

Directorate of Soil Conservation & Watershed Development
Government of Odisha, Bhubaneswar

Advertisement No WM (LH) 442

Date 06.04.2018

**Request for Proposal: Selection of Implementing Agency to Implement
“Targeting the Hard-Core Poor (THP)” Programme**

Directorate of Soil Conservation and Watershed Development (DCS&WD), Department of Agriculture and Farmers’ Empowerment, Government of Odisha invites proposals from Non-Government Organisations/Non-Profit Organisations for selection as Implementing Agency to Implement “Targeting the Hard-Core Poor (THP)” Programme.

Interested organisations may access and download detailed advertisement from the website <https://sites.google.com/view/thprfp> for Terms of Reference (ToR), eligibility /selection criteria, application template and other details.

The proposals along with all required documents should reach the Director (Technical), Directorate of Soil Conservation and Watershed Development, Watershed Mission Complex, Siripur, Bhubaneswar - 751003 through **Speed / Registered Post only** on or before **09.05.2018, 5 PM**. The sealed envelope should be superscribed as ‘Request for Proposal : THP Programme’. Delayed receipt and canvassing in any form will lead to rejection of the proposals.

DSC&WD reserves the right to cancel/alter the advertisement or reject all or any proposal without assigning any reason whatsoever.

Director (Technical)
DSC & WD, Bhubaneswar

Terms of Reference (ToR)

Introduction

Directorate of Soil Conservation and Watershed Development (DCS&WD), Agriculture and Farmers' Empowerment Department, Government of Odisha has a mandate to plan, coordinate, streamline and supervise implementation of PMKSY: Watershed Development (Erstwhile Integrated Watershed Management Programme) in the state of Odisha.

DCS&WD will implement "Targeting the Hard-Core Poor (THP)" programme - a rigorously evaluated livelihoods programme with evidence of impact from multiple scientific evaluations in its operational area under 'Livelihood for landless / asset less' and 'Production system & Micro enterprises' components of PMKSY : Watershed Development (erstwhile Integrated Watershed Management Programme). One of the key features of 'Livelihood for landless / asset less' and 'Production system & Micro enterprises' components includes enhanced livelihood opportunities for the poor through investment into asset creation and improvement in productivity and income at household level.

DCS&WD will outsource an Implementing Agency - responsible for implementing the "Targeting the Hard-Core Poor (THP)" programme in Odisha. Abdul Latif Jameel Poverty Action Lab (J-PAL), South Asia will act as a knowledge partner and will advise on the process monitoring systems used by the Implementing Agency, to support the evidence-based scale-up. J-PAL is a leading international research network of over 160 affiliated professors across 49 top universities including MIT, Harvard, Yale, Stanford, Princeton, London School of Economics and IIM Ahmedabad. J-PAL has conducted scientific evaluations of the Ultra-Poor Graduation Programme, adapted to a wide range of geographic and institutional contexts (Ethiopia, Ghana, Honduras, India, Pakistan and Peru) and with multiple implementing partners, in a rigorous and scientific manner.

In the contexts cited above, technical proposals are invited from Non-Government Organisations / Non Profit Organisations (hereafter called "Agencies")

for selection and subsequent engagement as Implementing Agency to implement the “Targeting the Hard-Core Poor (THP)” programme. The proposals with all required documents should reach the Director (Technical), Directorate of Soil Conservation and Watershed Development, Watershed Mission Complex, Siripur, Bhubaneswar-751003 through **Speed / Registered Post only** on or before **09.05.2018, 5 PM**. The sealed envelope should be superscribed as ‘Request for Proposal:THP Programme’. The proposals must be in English. To shortlist and rank the agencies in order of merit, a template has been developed, which is appended at **Annexure II and III**. Each applicant agency needs to complete **Annexure III** and submit along with other supporting documents. The agency, so selected may be invited to enter into an agreement with DCS&WD for smooth implementation of the “Targeting the Hard-Core Poor (THP)” programme. Delayed receipt and canvassing in any form will lead to rejection of the proposal.

DSC&WD reserves the right to cancel/alter the advertisement or reject all or any proposal without assigning any reason whatsoever. The decision of DCS&WD in this regard will be final and binding to all concerned.

I. Minimum Qualifying Criteria

- a) Must be a registered Non-Government Organisation/Non-Profit Organisation of at least five years preceding.
- b) Must not be blacklisted by CAPART or any other Department of Government of India or any State Government as on the date of application.
- c) Must be able to furnish last three years’ balance sheet, audited statement of accounts and income tax returns.
- d) Must have minimum turnover of at least Rs 1 crore per year for the preceding three financial years i.e. 2014-15, 2015-16 and 2016-17.
- e) Must have prior experience in implementing at least one Government Funded and two International Donor funded Ultra-Poor Graduation Programme* for a minimum 5,000 female headed households in Indian context.

* *Please refer to Annexure I for detailed explanation of Ultra Poor Graduation Programme.*

II. Period of assignment

The period of assignment will be three years' subject to satisfactory performance and delivery of services in accordance with the Terms of Reference / agreed work plan and will begin after the proposal is formally approved and implementing agency is brought on-board by DSC&WD. However, DCS&WD reserves the right to terminate the contract at any point of time without assigning any reason thereof.

III. Scope of Services, Tasks and Expected Deliverables

The Implementing Agency will demonstrate the implementation and manage adaptation of the "Targeting the Hard-Core Poor (THP)" Programme in the context of Odisha.

The implementation will be based on the evidence-based Ultra-Poor Graduation Programme as detailed in **Annexure I**. It will include setting up of field operations, identification of beneficiaries, asset transfer, provision of consumption allowance, capacity building and regular mentoring support, financial inclusion and graduation training to transition beneficiaries into self-sufficiency over 24 months. The blocks and districts for implementation of the programme will be identified in consultation with DCS&WD team from their areas of operation in the state.

This implementation of the "Targeting the Hard-Core Poor (THP)" Programme will reach out to 10,000 beneficiaries over three years. In Year I, programme will be started with 5,000 beneficiaries in identified blocks and districts (Phase I). In Year II, 5,000 more beneficiaries will be added to the program in identified blocks and districts (Phase II). All beneficiaries will graduate from the programme by Year III; Phase I of 5,000 beneficiaries will graduate after two years (24 months) from beginning of programme and Phase II of 5,000 beneficiaries will graduate after two years (24 months) from beginning of programme in Year II.

The agency shall not sublet, transfer or assign the contract or any part thereof of the programme implementation to any consultant/entity affiliated with the agency. In the event of the agency contravening this condition, DSC&WD shall terminate the contract with immediate effect.

The agency shall perform the services and carry out their obligations with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall not be interested in providing goods, works or services other than the services specifically mentioned under the scope of services.

IV. Reporting Requirements and Time Schedule for Deliverables

The implementing agency is expected to monitor the programme closely and share regular reports with the DCS&WD as per agreed upon timelines. A tentative schedule of reporting is provided below for programme implementation over 24 months and will be followed for implementation beginning with 5,000 beneficiaries in Phase I and Phase II each.

Timeline for report submission	Reports to be submitted
Start date + 2 weeks	<ul style="list-style-type: none"> • Project implementation plan report (to include key metrics to be included in progress reports)
Start date + 2 months	<ul style="list-style-type: none"> • Field operations inception report
Start date + 6 months	<ul style="list-style-type: none"> • First progress report • Final list of beneficiaries
Start date + 9 months	<ul style="list-style-type: none"> • Second progress report on the key metrics identified at inception of programme
Start date + 12 months	<ul style="list-style-type: none"> • Third progress report on the key metrics identified at inception of programme
Start date + 18 months	<ul style="list-style-type: none"> • Fourth progress report on the key metrics identified at inception of programme
Start date + 24 months	<ul style="list-style-type: none"> • Graduation report

V. Team Composition & Qualification Requirements for the Key Experts

SI	Key position	Area of expertise	Minimum qualification and experience desired
1	Team Leader	Programme planning, strategy and implementation	Post Graduate in rural management/social work/ management/other social sciences, with proven experience of at least 15 years of leading a development organization.
2	Project Coordinator	Programme planning, strategy and implementation	Post Graduate in rural management/ social work/ management/other social sciences with at least 10 years of experience of planning and implementing the ultra-poor programme.
3	Project Manager	Programme implementation	Post Graduate in rural management/ management/social work/ other social sciences with at least 5 years' experience of implementing development programmes.

VI. Budgets and Finances

The implementation costs of the “Targeting the Hard-Core Poor (THP)” Programme for 10,000 female headed households are estimated at Rs 26.20 crores, based on the current all-inclusive per household cost of Rs. 26,200 for two years. The budget includes cost of asset distribution to the beneficiaries, temporary consumption allowance, capacity building, operations and administrative overheads. DCS&WD will provide 100% of this implementation cost directly to the implementing agency in agreement with the deliverables as per a pre-fixed payment schedule.

VII. Services and Facilities to be provided by DSC&WD

DSC&WD will provide the following inputs and facilities to the implementing agency:

1. It will facilitate implementation by providing PMKSY: Watershed Development related data and secondary information as maybe required for carrying out the assignment.
2. It will provide support in coordination with various departments at state, district and block level.

VIII. Selection Process

As the budget for the proposed assignment is fixed, there will be no financial bid. The selection processes for finalization of the implementing agency will be quality based and will follow a two stage scrutiny process. First, the agencies have to meet the minimum qualifying criteria for further evaluation. Once short listed based on the minimum qualifying criteria, the eligible agencies will be further assessed based on additional selection criterion as detailed in **Annexure II** (supporting material to be provided according to **Annexure III**). The agency obtaining highest marks may be awarded the contract for the assignment. Agencies securing less than 60 marks out of 100 in the second stage of the selection process will not be considered.

IX. Queries Redressal

Queries with respect to this advertisement, if any, may be sent through email to iwmporissa@gmail.com with the subject line “**Queries_RFP-THP <Agency Name> <Date>**”. Queries without the specified subject line shall not be entertained.

No other means of communication with DCS&WD shall be entertained in this regard. The agencies are advised to check the web portal <https://sites.google.com/thprfp> at regular intervals for corrigendum / updates (if any) with respect to this advertisement.

ANNEXURE I: ABOUT THE ULTRA-POOR GRADUATION PROGRAMME

The Ultra-Poor Graduation Programme is a multifaceted livelihood programme targeted at the ultra-poor female headed households to graduate them out of extreme poverty with a productive asset, skill training, regular coaching, access to savings, and consumption support over twenty-four months. The Programme, adapted to a wide range of geographic and institutional contexts (Ethiopia, Ghana, Honduras, India, Pakistan and Peru) and with multiple implementing partners, has been rigorously evaluated with evidence of impact from multiple scientific evaluations.

Randomized evaluations show that the Ultra-Poor Graduation Programme improves the lives of the poorest along many dimensions. Results from the implementation of the same programme show statistically significant cost-effective impacts on consumption (fuelled mostly by increases in self-employment income) and psychosocial status of the targeted households. These rigorous studies show that it is possible to make sustainable improvements in the economic status of the poor with a relatively short-term intervention.

For the purpose of deciding if a project is an ultra poor graduation programme or not, following three criteria shall be considered. The agencies are therefore advised to provide adequate evidence of fulfilling the minimum relevant experience criteria. The decision of the selection committee in this regard shall be final and binding to all concerned.

- I. The project must have targeted exclusively female headed household beneficiaries.
- II. The project must have defined graduation criteria.
- III. The project interventions consist of five complementary components, each designed to address specific constraints facing ultra-poor target households;
 - a. Productive asset transfer
 - b. Technical skills training
 - c. Consumption support
 - d. Access to Savings
 - e. Home visits to targeted beneficiaries

ANNEXURE II: ADDITIONAL SELECTION CRITERIA

SI	Parameter	Range	Marks	Maximum Marks
1	Annual average turnover for last three years	Less than 10 crores	2	10
		10 to 25 crores	5	
		More than 25 crores	10	
2	Experience of implementing Ultra-Poor Graduation Programme for female headed households in Indian contexts.	Less than 10,000 female headed households	2	10
		10,000 to 30,000 female headed households	5	
		More than 30,000 female headed households	10	
3	Experience of implementing State Governments/Govt. of India supported or funded Ultra-Poor Graduation Programme for female headed households	01 Project	2	10
		02 to 03 Projects	5	
		More than 03 Projects	10	
4	Experience of implementing donor funded (local or international) Ultra-Poor Graduation Programme for female headed households	02 projects	2	10
		03 to 05 projects	5	
		More than 05 projects	10	
5	Evidence on impact of the Ultra-Poor Graduation Programme undertaken by an external impact evaluation agency	YES	5	5
		NO	0	
6	Number of female headed target households graduated from poverty using the Ultra-Poor Graduation Programme.	Less than 10,000	2	10
		10,000 to 30,000	5	
		More than 30,000	10	
7	Key experts' qualifications and competence for the assignment as on date of submission of the proposal.	Team composition and general qualifications (based on the CV)	15	15
8	Adequacy and relevance of the proposed methodology, work plan, delivery mechanism and graduation criteria in responding to the Terms of Reference.	Technical approach, programme methodology, evidence of impact, if any.	10	30
		Work plan and on the field delivery mechanism	10	
		Monitoring & Information System (MIS) and evaluation details, Graduation criteria	10	

ANNEXURE III: APPLICATION TEMPLATE FOR SUBMISSION OF INFORMATION

Please note:

1. Details and documentary evidence to be furnished under all claims. Proposals are subject to automatic disqualification in case relevant documents are not furnished
2. All documents submitted in support of claims will be subject to physical verification by DSC&WD

Section I: Organisational Details

A. Organization Details

SI	Particulars	Details
1.	Name of the organization	
2.	Address of head office	
3.	Website details, contact number and email id	
4.	Registration number and date of registration (copy of registration certificate to be enclosed)	
5.	FCRA status of the Organization (copy to be enclosed)	
6.	PAN No of the Organization (copy of PAN card to be enclosed)	
7.	TAN No. of the Organization (copy of TAN card/certificate to be enclosed)	
8.	Service Tax Registration Certificate (copy to be enclosed)	
9.	Professional Tax Registration Certificate (copy to be enclosed)	

B. Financial Position of the Organization

1. Enclose copies of Balance Sheets, Audited Statement of Accounts and Income Tax Returns for 1014-15, 2015-16 and 2016-17 financial years.
2. Provide the following information:

Sl.	Financial Year	Turnover (INR in crores)
1.	2016-17	
2.	2015-16	
3.	2014-15	

Section IV: Detailed experience of the organization in implementing Ultra-Poor Graduation Programme for female headed households

Use the format below to provide further details of the assignments listed in section III, for which the organization was legally contracted, for implementing the Ultra-Poor Graduation Programme.

Sl. No at which listed in section III:		
Assignment / Project Name:		
Project Outlay (INR in crores):		
Name of the Client: Contact Details & Address of the client:		
Duration of the assignment (No of months)	Start date (month/year)	Completion date (month/year)
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles)		
No of female headed households targeted:		
Graduation Criteria:		
Project Components:		
Number of female headed target households graduated from poverty based on the graduation criteria fixed:		
Has any external agency undertaken impact evaluation of the programme? YES / NO If YES, evidence of impact if any:		

Section V: Professional Expertise of Human Resources

Please provide details of three experts (whether employed part time or full time to be mentioned clearly) to manage key positions (as indicated in Para V of the Terms of Reference) in the format below. It is mandatory to include CVs of the proposed experts who will be involved in implementation of “Targeting the Hard-Core Poor (THP)” Programme in the format provided in **Section VII**.

Sl. No.	Position Assigned	Name of Expert	Educational Qualification	Field of Expertise	Employment Status Part time / Full Time
1	Team Leader				
2	Project Coordinator				
3	Project Manager				

Section VI: Description of Approach, Methodology and Work Plan for the Assignment

You are suggested to present your technical proposal for implementing the “Targeting the Hard-Core Poor (THP)” Programme within 10 pages (inclusive of charts and diagrams) divided into the below chapters:

- a. Technical Approach and Methodology :
 - Target beneficiaries and the selection process for identification of beneficiaries
 - Program methodology detailing each component like asset transfer, provision of consumption allowance, capacity building/mentoring support, and trainings
 - Evidence of Impact, if any, of the suggested approach / methodology undertaken by an external impact evaluation agency.
- b. Work Plan & on the field delivery mechanism
 - Implementation plan for 24-months detailing all the phases and components of the programme, including but not limited to a Gantt Chart .
 - Detailed plan on the delivery system to be set up in the field including number of offices to be set, staff to be employed and hired etc.
- c. Monitoring & Evaluation details
 - Proposed Monitoring & Information System (MIS) to capture data from each of the phases including the processes to be employed for data collection, analysis and preparation of reports
 - Proposed graduation criteria to measure and track the rate of Graduation for the beneficiaries and to be used for regular reporting to DSC&WD.

Section VII: Curriculum Vitae (CV) for Proposed Professional Experts to Manage Key Positions as Indicated in Para V of the Terms of Reference

1. Proposed Position:
2. Name of Staff [Insert full name]:
3. Date of Birth: _____ Nationality: _____
4. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
5. Other Trainings [Indicate significant training since degrees under 4 - Education were obtained]:
6. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
7. Employment Record [Starting with present position, list in reverse order every employment held by the expert since graduation, giving for each employment (see format here below): Period of employment, name of employing organization, positions held.]:

From [Year]: _____ To [Year]: _____ Employer: _____ Positions held _____

<p>8. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under the proposed assignment]</i></p>	<p>9. Work Undertaken that best illustrates capability to handle the tasks assigned, including, the experience of implementing the Ultra-Poor Graduation Programme</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 9.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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10. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

----- Date: -----
 [Signature of staff member or authorized representative of the staff] [Day/Month/Year]
 Full name of staff member or authorized representative: -----

Section VIII: Declaration by the Agency

1. I have read and understood the terms and conditions relevant to the Terms of Reference vide advertisement No..... dated.....and submitted the proposal in accordance with terms and conditions of the above referred notification.
2. The information furnished in the proposal are true and factual and I clearly understand that our proposal is liable for rejection, if any information is found to be incorrect and not factual at any point of time and DSC&WD will have the right to initiate any action as deemed fit.
3. The registered Non-Government Organisation / Non-Profit Organisation _____ is not black listed by CAPART / any other department of Government of India or State Government as on the date of submission of this proposal.

Place:

Signature of the Authorised Signatory

Date:

Name:

Seal of the Organisation:

Designation:

Name of the Organisation: