019*

**Copy to: Treasurer, NF- For kind information**

Annexure-A

Sl. No.	Project	Project period	Project Location	Project Description
1	Construction of School toilets under Swachh Vidyalaya Abhiyan	2014-15 to 2016-17	Angul, Damanjodi, Khurda & Vizag	479 toilets were constructed in the different schools to enhance the sanitary condition of the schools
2	Sponsoring residential education to poor backward & tribal children from periphery villages of M & R complex, Damanjodi & Pottangi	2011-Till date	Damanjodi	Till date 920 tribal poor students are sponsored to 3 reputed educational institute to continue their study. The entire travelling and educational cost is borne by the Company
3	Operation of Medical Health Unit (MHU) at peripheral villages of M&R complex, Potangi, S&P complex, Utkal E Coal Block	2011-Till Date	Angul & Damanjodi-	Basic health care facilities are made available at the door step of the villagers through 9 MHUs- 5 at Damanjodi and 4 at Angul
4	Nalco Ki Ladli	2015-till date	Angul & Damanjodi	Till date, 302 girls are been financially supported to continue education with better performance. Annually, Rs. 6000/- is being provided towards study material and uniform of meritorious girls to encourage them to continue study with high performance.

*Samuel*  
Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, Chennai - 600 008.

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