



**Odisha Livelihoods Mission
Panchayati Raj Department
Government of Odisha**

EOI NO: OLM/NRLP/17-18/05

Dated: 10.08.2017

**REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES– FIRMS SELECTION)**

India

Odisha Livelihoods Mission

National Rural Livelihoods Project (NRLP)

Credit No: 4978. IN

Assignment Title: “Hiring of Technical Support Agencies for Value Chain Intervention and Market Linkage for TASAR sericulture based livelihoods in Odisha ..”

1. The Government of India has availed a credit from International Development Association (IDA), towards the National Rural Livelihoods Project which aims to support the National Rural Livelihoods Mission under the Ministry of Rural Development, Government of India; and intends to apply part of the loan proceeds to make payments under the contract for the following services:

The consulting services conduct **Technical Support Agencies for “Hiring of Technical Support Agencies for Value Chain Intervention and Market Linkage for TASAR sericulture based livelihoods in Odisha ..”**) include following;

2. Background.

A project has been sanctioned by the Ministry of Rural Development, Govt. of India under its Mahila Kisan Sashaktikaran Priyojana (MKSP) programme. The project focuses on enhancement of livelihoods of tribal/ rural people through plantation and maintenance of host plant and scientific rearing of the Tasar worms upto cocoon formation .

The overall strategic contours of the project are as follows:

1. Establishment of Community institutional structure for Tasar Value chain
2. Scientific rearing of Tasar Silkworm at community level
3. Grading of the cocoons at household /PG level
4. Marketing access through cooperatives
5. Convergence

3. Objectives:

The objective of the project is to enhance the household income through scientific rearing of the Tasar worms in Keonjhar and Sundergarh Districts of Odisha

In order to speed up the implementation process, OLM propose to hire a suitable Technical Support Agency (TSA), which will assist in providing technical support for the establishment of the grainage house in each producer group level .apart from that the major focus will be institutional building as well as capacity building of the beneficiaries for better practice of the process which will support their livelihoods .



**Odisha Livelihoods Mission
Panchayati Raj Department
Government of Odisha**

4. Scope of Work:

- The project will be implemented in 04 blocks of 02 districts covering around 55 GPs and 5220 households
- It is proposed to establish 174 Producers Groups at block and Gram Panchayat level .
- Identification of beneficiaries who are already members of the Tasar Rearing cooperatives but non-functional due to some other reasons
- Capacity building of Udyog Mitras, for establishment of the Grainage house and guide for maintaining it scientifically .
- Capacity building of Udyog Mitras, aggregator and producer members of the PGs through development of package of practices
- Linking the beneficiaries with the Tasar Cooperatives which is a registered society functioning under SERIFED for marketing of cocoons .
- Development of Package of Practices (PoP) on Grainage house development Community investment fund post harvest reeling of the silk .
- Preparation of Detail Project Report taking the baseline information into consideration which will guide for better implementation .
- Development of modalities for availing CIF by individual farmer/ PGs/ SHGs.

The main objective of this assignment is to provide technical assistance and handholding support to Producers organizations which will help in increasing the production of Cocoons and related activities thereof. As per the data it is worth to mention here that the state still depends upon other state for the purpose of procurement of cocoons .The state production only support 40% of the state demand .

5. Eligibility:

Only firms fulfilling the following conditions may apply:-

Sl No	Minimum Requirement of the TSA
1	The firm must be having minimum 4-5 years of experience in the field of NTFP / Tasar Based activities having direct experience in the implementation. The advantage shall be given having more experience in the required areas.
2	The minimum annual average turnover of the firm should be atleast 20 lakhs (Proof of audited certificate to be produced) in last three years up to 2016-17
3	The firm should have established NTFP based PGs.
4	The firm should have experience in working with Govt. /other SRLMs in relevant areas.

NB: Ongoing or incomplete assignment shall not be considered for evaluation.

6. The Odisha Livelihoods Mission (OLM) now invites eligible firms to indicate their interest in providing the Services. Interested Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services in the prescribed format at Annexure-1.



**Odisha Livelihoods Mission
Panchayati Raj Department
Government of Odisha**

7. Period of Contract: The contract period shall be initially for one year from the date of the commencement of service which may be extended further on the basis of firm's performance and need of the OLM.

8. "The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers "Consultants Selection Guidelines of the World Bank dated January 2011" ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. "The Guidelines are available at www.worldbank.org/procurement."

9. Firm will be selected in accordance with the Least Cost Selection (LCS) method set out in the Consultant Guidelines (NRLM Procurement Manual)

10. Further information can be obtained at the address below during office hours i.e. 10.00 to 17.00 hours and the details ToR and NRLM Procurement Manual can be seen and downloaded in OLM website **www.olm.nic.in**

11. In case of any Addendum/Clarification/Corrigendum/Extension regarding this EOI, the same will be published in the above websites only.

12. Expressions of interest in sealed envelope must be delivered in a written form to the address below (in person, or by post/courier) latest by 28.07.2017(Monday),17.00 Hours (IST).

State Mission Director-Cum-CEO
Odisha Livelihoods Mission (OLM)
SIRD Campus, Unit-8, Bhubaneswar
Contact Person- Goutam Mohanty
Manager (Procurement),0674-2560169

Sd/-
State Mission Director-Cum-CEO

Terms of Reference

Hiring of Technical Support Agencies for Value Chain Intervention and Market Linkage for Tasar sericulture based livelihoods in Odisha .

1. Introduction:

The Ministry of Rural Development (MORD), Government of India (GOI) has been implementing National Rural Livelihoods Mission (NRLM) since June 2011. The central objective of the NRLM is to eliminate rural poverty through innovative implementation strategies involving mobilization and organization of the rural poor and promotion of their financial and economic inclusion as well as promotion of convergence with other livelihood programmes. The central objective of the Mission is to bring about increase in the household incomes of the rural poor through sustained livelihood enhancements and improved access to financial and non-financial services. The Mission aims at creating efficient and effective institutional platforms of the poor as mediating institutions. The four key inter-related components of the Mission are: (i) social inclusion; (ii) financial inclusion; (iii) livelihood promotion; and (iv) convergence. The four components posited on the Community Based Organizations (CBOs) of the poor are expected to promote and sustain livelihoods of the rural poor. The Mission seeks to promote access of the CBOs of the poor to financial and technical services as well as economic support services and enable them to diversify and improve their livelihoods. The Mission provides Revolving Fund (RF) and Community Investment Fund (CIF) support to the eligible SHGs and VOs which are expected to enable them to leverage funds from the formal banking institutions for undertaking sustainable livelihoods. The Mission also provides technical and convergent support for the member households to diversify their livelihood assets.

Odisha Livelihoods Mission (OLM) is a registered society working under the Panchayati Raj Department of Government of Odisha for enhancing the socio-economic condition of the rural poor through promotion of sustainable livelihoods. The society is implementing the centrally sponsored scheme of Govt. of India National Rural Livelihoods Mission (NRLM). The objective aim is to enhance social and economic status of the rural poor of all the blocks of 30 districts of Odisha through development of self-sustained and community managed institutions.

2. Background of the Assignment:

A project has been sanctioned by the Ministry of Rural Development, Govt. of India under its Mahila Kisan Sashaktikaran Priyojana (MKSP) programme. The project focuses on enhancement of livelihoods of tribal/ rural people through plantation and maintenance of host plant and scientific rearing of the Tasar worms upto cocoon formation .

The overall strategic contours of the project are as follows:

1. Establishment of Community institutional structure for Tasar Value chain
2. Scientific rearing of Tasar Silkworm at community level
3. Grading of the cocoons at household /PG level

4. Marketing access through cooperatives
5. Convergence

The activity will be for scientific rearing of Tasar Silk worm at community level will cover 5220 Households in 2 districts as Keonjhar and Sundergarh and project will spread-out to 4 nos of blocks. The detail coverage is given below

<i>Sl.</i>	<i>District</i>	<i>Blocks</i>	<i>Households</i>
1	Keonjhar	Harichandanpur	2500
		Patna	500
		Telkoi	1000
2	Sundergarh	Bonai	1220
Total	2	4	5220

The beneficiaries to be selected based on their experience and the process will be managed through the producer group taking 30 beneficiaries in each PG .

3. Objective :

The objective of the project is to enhance the household income through scientific rearing of the Tasar worms in Keonjhar and Sundergarh Districts of Odisha

In order to speed up the implementation process, OLM propose to hire a suitable Technical Support Agency (TSA), which will assist in providing technical support for the establishment of the grainage house in each producer group level .apart from that the major focus will be institutional building as well as capacity building of the beneficiaries for better practice of the process which will support their livelihoods .

4. Scope of work:

- The project will be implemented in 04 blocks of 02 districts covering around 55 GPs and 5220 households
- It is proposed to establish 174 Producers Groups at block and Gram Panchayat level .
- Identification of beneficiaries who are already members of the Tasar Rearing cooperatives but nonfunctional due to some other reasons
- Capacity building of Udyog Mitras, for establishment of the Grainage house and guide for maintaining it scientifically .
- Capacity building of Udyog Mitras, aggregator and producer members of the PGs through development of package of practices
- Linking the beneficiaries with the Tasar Cooperatives which is a registered society functioning under SERIFED for marketing of cocoons .
- Development of Package of Practices (PoP) on Grainage house development Community investment fund post harvest reeling of the silk .
- Preparation of Detail Project Report taking the baseline information into consideration which will guide for better implementation .
- Development of modalities for availing CIF by individual farmer/ PGs/ SHGs.

The main objective of this assignment is to provide technical assistance and handholding support to Producers organizations which will help in increasing

the production of Cocoons and related activities thereof. As per the data it is worth to mention here that the state still depends upon other state for the purpose of procurement of cocoons. The state production only support 40% of the state demand.

5. DELIVERABLES

- ❖ Preparation of Baseline study and Detail Project Report (DPR)
- ❖ Profiling of the identified beneficiaries and uploading in the portal
- ❖ Development of capacity building modules and manuals for the different stake holders.
- ❖ Protocol for establishment of the Grainage house.
- ❖ Capacity building of the project staff at state, District and block level.
- ❖ Development of package of practices for plantation and rearing of the DFL.
- ❖ Exposures for SMMU/DMMU/BMMU functionaries, Udyog Mitras and community on Tsar based livelihoods option.
- ❖ Development of SOP for management of the CIF by the GPLF
- ❖ Other assignments as per the need of the project

5.1 PREPARATION OF BASELINE STUDY SUBMISSION OF DPR

The baseline study and DPR preparation will be carried out by the Technical support Agency with due support from the OLM team exist at the Block and District level. The agency supposed to submit a detail project report within 3 month after signing of the MOU. The DPR will be approved at the state level involving the experts.

5.2 PROFILING OF THE IDENTIFIED BENEFICIARIES AND UPLOADING IN THE PORTAL

The profile of the identified beneficiaries will be uploaded in the MKSP dedicated web portal. The agency has to select data entry operator and arrange system for data uploading of the Tasar beneficiaries.

5.3 DEVELOPMENT OF CAPACITY BUILDING MODULES AND MANUALS FOR THE DIFFERENT STAKE HOLDERS.

The capacity building modules and manuals needs to be developed by the Agency and submit it at the SMMU for finalization.

5.4 PROTOCOL FOR ESTABLISHMENT OF THE GRAINAGE HOUSE.

The grainage house will likely to be managed by the Ugyog Mitra Tasar in entrepreneurial mode. As per the plan 174 nos of Grainage house will be established in both the Districts.

Sl.	Districts	Blocks	No. of PGs
1.	Keonjhar	Harichandanpur	84
		Patna	17
		Telkoi	33
2.	Sundergarh	Banoi	40

Total	2	4	174
-------	---	---	-----

5.5 CAPACITY BUILDING OF THE PROJECT STAFF AT STATE, DISTRICT AND BLOCK LEVEL

The project staff from SMMU to BMMU who are involved needs to be capacitated to manage the different components of the project, As the project is highly technical in nature the conceptual knowledge about the rearing of the Tasar needs to be understood by each member. Apart from that the agency needs to do a exposure plan

5.6 DEVELOPMENT OF PACKAGE OF PRACTICES FOR PLANTATION AND REARING OF THE DFL

The package of practices of Tasar rearing activities needs to be developed by the TSA which will be followed during implementation .

5.7 DEVELOPMENT OF SOP FOR MANAGEMENT OF THE CIF BY THE GPLF

The TSA supposed to develop a standardised SOP for operationalization of the Community investment fund .The CIF is a grand component to the Gram panchayat level federation and loan to the SHGs and the beneficiaries .

5.8 ADVISORY AND DEEP ENGAGEMENT

The TSA will design a comprehensive and customized work plan to deeply engage the professionals with the PGs helping them implement sustainable processes and learning systems.

5.9 DOCUMENTATION & DISSEMINATION

The TSA will compile data from the diagnostic and thematic analysis and performance of the PGs and regularly report to OLM.

6. Role of OLM and TSA

Role of OLM	At OLM's Cost	Role of TSA	At TSA's Cost
Selection of Udyog Mitras	Yes	Technical support for establishment of the Grainage House one in each Producer group	Yes
Formation of Producer Groups	Yes	Management of the Producer group	Yes
Facilitation of CIF loan	Yes	Technical support to the beneficiaries regarding the plantation maintenance of host plant and harvesting of Cocoons	Yes
Grainage Bank Establishment	Yes	Capacity building to Udyog Mitra As well as other office bearers	Yes
Development and printing of 174 nos Udyog Mitras Diary	Yes	Facilitation for availing CIF	Yes

Monitoring and evaluation of the activities	Yes	Procurement of Larva	Yes
---	-----	----------------------	-----

7. Monitoring and evaluation

Periodic monitoring and evaluation exercises will be conducted to assess the progress of the PGs. The TSA will develop comprehensive systems to assess the maturity of the PGs throughout the project duration on various parameters such as institutional strength, business strength, financial strength, and governance.

State	<ul style="list-style-type: none"> ○ The SMMU shall responsible to design monitoring team and period of monitoring observing all formalities of NRLM ○ SMMU shall monitor the convergence plan at state level ○ SMMU shall design exposure visit if any required for capacity building of PG members ○ SMMU shall coordinate with NMMU for necessary guidance if required at any point of time.
District	<ul style="list-style-type: none"> ○ The DMMU shall monitor the programme basing on the day to day progress of project work/ assignments. ○ DMMU shall suggest any modifications/ alternation in the project activities
Block	<ul style="list-style-type: none"> ○ The BMMU shall monitor the programme basing on the day to day progress of project work/ assignments. ○ BMMU shall suggest any modifications/ alternation in the project activities

8. Review Mechanism:

A state level steering committee will be constituted by involving officials from department of forest & environment, Odisha University of Agriculture & Technology, NGO representative, and Consultant (Livelihoods) spearheaded by the SMD-cum-CEO of OLM. The steering committee will appraise the progress on a quarterly basis and in each review the TSA will submit both physical and financial progress report. The PM livelihoods will act as a member convener of the state level steering committee.

- Monthly review at DMMU level, where the TSA will submit the monthly progress report.
- Quarterly review at state level, where the TSA will submit the quarterly progress report (Physical and Financial report).
- Quarterly planning sheet developed by the TSA need to be submitted to SMMU and DMMU.

9. Contract Period:

The contract period shall be initially for one year from the date of the commencement of service which may be extended further on the basis of firm's performance and need of the OLM.

10. Penalty for Non Achievement of Deliverables:

A review committee of OLM will monitor Consulting firm's work. The State Mission Director, OLM or any designated officer/ team will review the work of the TSA on quarterly basis. Reviews Committee of OLM will monitor Agency's deliverables. Necessary steps with regards to release of payment will be made determining the compliance of the deliverable agreed in the work plan. The payment shall be held up till completion of defined deliverables or the suitable penalty will be imposed in terms of lapses of the activities for the assignment as the case may be.

11. Penalty on Replacement of Experts:

- In case of absence of expert for more than 1 month, the penalty amount will be under the discretion of SMD, OLM.
- Frequent replacement of Experts will adversely affect the quality of the programme. Keeping that into account it is stated that the replacement of Experts under any of the verticals is permissible only for one time and with prior permission of OLM. Penalty shall be imposed on the TSA as per the decision of SMD, OLM if the replacement is more than once under any of the verticals.

12. Ownership:

All information collected by consulting firm will be used only for the purpose of delivering the scope specified in the TOR. No part of the information shall be used for any other purpose without the prior explicit consent of the client. All material and data collected shall be the property of the client.

13. Reporting:

The agency will report to State Mission Director, OLM or the SMD may designate any officer for the same. All reports including the inception report, monthly progress reports, quarterly progress report, annual report, mid-cycle project assessment report, and final report etc. are to be submitted by the TSA to OLM.

14. Facilities to be provided by the OLM:

- Provision of work station for the Business Development Officer at DMMU of each of the six districts will be provided.
- Office communication materials for both Business development Officer and the value chain expert will be provided.
- OLM will not provide IT equipment to the Business development Officer and the value chain expert

15. Key Professionals to be deployed by the TSA for one year.

The TSA is required to deploy following key professionals for undertaking the assignment. The team should have following key skills and competencies. Non-fulfilling of the required experts in the proposal shall be treated as non-responsive and will be rejected.

1. Good Communication (written & spoken) in English and Odia, Problem solver, Analytical skills
2. Result Orientation, Task Orientation, self-starter, thought clarity

3. Experience with participatory extension approaches, knowledge on forest ecosystem.
4. Thorough understanding of value chain of production, processing, storage and distribution with emphasis on market oriented production systems.
5. Should be able to travel extensively within the project districts.

Sl.	Position	Level	No. of Posts	Full Time
1	Team Leader	State	1	Full time
2	Business Development Officer	District	2	Full time
3	Training Coordinator	Block	3	Full time
4	Para Professionals	Block	8	Full time

Education qualification and experience required for each position is outlined below.

1. Team leader :
Must have a Master's Degree or equivalent in Forestry/Sericulture /Agriculture . S/he should have a minimum of 10 years of experience in a senior management level on Tasar based livelihoods based activities .S/he should have at least 5 years' experience in handling Tasar project through Government or in any non-governmental organization .
2. Business Development Officer - District level (2 Nos):
Must have a Bachelor's Degree in Botany/Forestry/ Horticulture/ Agriculture or related field. The post is district level and should be one for each district. At least 5 years of experience in forestry sectors / NTFP in Odisha is preferred. S/he will be based at district headquarter and visits to different blocks where the project is operated. Ability to organize groups to form producer group at block/ GP level. Coordination between officials of OLM as well as TSA .S/he should have analytical skill for data analysis.
3. Training Coordinator (3 nos)

The training coordinator should have Master in Sociology Social science from reputed institute .The minimum experience should be 3 years handling training programs independently skill on developing training module manual . The training coordinator will be placed at the block level and shall closely work with the Block livelihoods coordinator .

4 Para Professionals (8 Nos)

The Para Professionals will be from the community that will be identified by the TSA .The minimum qualification of the para professionals should be intermediate having experience on Tasar activities. Each Para professional shall manage at least 7 nos of producer group

Name of the Assignment:

Date of advertisement:

A - Consultant's Profile

1.	Name of the Organization				
2.	Postal Address				
3.	Telephone: Mobile / Fax/ E-mail/ Website;				
4.	Contact Person name and designation with contract details				
5.	Registration Details:	Provide copy of the registration certificate, PAN , Board of Directors, Executive Committee Members, General Body members, brief profile and latest annual report			
6.	Details of Branch Offices (provide details of branch offices if any).	State/Location of			
		office			
7.	Financial Capacity:	Provide the turnover of organization (on the basis of the audited accounts) in the last three financial years in Indian Rupees.			
	Average <u>Annual Turnover</u> of consultant atleast Rs.20 Lk ah in last three financial years. (Enclose Audited financial reports).				
		2016-17	2015-16	2014-15	Total

B- Consultant's Experience

Name of the Project	Name of the Client	Duration of Assignment and Status as on March 2017				Value of Contract(in INR)
		Effective date of original contract	Closure date of contract	Date of acceptance of final deliverables by the Client	Whether contract closed or not	

Signature of the authorised representative.

Declaration

Date:.....

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect of this declaration at a later date; we would inform the mission accordingly.

Authorized Signatory
(with seal)