

Expression of Interest (EOI)  
For  
Resources Support Agency to conduct the  
Vulnerability Analysis under NAFCC Project at Nuapada.

Executive Engineer  
M.I. Division, Khariar

November 2019

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## 1. TEXT OF ADVERTISEMENT

GOVERNMENT OF ODISHA  
OFFICE OF THE EXECUTIVE ENGINEER,  
MINOR IRRIGATION DIVISION, KHARIAR  
e-mail ID : [eemidivision\\_khariat@rediffmail.com](mailto:eemidivision_khariat@rediffmail.com)  
Letter No.-312/NAFCC Dt. 28.11.2019

### **INVITATION FOR EXPRESSION OF INTEREST**

Office of the Executive Engineer M.I. Division, Khariar invites sealed Expression of Interest (EOI) from Resources Support Agency to conduct the Vulnerability analysis under NAFCC Project at Nuapada, Odisha for an amount of Rs.20.00 lakhs

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria, etc. can be downloaded from the Govt. website [www.odisha.gov.in/](http://www.odisha.gov.in/) [www.nuapada.nic.in](http://www.nuapada.nic.in) under the link “**Advertisement**” .

Last date for submission of EOI is 16<sup>th</sup> December 2019 up to 5.00 PM. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 10,000.00 in shape of Demand Draft in favour of “Executive Engineer M.I Division, Khariar” payable at Khariar. Application can be submitted in two different envelopes (sealed) – Technical Bid & Financial bid. These envelopes need to be put in another envelop super scribing “EOI for Vulnerability Analysis of NAFCC Project at Nuapada” on the top cover, through Speed post/ Registered post only addressed to the **Office of the Executive Engineer, Minor Irrigation Division, Khariar, Nuapada (Odisha)-766107** . Authority in no way will be responsible for any postal delay.

Applicants meeting the qualification criteria may be invited for presentation/ proposal before the selection committee of District Level Steering Committee (DLSC). Bid Document will be subsequently issued to the short listed applicants only.

**Note:** DLSC or Executive Engineer, M.I. Division, Khariar reserves the right to cancel this request for EOI and / or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and DLSC reserves the right to amend/add further details in the EOI.

Name & Address of the Officer Inviting EOI: -

Executive Engineer, M.I.Division, Khariar,  
At/PO: Khariar Dist: Nuapada PIN-766107,  
EmailID: [eemidivision\\_khariat@rediffmail.com](mailto:eemidivision_khariat@rediffmail.com)

Further details, if any, may be obtained from Executive Engineer M.I. Division, Khariar Dist- Nuapada.

Executive Engineer,  
M.I. Division, Khariar

## 2. LETTER OF INVITATION

### OFFICE OF THE EXECUTIVE ENGINEER, MINOR IRRIGATION DIVISION, KHARIAR

Dear Sir/Madam,

Dist. Level steering committee (DLSC) of National Adaptation Fund for Climate Change (NAFCC) Project invites sealed Expression of Interest (EOI) from Indian Resources Support Agencies to conduct the Vulnerability Analysis under NAFCC Project.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available on the District website '[www.nuapada.nic.in](http://www.nuapada.nic.in)'

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 16.12.2019. up to 5.00PM

Queries if any may be referred in writing to the Executive Engineer M.I. Division, Khariar at the above mentioned address or Telephone No. **9438911363/9437427339** or E-mail: [emidivision\\_khariar@rediffmail.com](mailto:emidivision_khariar@rediffmail.com).

<u>Sl.No.</u>	<u>Critical Dates</u>	<u>Date</u>
1.	Date & Time of Availability of Eoi Documents in Website	From 04.12.2019 10.00 AM to 10.12.2019 upto 5.00PM
2.	Last Date of Submission of Original Documents	16.10.2019 upto 5.00PM at Office of the Executive Engineer, M.I. Division, Khariar through speed post/ Registered post only.
3.	Date of Opening of Bid Documents	18.12.2019 at 11.00AM in the O/O E.E. M.I. Division, Khariar.
4.	The selected/qualified RSA will be intimated through their respective e-mail to attend for presentation/proposal before the selection committee on their strategy to do the proposed project implementation.	

Yours faithfully,

Executive Engineer  
M.I. Division, Khariar

Encl.: EOI Document.

### **3.1 Name & background of the Project:-**

**Conserve water through the management of Runoff in the river basin to reduce vulnerability & enhance resilience for traditional livelihood in Nuapada.**

This project has approved by MoEF&CC for Rs 20 crore during the end of 2015 and aim to reduce vulnerability & enhance resilience for traditional livelihood in Nuapada district by restoring a hill stream in Jonk river basin through conducting water harvesting structure i.e. check dams to conserve water the management of runoff. The project has aimed to achieve multi sector conservation, promotion of horticulture, linkage the fishery activity as well as efficient use of water for agriculture activity.

### **3.2 Location:-**

The location of the project is near the convergence of Kharkhara Nalla of Nuapada District with the river Jonk. The beneficiaries are the eight villages situated at both sides of the bank of Kharkhara Nalla such as Jangula, Budhipalli, Amildadar, Palsabhadar, Parkod, Bhusudi, Boloda, and Bhainsatal .

### **4.0 Aim & Objectives of vulnerability assessment**

Vulnerability to climate change is the degree to which an agricultural unit has the capacity to sustain the damage due to climate change, including climate variability and extremes. The process of identification, quantification and prioritization of vulnerability in a system is referred to as vulnerability assessment. The study of vulnerability or the degree, to which the people, environment or agriculture is affected, requires mainly three types of information:

- (1) Exposure, i.e. patterns of exposure to occurrences of hazards such as droughts and floods;
- (2) Sensitivity, i.e. the degree to which the system can experience damages due to a particular event; and
- (3) Adaptive capacity, i.e. the capacity of a system to recover from disaster and hazards.

### **4.1 Overall requirement of the Resources Support Agency (RSA) for Vulnerability Analysis**

As Vulnerability is a function of the character magnitude, and rate of climate variation it is highly essential to find the Current and Future Impacts, Understanding Exposure, Sensitivity is determined by the condition of the elements within the path of the hazard through the following conditions

- a. Social conditions
- b. Economic conditions
- c. Composite Environmental conditions
- d. Agricultural conditions

- e. Water resources conditions
- f. Health vulnerability Index
- g. Forest vulnerability Index
- h. Impact Assessments

## 4.2 Scope of the work:-

The Critical Thresholds can be identified by the agency with a lot of statistical mechanism and analysis for the following assessments.

1. Developing Vulnerability Capacity Assessment Index (VCAI)
  - i. Normalization of Indicator Values for VCAI
  - ii. Using VCAI for Assessing the Project Progress
  - iii. Participatory Rural Appraisal(PRA) Techniques that you can Choose
2. For the above purpose **RSA** has to be conduct the analysis through minimum following 21 Participatory Rural Appraisal :

1. Communication maps	12. Problem/Preference ranking
2. Cross impacts analysis	13. Rain calendars
3. Focus group discussions	14. Ranking
4. Gender audit	15. Resource maps
5. Gender analysis	16. Seasonal calendar
6. Hazard impact on livelihood matrix	17. Social maps
7. Hazard mapping	18. Transect walks
8. Hazard trend analysis	19. Venn diagrams
9. Mental models	20. Vulnerability and capacity matrix
10. Participatory scenario development	21. Wealth ranking
11. Power mapping	

3. Resources Support Agency (RSA) shall have to comply with any specific term and condition that Executive Entity may prescribe apart from those stated above, as may be considered necessary.
4. RSA shall not sub-contract the work assigned to it to any other institution/entity.
5. RSA may undertake to document its experience during the course of implementation of the project and submit to EE, MI Division, Khariar for information/record.
6. The assistance of EE, NAFCC shall be duly acknowledged by displaying suitable sign board containing “Project supported under NAFCC Project” at the FPO Office and also while organizing training programmes and printing of publicity/documentation material in respect of the project.
7. Period of Completion of study in all respect- 06(six) months.
8. RSA will be required to submit a Utilization Certificate as specified above, in respect of funds released earlier, for processing of release proposal from second installment onwards.

9. RSA will deploy experienced and qualified manpower (such as Master in Agro business, Master in Social welfare and Agro economists and a team leader for the team work) for the said task, which may be supervised and guided by a dedicated staff of RSA.
10. All staff engaged during the project period will be contracted by RSA and will not have any claim whatsoever on EE, NAFCC.
11. RSA will ensure timely completion of all the activities with required quality deliverables within the overall approved budget for each intervention. If the assistance received from Executive Engineer, MI Division, Khariar has not been utilized for the purposes, for which it was sanctioned/released and no satisfactory explanation is forthcoming, Executive Engineer, MI Division, Khariar will recall the entire amount of grant at once along with applicable interest rate from the date of non- utilization / misutilization till the date of payment.
12. RSA will ensure that detailed stage-wise report is submitted along with each release request.
13. Resources Support Agency to conduct the Vulnerability analysis under NAFCC Project at Nuapada, Odisha for an amount of Rs.20.00 lakhs . Pre execution during the project implementation and Post execution Analysis is to be made by RSA.

#### **5. EOI Processing Fees:**

A non – refundable processing fee for Rs. 10000/- (Rupees Ten thousand only) in shape of demand draft in favour of “Executive Engineer M.I. Division , Khariar ” Payable at Khariar has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

#### **6. Venue & Deadline for Submission of proposal:**

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Executive Engineer M.I. Division, Khariar at the address specified herein earlier through speed post/Registered post. Application can be submitted in two different envelopes (sealed) – Technical Bid & Financial bid. These envelopes need to be put in another envelop super scribing “EOI for Vulnerability Analysis of NAFCC Project at Nuapada” on the top cover. In exceptional circumstances and its discretion, Executive Engineer M.I. Division, Khariar may extend the deadline for submission of proposals by issuing an amendment to be made available on the **www. nuapada.nic.in**’ website, in which case all rights and obligations of Executive Engineer M.I. Division, Khariar the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## **7. Validity of Offers:**

The offer for EOI as per this document shall be valid for a period of six (6) months initially which may be extended further if required by DLSC.

## **8. TERMS OF REFERENCE**

The detailed terms of reference are enclosed at **Annexure – I**.

## **9.0 INSTRUCTIONS TO CONSULTANTS**

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:-

- a) Applicant's Expression of Interest as per Format – 1.
- b) Organizational Contact Details as per Format – 2.
- c) Experience of the organization as per Format – 3.
- d) List of three (03) experts/ consultants on payroll as per Format – 4
- e) Financial strength of the company as per Format – 5
- f) Additional information as per Format – 6.
- g) Declaration as per Format – 7
- h) Minimum Manpower engagement to be furnished in the financial quotation Format-8.
- i) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- j) Consultancy organization must have its office in Odisha,

9.2 EOI Documents have been hosted on the Govt. website [www.odisha.gov.in](http://www.odisha.gov.in) / Nuapada District website [www.nuapada.nic.in](http://www.nuapada.nic.in) and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI Document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.



## 10. Qualification Criteria

Following will be the minimum pre- qualification criteria. Each eligible consultant should possess all the following pre- qualification criteria. Response not meeting the minimum pre- qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-Qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in Odisha.	Copy of certificate of incorporation and Partnership Deed, if any
2.	The firm should be in the business of providing similar consultancy services for at least 03 years as on 2016-17,2017-18, 2018-19	Certificate by Company Secretary of the Bidder's organization
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial years 2016-17,2017-18, 2018-19	Format-5 to be certified & validated by Chartered Accountant (CA) of the Bidder's organization.
4.	The bidder's should have an annual turnover of rupees one crore in each of the last 3 Consecutive Financial years 2016-17,2017-18, 2018-19 from only consultancy Services rendered in India.	CA certified document with name of CA registration number, signature and stamp.
5.	The Bidder shall have experience of providing: (i) Three similar completed consultancy services to Central Govt./ State Govt./ PSUs/ Govt. bodies in India costing not less than Rs 20 lakh each or (ii) Two similar completed services costing not less than Rs. 25 lakh each or (iii) One similar completed services costing not less than Rs. 40 lakh	Copy of Work Order / Contract
6.	The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
7.	The firm should not be blacklisted by any central Govt./ State Govt./ PSU/ Govt. bodies	Certificate signed by the Authorized Signatory
8.	PAN No./ GSTIN Registration certificate	Copy of certificates to be enclosed.
9.	Preference will be given to agency/ organization having prior experience in Review/ Appraisal of Centrally Sponsored Scheme for any Central/ State Govt./ Govt. Autonomous Bodies.	
10.	The Bidder must have an office in Odisha	Details of branch offices in State/UTs other than Odisha, if any, may be submitted.

## **5.0 Qualification & Experience of the Agency**

1. Status: Single entity legally registered under appropriate authority in India. *Consortium or Joint Venture is not allowed.*
2. Must have been in consulting business for more than 15 years from the date of Incorporation on the last date of submission of the proposal.
3. Experience of working with various Government organisations and institutions across different states.
4. Experience of working with Odisha Govt on Agriculture/Horticulture and allied sectors /Irrigation/Water resources with available infrastructure, team and projects in Odisha.
5. Should have completed at least 3 assignments of similar nature through open bidding in Odisha (having Contract Value  $\geq$  25 Lakh INR and Duration  $\geq$  3 Months) i.e. Baseline Assessment/Concurrent Evaluation / Impact Assessment / Process Monitoring in Agriculture & Allied sectors under Central / State Govt. / Autonomous bodies operated under Govt. administrative control/International and National organisations during the last 3 years .i.e. FY 16-17, 17-18 & 18-19 (Past experience in Baseline Study/Impact Evaluation will have preference).
6. The average financial turnover must be at least Rs.5.00 Crore from consulting business only during the last 3 financial years. (FY 16-17, 17-18 & 18-19).
7. Preference would be given to the agencies which have pan India presence and have prior experience of working in similar assignments with Odisha Government.

## **11.0 Evaluation Criteria and Method of Evaluation:**

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation/ proposal to the selection committee whose decision will be final.

## Evaluation Criteria

Criteria	Qualification	Full Mark
Turnover [10]	Rs 5 cr or more	10
	>3 crore but less than 5 crs	8
<b>Credential</b>		
Experience in climate change action planning and vulnerability assessment [20]	1 State/Assignment	5
	2 States/Assignments	10
	3 or more States/Assignments	20
Experience in decentralized planning/district level planning[10]	1 State/Assignment	5
	2 States/Assignments	10
<b>Personnel CV [30]</b>		
Team leader experience in [Climate Change and Climate Finance]{10}	Post Graduation or above with 15 years experience	10
Hydrology expert	Post graduation>5 years experience	5
Social expert (Sociology/Anthropology, Rural Development)	Post graduate or higher with 10 years of experience	5
GIS expert	Post graduation>5 years' experience	5
Agriculture expert	Post graduate or higher with 10 years of experience	5
Approach and methodology [20]	Responsiveness to ToR Innovation and pragmatism	20
	No Responsiveness to ToR Innovation and pragmatism	0
Presentation		10
TOTAL		100

- c. Agencies who qualify as per the eligibility condition will be provided a brief about Vulnerability Analysis for NAFCC Project at Nuapada. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. DLSC, NAFCC Project at Nuapada will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from similar project works.
- e. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

## **12.0 Response:**

- 12.1 Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
- 12.2 Application in sealed cover super scribed as “EOI for Engagement of Consultant for Vulnerability Analysis for NAFCC Project at Nuapada.”
- 12.3 The document can be submitted by Speed Post/ Registered Post. The division will not take the responsibility of delay submission. The EOI received after the due time & date will not be considered for further processing.

## **13.0 Conflict of Interest:**

- 13.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform DLSC, NAFCC, Nuapada detailing the conflict in writing as an attachment to this Bid.
- 13.2 DLSC will be the final arbiter in cases of potential conflicts of interest. Failure to notify DLSC of any potential conflict of interest will invalidate any verbal or written agreement.
- 13.3 A conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflict of interest must be declared by a person involved in a Bid process.

## **14.0 Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. DLSC reserves the right to withdraw EOI and or vary any part thereof at any stage. DLSC further reserves the right to disqualify any bidder, should it be so necessary at any stage.

## **15.0 Last date of submission of EOI:**

The last date of submission of EOI is 16.12.2019 (5.00PM)

Bid Opening Date & Time is 18.12.2019 (11.00 AM) at O/o the Executive Engineer, M.I.Division, Khariar,

**16.0 FORMAT FOR SUBMISSION:**

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To,

Executive Engineer  
M.I. Division, Khariar

**Sub: Submission of Expression of Interest to undertake study on Vulnerability Analysis for NAFCC Project at Nuapada.**

Dear

In response to the invitation for expression of Interest (EOI) published on ..... for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts/ consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (format-5)
5. Additional information (Format-6)
6. Declaration (Format- 7)
7. Manpower engagement (Format-8)

Sincerely Yours,

Signature of the applicant  
[Full name of applicant]

Stamp .....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

## FORMAT - 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ Partnership firm registered under the Indian Companies Act, 1956/ the partnership Act.1932	
4.	Whether the firm has been blacklisted by any Central Govt./ State Govt./PSU/ Govt. Bodies/ Autonomous? If yes, details thereof	
5.	Address of registered office with telephone no. , fax, e-mail id, website.	
6.	Address of offices in i) National capital region of Delhi ii) All other State/ UT's iii) Regd. Office inside Odisha.	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy Of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant  
Full name of the applicant  
Stamp & Date

**FORMAT - 3**

<b>Experience in related Fields</b>					
Overview of the past experience of the Organization in all aspects related to brand Building related					
<b>S. No</b>	<b>Items</b>	<b>Number of Assignments during last 5 years</b>	<b>Order value of each assignment in lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Client/ Organization (Enclosed completion certificates)</b>	<b>Remark</b>
1.	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public sector.				
<p>Decision of Evaluating Committee in ascertaining “Similar nature” and “Similar Assignment” will be final.</p> <p align="right">Signature of the applicant Full name of applicant Stamp &amp; Date</p>					

**FORMAT - 4**

<b>List of Experts on Payroll of the Organization</b>			
<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Educational Qualification</b>

Signature of the applicant  
Full name of applicant

Stamp & Date



**FORMAT - 5**

<b>Financial Strength of the Organization</b>					
S. No	Financial Year	Whether profitable Yes/ No	Annual Net profit (in Crores of Rs)	Overall annual turnover (in Crores of Rs)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs)
1	2016-17				
2	2017-18				
3	2018-19				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT- 6**

**Additional Information**

1. List all enclosures related to the previous sections.

<b>S.No</b>	<b>Description</b>	<b>No. of pages</b>

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages)

Signature of the applicant  
Full name of the applicant

Stamp & Date

**FORMAT- 7**

**Declaration**

We hereby confirm that we are interested in completing for the Consultancy Services as Resources Support Agency to undertake the task related to Vulnerability Analysis under NAFCC Project.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name & Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

Signature of the applicant

Full name of applicant

Stamp & Date

**FORMAT- 8**  
**FINANCIAL QUOTATION FORMAT**  
**for**  
**Engagement of Manpower**

<b>Sl No</b>	<b>Financial Quotation</b>	<b>Rate</b>
1.	Developing Vulnerability Capacity Assessment Index	
2.	Analysis for 21 type of participatory Rural Appraisal for Vulnerability Capacity Assessment Index for Assessment in 8 project execution villages with 1250 nos Household.	
3.	No. of Resources personal to be engaged.	

Signature of the applicant  
Full name of the applicant

Stamp & Date