

ANNEXURE II

TERMS OF REFERENCE (TOR)

Scope of Work

The selected survey agency will be responsible for, but not limited to, the following tasks:

1. Conducting household surveys/ field surveys among bus/Intermediate Public Transport/private vehicle users in the five cities, through personal interviews.
2. Implement the survey at various locations, such as bus stops, Central Business District areas, transit points, parking lots, etc.
3. Entry of survey data
4. Supervision of daily data collection and reporting.
5. Monitor the progress of data collection to address any issues promptly.
6. Implement validation checks to identify and rectify errors in data collection.

Survey Requirements

1. A local survey team in the mentioned cities: Hubli-Dharwad, Indore, Jaipur, Pune and Surat.
2. The survey team must be well versed in the regional language.
3. The sample size for each city is 2000, meaning a total of 10,000 samples for the five cities.
4. The survey questionnaire contains 8 pages (translated to the respective local languages) and would take 15-20mins per respondent.
5. The survey is to be conducted on an hourly basis. The sample shall be distributed as per peak and off peak hours.
6. The survey is to be conducted from 6:30am to 8:30pm. The survey locations would be provided in advance.
7. Appoint supervisors who will oversee the data collection process.

Qualifications

Interested survey agencies should demonstrate the following qualifications:

1. Proven experience in conducting surveys for similar transport projects or organizations.
2. A team of experienced survey researchers.
3. Demonstrated ability to adhere to project timelines and deliver high-quality results.
4. Strong communication skills for effective reporting and presentation of findings.
5. Compliance with ethical standards and data protection regulations.

Submission Guidelines:

Interested parties are invited to submit their Expression of Interest, including the following documents:

1. Company profile highlighting relevant years of experience.
2. Details of key personnel and their qualifications.
3. Budget Proposal
4. Description of the approach for conducting surveys.

Submission Deadline

All EOIs must be submitted by **10th January** at cppr@cppr.in and research@cppr.in