



Expression of Interest (Eol)

For

Selection of NGO

for Empanelment of NGOs to Facilitate Projects on “Livelihoods Enhancement of Scheduled Tribes – Keonjhar & Malkangiri”

Eol No. 1559

Date of Issue: 27.09.2021

Last Date of Submission : 28.10.2021

**Scheduled Tribe & Scheduled Caste Development,
Minorities & Backward Classes Welfare Department
Government of Odisha**



**Scheduled Tribe & Scheduled Caste Development,
Minorities & Backward Classes Welfare Department Government of Odisha**

Notice Inviting Expression of Interest (EoI)

**for Empanelment of NGOs to Facilitate Projects on
“Livelihoods Enhancement of Scheduled Tribes – Keonjhar & Malkangiri”**

EoI No. 1559

Date : 27.09.2021

Integrated Tribal Development Agencies (ITDA)s are setup in the Tribal Sub Plan areas in Odisha by the ST & SC Development Department, Govt. of Odisha, to provide focussed attention and enhance the socio economic conditions of the tribal communities, spread over 119 blocks, covering 13 districts of Odisha. The ITDAs implement various schemes for promotion of livelihoods, enhancing incomes and also provide critical infrastructural support to the tribal areas. These interventions would use available resources and capacities of local tribal communities and are expected to promote usage of alternative technologies as well as have the potential to make sustainable socio-economic impact in the lives of tribal population.

The ‘Odisha Tribal Development Society’, hereinafter called “OTDS” [under the administrative control of ST & SC Development Department, Govt. of Odisha] invites ‘Expression of Interest’, (hereinafter called “EoI”) from Non-Government Organisations (NGO) with prior experience in facilitating livelihood development programmes for empanelment as Facilitating NGO (FNGO) for providing support to the Integrated Tribal Development Agencies (ITDA) in implementation of livelihood development projects. The empanelment of FNGO will be done for each ITDA. The empanelment does not necessarily entitle the NGO for engagement as FNGO. The empanelment

will be valid for a period of one year from the date of communication by OTDS. The decision of the Director (ST) cum CEO, Odisha Tribal Development Society (OTDS), in ST & SC Development Department in this regard will be final and binding to all concerned. Expression of interest is to be submitted separately for each ITDA. The list of ITDAs (Malkangiri & Keonjhar) for which the Eol is invited is given at **Annexure-I**.

Interested NGOs can access and download Terms of References (ToRs) for “FNGO Empanelment under ITDAs – Keonjhar & Malkangiri” and all relevant information available on the official website of ST & SC Development Department www.stsc.odisha.gov.in. Eol with required documents in separate sealed cover for each ITDA should be submitted to Director (ST) cum CEO, Odisha Tribal Development Society (OTDS), ST & SC Development Department, Adivasi Exhibition Ground, Unit-1, Bhubaneswar - 751009. The sealed envelope should be super-scribed as “Expression of Interest (Eol) for empanelment of FNGO under ITDA”. Director (ST) cum CEO, OTDS reserves the right to cancel / alter the advertisement and reject all or any Eol without assigning any reason what so ever. Delayed receipt and canvassing in any form will lead to the rejection of Eol.


Director (ST) cum CEO, OTDS
ST & SC Development Department

27/9/2021.

Table of Contents

Sl,	Topic	Page No.
1	Important Fact Sheet	4
2	Background	5
3	Terms of References (ToR) For Empanelment of FNGO	6-8
4	Eligibility Criteria	9-20
5	List of ITDAs under ITDA Keonjhar & Malkangiri-Annexure-I	21
6	Application Format-Annexure- II	22-23
7	Check List of documents-Annexure-III	24
8	Technical Evaluation Criteria-Annexure-IV	25
9	Format for Turnover-Annexure-V	26
10	Format for Self -Declaration by NGO/Agency-Annexure-VI	27

A. Important Fact Sheet

Sl.	Activity	Details
1	Nature of Work	Selection of NGO for Empanelment of NGOs to Facilitate Projects on “Livelihoods Enhancement of Scheduled Tribes – Keonjhar & Malkangiri”
2	Name of the Issuer of this Expression of Interest (Eol)	Odisha Tribal development Society (OTDS) ST & SC Development, Minorities & Backward Classes Welfare Department
3	Website for downloading documents regarding Eol	https://stsc.odisha.gov.in/
4	Pre Bid Meeting – Date & Time (Virtual Mode)	Date : Time :07.10.2021 Time 4:00 PM – 6:00 PM Virtual Link - https://meet.google.com/dyy-donj-udo
5	Last Date of Receipt of Bids	Date : 28.10.2021 Time : 5 PM
6	Mode of Receipt of Bids	Speed Post / Registered Post / Courier
7	Address for Correspondence & Submission of Technical Proposals	Odisha Tribal development Society (OTDS) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751009
8	Bid Acceptance, Opening of Technical Proposals in presence of Bidders (either in Virtual or Physical Mode)	Date : 01.11.2021 Time : 3:00 PM – 6:00 PM (In Case of Virtual Mode, the Meeting Link will be intimated)
9	Date of Technical Presentation by bidders selected in Technical Proposals	Date : 05.11.2021 (In Case of Virtual Mode, the Meeting Link will be intimated)
10	Validity of Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of proposal

*** Note :** The Department reserves the right to change any schedule items / dates. Please refer to the website mentioned in the Eol regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time mentioned will not be considered and will be summarily rejected without mentioning any reasons thereof. Any Addendum / Corrigendum / Cancellation of tender can also be seen in the Department website.

Section – I : General Information to Bidders (GIB)

B. Background

Odisha Tribal Development Society (OTDS) is an autonomous Society functioning under the administrative Control of ST & SC Development, Minorities & Backward Classes Welfare Department, Government of Odisha. OTDS is mandated for the upliftment of livelihoods of the ST households in the State of Odisha by the funds provisioned by the Ministry of Tribal Affairs (MoTA), Government of India.

The livelihoods development of the ST households is taken up through different activities that are undertaken in the village level, that would include farm based and off farm based activities. The farm based activities are basically agricultural and horticultural activities that are performed on the farming lands of these ST households, whereas the off farm based activities are those that are not performed in the agricultural lands and would be pertaining basically on poultry, goatery, dairy, etc. Both the type of activities are performed by the ST household farmers for which the Annual Action Plans (AAP) are prepared and thereby after the funds are provisioned under these activities, the progress and performance of these activities are being monitored. Scaling up of activities along with enhancement of total agricultural lands and conversion of non arable land to agriculture land is done by provisioning of irrigation facilities. Crop diversification based on cropping pattern and climate resilience crops are also undertaken for better productivity, sustainable agriculture and income generation of the ST households. These farm based and off farm based activities overall contribute to the increase in the household income and enhancement of livelihoods of the ST households.

Mission Jeevika, an initiative of the Odisha Tribal Development Society (OTDS), ST & SC Development Department, was formed to undertake these On farm and Off farm activities for the ST households in 13 tribal districts spanning across 119 TSP blocks of Odisha. Funds are provisioned under Special Central Assistance for Tribal Development (SCA to TD) and under Article 275(I) from Ministry of Tribal Affairs (MoTA). Some of the activities are also provisioned through convergence from various schemes like MGNREGA.

Terms of References (ToR)

For

Empanelment of FNGO

Development works in Tribal Sub-Plan area of the state are primarily being taken-up by ‘Integrated Tribal Development Agencies’ (ITDA), that are under the administrative control of ST & SC Development Department in Govt. of Odisha. The ITDAs have identified select locally suitable livelihood interventions, broadly termed as “Focus Area Development Programmes” (FADP) that would use available resources and capacities of local tribal communities. These programmes, implemented since FY 2012–13, are expected to promote usage of alternative technologies and have the potential to make sustainable socio-economic improvement in the lives of tribal population.

Expression of Interest is invited from Non-Government Organisations (NGO) with prior experience in implementing livelihood development projects. The empanelment of NGOs will be done for ITDAs, namely Malkangiri & Keonjhar as per list at Annexure-I. Expression of interest is to be submitted separately for each ITDA, Malkangiri & Keonjhar. The empanelment does not necessarily entitle the NGO for engagement as FNGO in any ITDA. The panel will be valid for a period of one year from the date of empanelment by ST & SC Development Department. The decision of the Director (ST) cum CEO, Odisha Tribal Development Society (OTDS), ST & SC Development Department in this regard will be final and binding to all concerned.

The process for empanelment of the FNGO follows a two stage scrutiny process. First, the applicant NGO has to meet the qualifying criteria for further evaluation. The short-listed NGOs will be further assessed under additional criteria for prioritization for the respective ITDA they have applied for.

Qualifying Criteria: The NGO –

1. Should be a registered legal entity of at least 5 years standing.
2. Should have field experience in implementing / facilitating Livelihood development, Natural Resources Management, Watershed Management and Enterprise development projects.
3. Should not have been blacklisted by CAPART or any other Department of Government of India or State Government.

The intending NGOs should submit their applications in the format placed at **Annexure-II**. The applications should be submitted along with the documents as specified at **Annexure-III**. The Selection Criteria for empanelment of the FNGOs will be done based on the criteria shown at **Annexure-IV**.

Selected NGOs will be empanelled by OTDS for one year. As and when required, the empanelled NGO will be invited to sign an agreement with the respective ITDA to function as a Facilitating NGO (FNGO). The FNGO will sign a Memorandum of Understanding (MoU) for one year, with the concerned Project Administrator, ITDA that will spell out well-defined annual outputs, against which the performance of each FNGO will be monitored each year and evaluated on a regular basis by the ITDA / District Collector / ST & SC Development Department. The MOU with the FNGO may be renewed beyond one year on mutual consent.

Upon selection, each FNGO will put in position a dedicated team of experts, as required by the ITDA. The team will be hired by the FNGO on contract for a term, not exceeding the contract/project period by the FNGO with the respective ITDA. The composition of the team of experts will be indicated in the MoU. No programme funds i.e. funds for works related to livelihood / enterprise development and funds for preparation of Annual Action Plan, shall be released to the FNGO.

It is again reiterated that empanelment does not entitle the NGO for immediate selection / engagement as FNGO in any ITDA, OTDS or with ST & SC Development Department.

Roles & Responsibilities of the FNGO is detailed in the **Annexure–V**.

Human Resource: The Facilitating Non-Governmental Organisation (FNGO) will engage such professional and technical manpower in the ITDAs as needed for effective implementation, efficient monitoring and sustainability of livelihood development projects. Such group of experts at ITDA-level may be termed as “Field Management Unit” (FMU). There will be two types of experts in the FMU viz. Livelihoods Expert and Enterprise Development Expert.

Selection of the Livelihoods Expert and Enterprise Development Expert:

Selection of the Experts will be done by the Facilitating Non-Governmental Organisation (FNGO), from open market through a competitive process, by placing advertisements. Thereafter a selection committee consisting of PA, ITDA, officials nominated by PA, ITDA and FNGO representative will select the Experts for being engaged by the FNGOs. Information regarding all such engagements/appointments/continuance of manpower will be intimated in writing by FNGO to the concerned ITDA within one-month of signing of Memorandum of Understanding (MoU). The experts engaged by the Facilitating Non-Governmental Organisation (FNGO) will report and work under the PA, ITDA concerned, for supporting the implementation of various livelihoods and enterprise development projects of the ITDA.

Project Management Cost: The FNGO will be paid 'Project Management Cost' by ITDAs for the period of contract as per the Memorandum of Understanding (MoU) signed by ITDAs.

Section – II

General Instructions to Bidders

1. Eligibility Criteria

The following criteria are prescribed as the eligibility criteria for bidders interested in undertaking the project. The bidder shall fulfil the following preconditions and must also submit the documentary evidence in support of fulfilment of these conditions while submitting the Technical Bid. Claims without documentary evidences will not be considered.

SI	Parameters	Eligibility Criteria	Supporting documents required
1	Legal Entity	<ul style="list-style-type: none"> i. A company incorporated in India under the Companies Act, 1956, 2013 and subsequent amendments thereto / Firm / LLP ii. Should have a valid GST Registration Number and have filed GST for the previous 6 months iii. Should have a valid PAN Number 	<ul style="list-style-type: none"> i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Associations (AOA) ii. GST Registration Copy iii. PAN Card Copy
2	Financial Strength (Turnover)	The bidder should have minimum annual turnover of Rs. 50 lakhs from Data Collection, Statistical Analysis, PRI, Research and Documentation services business in Odisha in the last three financial years ending 31 st March 2020.	Certificate from the Chartered Accountant along with the copies of audited Balance sheet for last three financial years
4	Experience	<p>The Bidder should have minimum two (2) years of experience in effective implementation, efficient monitoring and sustainability of livelihood development projects in the State of Odisha</p> <p>Bidders with previous experience with the Government will be given preference (not mandatory)</p>	Relevant documents (Copy of Agreement / LOI) should be submitted along with the Technical Bid

5	Non Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District), Semi – Govt & PSU in India in last five years (from the date of submission of Bid)	Self Declaration Letter duly signed by authorized signatory on company letter head as per format given in Annexure
---	------------------	--	--

Note : Department shall be free to verify the genuineness of the documents submitted by the bidder

EoI Document Fees / Bid Security / Earnest Money Deposit

Due to the prevailing COVID pandemic situation and based on the Govt. of Odisha Financial Guidelines, during this period the Bidders are exempted for submission of EoI Document Processing Fees / Bid Security / Earnest Money Deposit (EMD) in any form to the Department for participating in the Bidding process.

Contract Performance Guarantee

Due to the prevailing COVID pandemic situation and based on the Govt. of Odisha Financial Guidelines, during this period the Bidders will have to submit the Performance Guarantee in shape of Bank Guarantee Bond at the rate of 3% of the Contract value for contracts undertaken till further orders by Finance Department. Any alterations in rate of performance guarantee as notified by Finance Department, this would be made applicable to the Agencies.

* Relevant Past work – It may include the types of projects implemented by the FNGO, Coverage of the projects, their Achievements (Physical & Financial), Institutions created, Convergence made with other schemes, Evaluation of those projects, project publications. The projects may be in for Livelihood/Enterprise development and for Scheduled Tribe communities.

Draft Annual Action Plan – It may include the tentative Activities to be facilitated, Strategies to be adopted etc. by the FNGO over a period of one year, if engaged by ITDA as FNGO. This plan may follow Logical Framework Approach.

Roles & Responsibilities of the Facilitating Non-Governmental Organisations.

- a) Establishing rapport with the tribal people in ITDA areas through regular visits, frequent staying in villages, accompanying people to their work site and by interacting in common places.
- b) Holding awareness/sensitisation meetings and placing demand of tribal people for any suitable livelihood development activities before ITDA, in consultation with the villagers and with the approval of P. A., ITDA.
- c) Generate awareness on Govt. schemes/ programmes and laws relating to tribals and sensitise on programme components under Focused Area Development Programme & the processes therein.
- d) Conducting Household, Baseline, Market survey etc. in the project village for preparing the Perspective Plan, Annual Budgeted Action Plan (ABAP), Detailed Project Report (DPR) etc. on livelihood interventions. The survey will be conducted in a participatory method by using Participatory Rural Appraisal (PRA) tools or any other feasible/ suitable tool.
- e) Identification of existing Self Help Groups (SHG)/Producer’s Groups/Companies/ Cooperative Societies etc. & making an assessment of their strength and weakness with regard to strengthening those under the programme.
- f) Formation of new Self Help Groups (SHG) / Producer’s Groups / Companies / Cooperative Societies etc. covering the households in the village not covered earlier.
- g) Preparing the database of the households, including those who are landless.
- h) Preparation of Institution & Capacity Building Plan, indicating the types of training programmes, exposures etc. to be conducted for the community and Community Based Organisations (CBO), to orient them towards livelihood issues, rural service delivery systems, their roles and responsibilities in local governance etc., and submitting the same to the PA, ITDA for approval and implementation of the plan.
- i) Community mobilisation in the ITDA area, as per the activities defined in FADP interventions.
- j) Facilitate in opening of Bank Account of the beneficiaries/groups of beneficiaries at the nearest nationalized/ rural bank to enable them receive the development fund from the ITDA towards programme implementation.

- k) Providing regular training to community institutions and strengthening those as per the Institution & Capacity Building plan approved by the PA, ITDA.
- l) Providing regular training to the SHG leaders and other leaders from Producer’s Groups / Companies / Cooperative Societies etc. on the management of organization, leadership, group/institution building processes and financial management etc. as per the Institution & Capacity Building plan approved by the PA, ITDA.
- m) Facilitating the villagers to prepare the Village Development & Livelihood Plan in a participatory method.
- n) Assessment of the newly promoted SHGs) / Producer’s Groups / Companies / Cooperative Societies etc. and the existing SHG) / Producer’s Groups / Companies / Cooperative Societies etc. prior to the programme in terms of their requirement for Skill development, Credit linkage/ Seed capital etc. and ensure their regular meetings/operations and institution building processes.
- o) Facilitating the Beneficiary / Beneficiary groups and other community groups / institutions for implementation of the plan as prepared by them.
- p) Ensuring timely achievement of physical targets and facilitating achievement of financial targets as per the targets set under FADP.
- q) Facilitating the Beneficiary / Beneficiary groups and other community groups / institutions to prepare the Annual Budgeted Action Plan (ABAP) for the respective financial year.
- r) Agriculture, Horticulture & Plantation Development:
 - i. Classify the farmers on the basis of their land holding and cropping practice.
 - ii. Designing intervention plan for each category of farmers depending upon their land holding, existing practice, infrastructure & skill, new practices, technology and market.
 - iii. Facilitate training at regular intervals to the project beneficiaries/ stakeholders;
 - iv. Facilitate the Beneficiary/Beneficiary group/institution in procuring the inputs (seed, fertiliser, animal etc.), as required for the planned intervention.
 - v. Facilitate creation of nursery for planting materials where ever necessary and coordinate for procurement of the same by concerned beneficiary(ies).

- vi. Facilitate cultivation of horticultural/agricultural/plantation crops, vegetables, spices/ tuber crops etc. with a view to enhance livelihoods support and food security of tribal people.
 - vii. Facilitate the value addition, credit availability, technical support and enterprise development to the farmers during the up-scaling activities, as required.
 - viii. Facilitate access to extension services by the farmers through proper liaison with the local experts/ resource persons /organizations (Govt. & Non Govt.).
- s) Livestock Development:
- i. Facilitate training at regular intervals to the project stakeholders to enable them to provide support to the project beneficiaries in immunization, vaccination of their livestock etc.
 - ii. Facilitate in establishing a Livestock Resource Centre at appropriate level viz. block/ cluster of Gram Panchayats and gradually develop it with required equipments such as veterinary kits, vaccination kits, thermocool flasks, sterilization kits etc.
 - iii. Motivate the beneficiaries to adopt Livestock based livelihood models & rearing practices.
 - iv. Facilitate the extension services to the farmers through proper liaison with the local scientists/ experts/ resource persons or organizations (Govt. & Non Govt.).
 - v. Facilitate in marketing of the livestock resources viz. Poultry and Goatery.
- t) NTFP Collectivisation & Marketing:
- i. Facilitate identification of beneficiary/ beneficiary groups/collectives interested for collection, value addition & marketing of Non-Timber Forest Products (hereinafter referred to as NTFP).
 - ii. Facilitate identification of Skill development, Infrastructure and Machinery, Credit linkage/ Seed capital etc. needs of such persons/ groups/collectives and develop Value Addition plan for provision of the same at appropriate level.
 - iii. Facilitate training/Skill development of beneficiary/ beneficiary groups/collectives.
 - iv. Facilitate effective usage of Infrastructure and Machinery, Credit linkage/ Seed capital etc. beneficiary/ beneficiary groups/collectives.

- v. Facilitate market linkage through Tribal Development Cooperative Corporation of Odisha, Odisha Rural Development & Marketing Society, Odisha Forest Development Corporation, private companies/buyers etc.
 - vi. Facilitate development of database of institutions for backward and forward linkages.
 - vii. Facilitate development of capacities of beneficiary/ beneficiary groups/ collectives to strengthen backward and forward linkages.
- u) Enterprise Development:
- i. Identify project beneficiaries/ beneficiary groups/ collectives and enterprise development linkages with various livelihood development projects or stand-alone enterprise development projects.
 - ii. Facilitate identification, planning & incorporation of value chain aspects e.g. collectivisation, standardisation, value addition, in various livelihood development projects.
 - iii. Identify Skill development/Capacity building, Infrastructure & Machinery, Credit linkage/ Seed capital etc. needs and facilitate access of beneficiaries/ beneficiary groups/ collectives for the same through their incorporation in ITDA-level plan.
 - iv. Facilitate implementation of enterprise development linkages in consultation with community / community leaders / community institutions / concerned Line Depts. / Agencies & ITDA.
 - v. Facilitate institution building of beneficiary groups/ collectives and formation & strengthening of Producers' Groups / Cooperatives / Company / Collectives engaged in enterprise development.
 - vi. Facilitating federation of SHGs / Producer's Groups / Companies / Cooperative Societies etc. at Gram Panchayat / Block level.
- v) Sustainability Plan:
- i. Ensure completion of the activities undertaken during the project period.
 - ii. Ensure proper functioning of the Community Based Organisations created during the implementation process.
 - iii. Ensure that each Community Based Organisation shows a reasonable level of managerial efficiency and effectiveness.

-
- iv. Facilitate establishment of linkages with local governing bodies and other grassroots level organizations.
 - v. Ensure that the community members acquire necessary skill base for augmenting better livelihood and employment opportunities.
 - vi. Ensure that the community members establish a mechanism for sharing of the benefits, among the beneficiaries keeping in view, equity in respect of class and gender.
 - vii. Take up appropriate capacity building efforts to bridge the gap between the skill base of the communities and the expected level of capacity.
 - viii. Take up Impact Assessment studies on the activities implemented through Participatory Rural Appraisal.
 - ix. Develop a feasible exit strategy under the programme.
- w) Monitoring & Evaluation:
- i. Proper documentation and record keeping of the beneficiaries & the groups/collectives formed.
 - ii. Ensure field visits, at least 10 days in a month, to project sites/villages by the representatives of Facilitating Non-Governmental Organisation (FNGO).
 - iii. Consolidation of monthly/quarterly Progress reports and Case Studies for ITDA in time.
 - iv. Ensure process monitoring activities at regular intervals to establish proper processes for implementation of the activities.
 - v. Attend review meetings conducted by the ITDA, ST & SC Development Dept. & Odisha Tribal Development Society, as and when required.
 - vi. Provide data and information required for the monitoring of programme activities to the ITDA, ST & SC Development Dept. and Odisha Tribal Development Society, as & when required.

Institutional Model at ITDA-level:**Human Resource**

The Facilitating Non-Governmental Organisation (FNGO) will engage such professional and technical manpower as needed for effective implementation, efficient monitoring and sustainability of relevant livelihood development projects. There will be two types of experts in viz. Livelihood Expert and Enterprise Development Expert.

Terms of Reference (ToR) including educational qualification, work experience, job description, honorarium and allowances, selection process of the experts are given below.

(A) LIVELIHOOD EXPERT: Depending on their subject-domain, they may be designated “Livelihoods Expert (Agriculture / Horticulture / Veterinary / Fishery etc.)”, as the case may be.

(A.1) Educational Qualification: The Livelihoods Expert may have the following educational qualification.

- (i) Graduate in Agriculture / Horticulture / Forestry / Veterinary / Fishery **or**
- (ii) Post Graduate in Rural Management / Rural Development / Forest Management / Social Work **or**
- (iii) Graduate with Botany / Zoology.

(A.2) Work Experience:

- (i) *For educational qualification (i) & (ii):* Minimum one year relevant experience in managing Livelihood / Rural development programmes with Govt. / NGO / Corporate Social Responsibility (CSR).
- (ii) *For educational qualification (iii):* Minimum two years relevant experience in managing Livelihood / Rural development programmes with Govt. / NGO / Corporate Social Responsibility (CSR).

(A.3) Retired Person: Government officers, who have retired from Dept. of Agriculture / Horticulture/ Soil Conservation / Animal Resources Development / Fishery / Forest in the minimum rank of Junior Agriculture Officer/ Junior Horticulture Officer / Junior Soil Conservation Officer / Livestock Inspector / Fishery Extension Officer / Forester, having relevant experience in the field during his career may also be engaged, as per rules.

(A.4) Job Description: The expert will be working closely with the PA, ITDA and will be required to perform the following duties.

- i) Joint identification of project villages for implementation of various livelihood development projects in the year with ITDA officials;
- ii) Facilitate village / community / stakeholder meetings;
- iii) Facilitate identification of suitable livelihood development activities and beneficiaries for villages / Clusters in consultation with community / community leaders / institutions / Line Depts. / Agencies and ITDA;
- iv) Preparation and updation of Village-level Micro Plan;
- v) Facilitate preparation of ITDA-wise Annual Budgeted Action Plan & Perspective Plan/ Detailed Project Report incorporating all such aspects;
- vi) Facilitate coordination, implementation and monitoring of ITDA approved livelihood development projects e.g. Wadi, Horticulture, Agriculture, Livestock etc.;
- vii) Identify gaps and constraints faced and promote adoption of better package of practices, technology etc.;
- viii) Facilitate physical verification and measurements of project activities/works done in association with ITDA officials & community stakeholders;
- ix) Facilitate relevant capacity building programmes for project stakeholders;
- x) Facilitate planning and provide handholding support for sustainability of project interventions and convergence initiatives;
- xi) Maintain database of projects and prepare physical progress and impact reports, better practices/ success stories of projects;
- xii) Any other relevant work assigned by PA, ITDA.

(B) ENTERPRISE DEVELOPMENT EXPERT

- (B.1) Educational Qualification:** Graduate in Agriculture/ Horticulture **or** Post Graduate in Rural Management/ Rural Development/ Forest Management/ Business Administration/ Social Work/ Economics.
- (B.2) Work Experience:** Minimum one year relevant experience in managing/ supporting SHGs/ Producers’ Cooperative/Company/ similar Collectives/ Livelihood/Rural Development programmes of Government/NGO/ Private/ Corporate Social Responsibility (CSR).
- (B.3) Retired Persons:** Government officers, who have retired from Dept. of Handlooms & Handicrafts/Micro, Small & Medium Enterprises (MSME) Dept./ Odisha Rural Development & Marketing Society (ORMAS)/ Tribal Development

Cooperative Corporation (TDCC) Limited (of Odisha or other states) in the minimum rank of Supervisor / Branch Manager / Industry Promotion Officer, may also be engaged as per rules.

(B.4) Job Description: The expert will be working closely with the PA, ITDA and will be required to perform the following duties.

- i) Joint identification of project villages for implementation of various enterprise development projects in the year with ITDA officials;
- ii) Facilitate village/community/stakeholder meetings;
- iii) Facilitate planning for identification and incorporation of value chain aspects e.g. collectivisation, standardisation, value addition in various livelihood development projects;
- iv) Identify project beneficiaries/ beneficiary groups/ collectives and enterprise development linkages with various livelihood development projects or stand-alone enterprise development projects and facilitate implementation of the linkages in consultation with community/community leaders/ community institutions/ concerned Depts./Agencies and ITDA;
- v) Facilitate preparation and updation of Village-level Micro Plan and Conduction the participatory base-line surveys;
- vi) Facilitate preparation of ITDA-wise Annual Budgeted Action Plan & Perspective Plan/ Detailed Project Report incorporating all such aspects;
- vii) Facilitate coordination, implementation and monitoring of ITDA approved enterprise development projects and provide handholding support to concerned stakeholders;
- viii) Identify skill development/capacity building needs and facilitate relevant skill development/ capacity building programmes for project stakeholders;
- ix) Build capacities of Community Based Organisations/Institutions engaged in enterprise development and strengthen those;
- x) Facilitate planning and provide handholding support for sustainability of project interventions and convergence initiatives;
- xi) Maintain database of projects and Prepare physical progress and impact reports, better practices/ success stories of projects;
- xii) Any other relevant work assigned by PA, ITDA.

Reporting, Terms & Conditions

Reporting: The Experts of FMU from FNGO will report to PA, ITDA concerned, for the livelihoods and enterprise development project works.

Terms & Conditions: Each Expert will be required to abide by the following terms & conditions.

- i) The engagement of FNGO is coterminous with the Projects under FADP and its continuance of engagement is based on the appraisal of its performance by ITDA against deliverables under FADP. The Expert, being employees of concerned FNGO, cannot demand employment with ITDA or any such agency of ST & SC Development (SSD) Dept. during/ after implementation of FADP.
- ii) This engagement does not confer any right to a regular appointment at any time in the ITDA or any other State Govt. organisation. The engagement is purely temporary and contractual in nature and shall not invite any legal recourse now or in the future.
- iii) During the tenure of engagement, the Expert shall abide by the rules and regulations of the ITDA/ District Administration/ SSD Dept. in force.
- iv) During the period of engagement in the project, he/she will be required to work and attend the duties as may be assigned by PA, ITDA.
- v) He/she shall undertake a minimum of 15 days tour within the ITDA area, in a month, as per his/her monthly tour plan approved by PA, ITDA. For each tour conducted, he/she shall submit a ‘Back to Office (Tour) Report’ report to the PA, ITDA every fortnight. This report will also serve the purpose of tour diary.
- vi) He/she shall be entitled to a maximum of 10 days of leave for 1 year during his/her contract, after consultation with/ with prior approval of the PA, ITDA. Any unauthorised absence shall attract proportionate deduction from the consolidated monthly remuneration.
- vii) In the event of unauthorised absence beyond a period of fifteen days during the contract period or any other misconduct shall render him/her liable for immediate disengagement from FMU of FNGO. The expression misconduct would mean improper/unprofessional behaviour, bad management, misbehaviour etc. Whether an act is misconduct or not would be construed by the PA, ITDA at his/her discretion.
- viii) The FNGO shall be held responsible for any loss sustained by the project through fraud or negligence on the part of the Expert and the loss will be realised from the FNGO.
- ix) PA, ITDA shall not be liable for any compensation towards sickness and injury of the Expert during the period of the engagement.

- x) This contractual engagement can be terminated prematurely by the FNGO, or by the Expert after giving at least thirty days prior notice or by paying compensation equivalent to one month consolidated honorarium/ remuneration by either of the parties.
- xi) Upon termination of the engagement of the Expert, he/she shall be liable to handover all the assets and records of the project in his / her possession to the FNGO or any officer authorised by it.
- xii) The Expert shall not take up any assignment with any other agency/ organisation during the period of the contract with FNGO for facilitation of FADP projects in the ITDA.
- xiii) He/she shall submit monthly Action Plan and monthly Work Done reports to the PA, ITDA.
- xiv) He/she shall submit quarterly Action Plan and quarterly Progress reports on his/her performance and activities to the PA, ITDA. These reports would also be utilised by PA, ITDA for evaluation of his/her performance and subsequent feedback to FNGO.
- xv) He/she shall not indulge/associate in any association/union, or involve in any litigations that would hamper the work progress of the ITDA.
- xvi) In case of any doubt/dispute with regard to implementation of any of the above clauses, the decision of the PA, ITDA shall be final.

Selection Process

Selection of the Experts will be done by the FNGO, from open market through a competitive process, by placing advertisements and by a Panel consisting of PA, ITDA, officials nominated by PA, ITDA and FNGO representatives. Information regarding all such engagements / appointments / continuance of manpower will be intimated in writing by Facilitating Non-Governmental Organisation to the concerned ITDA within one-month of signing of Memorandum of Understanding (MoU).

Honorarium/Salary: Each expert will be paid an honorarium/ remuneration of Rs.20,000/- per month.

Travel Allowance: Each Expert will be paid Rs.2500/- per month as travel allowance, for travel of minimum 15 days in a month.

Annexures

Annexure – I

SI	District	Name of the I.T.D.A.s (TSP areas)	Blocks covered.
1	Keonjhar	Champua	Joda
2			Champua
3			Jhumpura
4		Keonjhar	Patna
5			Ghatgaon
6			Keonjhar
7			Saharpada
8			Harichandanpur
9			Telkoi
10			Bansapal
11	Malkangiri	Malkangiri	Malkangiri
12			Korkunda
13			Kalimela
14			Podia
15			Khairput
16			Kudumuluguma
17			Mathili

Annexure – II

**APPLICATION FORMAT
(FOR SUBMISSION OF INFORMATION BY THE AGENCY)**

PROPOSAL SUBMITTED FOR ITDA - _____ (Malkangiri / Keonjhar)

1. Organization Name : _____

2. Head Office Address : _____

District _____ State _____ Pin _____

3. Local Office Address : _____

District _____ State _____ Pin _____

4. Contact Person

Name : _____

Designation : _____

Telephone No : _____ Mobile No. _____

E – Mail Address : _____

5. Year of Registration under Society Act : _____

(Copy of Society Act Registration Certificate to be annexed)

6. Operational since (Year) _____ GST No. _____

7. Experience in Implementing Relevant Projects in Odisha (No. of Years):

8. Details of Projects undertaken in previous 2 Financial Years (in Odisha) ending 31st March 2020 in effective implementation, efficient monitoring and sustainability of livelihood development projects in Odisha:

Sl.	Project Name	Donor Agency Name	Duration of Assignment (MM/YY)		Amount of Agreement entered	Geographical area of implementation (Name of Districts)	ITDA District (Name of District)	Information about the purpose of Project
			From	To				

SI	Total No. of Experts	No. of Staff
1	No. of Social Development Experts	
2	No. of Agriculture Experts	

Name of Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal

Annexure – III : Checklist of Documents

Sl	Form	Description	Submitted (Yes / No)
1	A – 1	Certificate of Incorporation	
2	A – 2	GSTN Certificate	
3	A – 3	PAN Card	
4	A – 4	IT Return of 2 Financial Years FY 2018 – 19 and FY 2019 – 20	
5	A – 5	Turnover Certificate	
6	A - 6	Work Orders of similar Assignments undertaken in previous 2 Financial Years ending with 2019 – 20	

Annexure – IV : Technical Evaluation Criteria

Selection Criteria of NGO

Sl.	Parameter	Range	Marks	Maximum Marks
1	Annual average turn-over for last 2 years (2018 – 19 To 2019 – 20)	Turnover < 50 Lakhs	0	10
		Turnover => 50 Lakhs and < 75 Lakhs	3	
		Turnover => 75 Lakhs and < 1 Crore	6	
		Turnover > 1 Crore	10	
2	Infrastructure (Office premises)			15
	State Level	Yes / No	5 / 0	
	District level	Yes / No	5 / 0	
	ITDA Level	Yes / No	5 / 0	
3	Number of existing experienced Professional Staff	No experienced staff available	0	20
		Social Development professional, Graduate (<2)	5	
		Social Development professional, Post Graduate (>2)	10	
		Graduate in Agriculture, (<2)	5	
		Post Graduate in Agriculture (>2)	10	
4	Experience of implementing Livelihood, Natural Resource Management & Watershed Management based Projects	<2 year	0	20
		2 – 4 years	4	
		4 – 6 years	10	
		6 – 8 years	14	
		> 8 years	20	
5	Experience of implementing such projects in the ITDA areas	0 year	0	10
		1 – 2 years	2	
		3 – 5 years	5	
		6 – 10 years	7	
		> 10 years	10	
6	Presentation by the Agency (On Relevant experience* and Proposed plan of action for the ITDA#)			25

Annexure – V : Format for Turnover indicating that the organization has financial turnover of last 3 years ending 31st March 2020 in in effective implementation, efficient monitoring and sustainability of livelihood development projects in Odisha

This is certify that M/s. _____ has experience of providing services for _____ years and has annual average turnover through effective implementation, efficient monitoring and sustainability of livelihood development projects in Odisha is Rs. _____ in the last two years, whose details are as mentioned below

Sl	Financial Year (Ending 31st March)	Annual Turnover in effective implementation, efficient monitoring and sustainability of livelihood development projects in Odisha
1	2018 – 19	
2	2019 – 20	
Total		
Average turnover		

(Copy of Income Tax Return Certificate, Audited Statement, Balance Sheet of 2 years to be enclosed)

Name of the Chartered Accountant (Auditor of Organization) :

Address of the Chartered Accountant (Auditor of Organization) :

Signature of Authorized Representative

Organization / Representative Seal

Annexure – VI : Format for Self – Declaration by NGO / Agency**Bidder Letterhead**

Date :

To,

Subject : Self Declaration of Non Blacklisting / Debarring for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Sir / Madam,

I / we have read and understood the terms and conditions relevant to the Expression of Interest (EoI) vide EoI No. _____ Date : _____ and have submitted the Proposal in accordance with the terms and conditions of the above mentioned notification.

In response to the above mentioned EoI, I _____, as <Designation> _____ of M/s. _____, hereby declare and certify that the Company / Organization is having unblemished past record and is not currently blacklisted / debarred or ineligible to participate for bidding by any State / Central Govt. / District Administration / Semi Government or PSU due to unsatisfactory performance, breach of general or specific instruction, corrupt / fraudulent or any other unethical business practices.

The information furnished in the proposal are true and factual and I / we clearly understand that information furnished is found to be incorrect and not factual at any point of time or any wilful misstatement described herein may lead to disqualification of the organization and OTDS will have the right to initiate any action as deemed fit.

Name of Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal