



Expression of Interest (EOI)

**Odisha PVTG Empowerment & Livelihoods Improvement Programme
(OPELIP)**

Programme Management Unit(PMU)

ST & SC Development Department, Govt. of Odisha

2nd Floor, TDCC Building, Bhoi Nagar, Rupali Square, Bhubaneswar-751022

OPELIP, a programme of ST & SC Development Department, Govt. of Odisha intends to engage leading NGOs for the implementation of OPELIP activities in 17 MPAs in 12 districts. The procurement method is Fixed Budget Selection.

Expression of Interest (Eoi) is invited from NGOs/Agencies having national repute with prior experience of planning, implementing livelihood development/income generation projects and having experience of developing/ strengthening SHG/Cooperative/ Producers Company, community empowerment and watershed development programmes in tribal areas.

Interested NGOs/Agencies may download further details from www.otelp.org Eoi with required documents as attachments shall be sent through speed post/ registered post in a closed envelope super-scribed as "Expression of Interest for FNGO under OPELIP along with name of MPA" to the Office of the OPELIP, PMU, 2nd Floor, TDCC Building, Bhoi Nagar, Rupali Square, Bhubaneswar-751022. The last date of receipt of application is 07.11.2016 up to 05.00PM. The Programme Director reserves the right to accept or reject any or all bid without assigning any reason thereof.

Date:

Place: Bhubaneswar

Sd/-

Programme Director, OPELIP

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– NGO SELECTION)

**[STATE OF ODISHA, GOVERNMENT OF INDIA]
[ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT
PROGRAMME (OPELIP)]**

Loan No.: 695-IN

**Assignment Title: Engagement of Facilitating NGO (FNGO) for implementation of
OPELIP in 17 MPA in 12 Districts of Odisha**

Reference No. (as per Procurement Plan): 1.1

The State of Odisha received financing from the International Fund for Agricultural Development (IFAD) toward the cost of the Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include carrying out the implementation of OPELIP in 17 Micro-Project Agencies (MPA) in 12 districts of Odisha. The 12 districts are Mayurbhanj, Sundargarh, Angul, Deogarh, Keonjhar, Kandhamal, Kalahandi, Rayagada, Gajapati, Ganjam, Malkanagiri, Nuapada. The role of the Facilitating NGOs (FNGO) will be mobilizing communities into various community based organisations, providing capacity building and handholding support for preparation of Village Development and Livelihoods Plan (Micro Plan), implementation of the programme activities, supporting participatory monitoring and evaluation. Besides, the FNGOs will facilitate skill development programmes in the areas of farm, off-farm and non-farm enterprises. The NGOs will be engaged for 7 years, subject to satisfactory annual performance review by the PMU of OPELIP.

The Programme Management Unit of OPELIP now invites eligible NGOs (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short listing criteria for NGOs are:

1. Should be legally registered and provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
2. Should not have been blacklisted by GOI, state governments, other government agencies and any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
3. Should have a minimum of 5 years of work experience in community and rural development as on 31.12.2015.
4. Should have implemented, over the last 5 years, at least 3 Rural/Tribal development Programmes of at least Rs 10 lakh budget each in Odisha funded by GoO, GoI,

- NABARD or donors and provide copy of the letters of engagement/contracts/MOUs for the same.
5. Should have minimum average funding of Rs 50 lakh a year for the last three years as reflected in the last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities.
 6. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
 7. Should not have more than one-third of the Governing Body members related to each other and no staff members related to each other should be supervising each other.

The attention of interested Consultants is drawn to paragraph 84 on Fraud and Corruption of the IFAD's Procurement Guidelines available on www.ifad.org. Shortlisted NGOs will be requested to submit a technical proposal.

The format of EoI is in Annexure-A and the NGOs need apply in the specified format only. Copies of the following documents need to be submitted along with the EoI form:

- Registration certificate of NGO
- Self-attested copy of PAN card
- Previous 3 years Audited statement of accounts for 2013/14, 2014/15, 2015/16.
- Previous 3 years Annual Report.
- Fixed asset position including its present value and location.
- Profile of professional staff of the organization.
- MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing Community empowerment and NRM programmes.
- Address of head and field offices.

A Consultant will be selected in accordance with the **Fixed Budget Selection** method set out in the Procurement Guidelines and Handbook of IFAD.

Further information can be obtained at the address below during office hours from 10.00A.M to 5.00 P.M.

Expressions of interest must be delivered in a written form to the address below by speed post/ registered post in a closed envelope super-scribed as "EOI for FNGO under OPELIP" by 07.11.2016.

Programme Management Unit (PMU),
Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP),
Attn: Mr. Anjan Kumar Panda,
Programme Officer (Community Institutions & Rural Finance)
2nd Floor, TDCCOL Building,
Bhoi Nagar, Rupali Square,
Bhubaneswar-751022
Tel: (+91) 674-2542709, 2547535, 2546150
Fax: (+91) 674-2541772

E-mail: support@opelip.org

Please follow this format. Get your application form typed on separate sheets, no handwriting, pl. If any column does not apply to you, mention 'NA'.

Annexure A

Application Format for Facilitating NGO's for OPELIP

01. INTRODUCTION

- a. Name of the organization -
- b. Abbreviation name of the organization, if any -
- c. Address of the organization -
 - i) Mailing / Correspondence office
 - ii) Visiting office
- d. Contact Person
 - i) Name -
 - ii) Designation / Title -
 - iii) Telephone No - Landline -
Mobile -
Email -
 - iv) Address, if different from (c) -

02. IDENTITY / LEGAL STATUS

- i) Is organization registered - Yes ☐ No ☐
- ii) If yes, Under Society Act ☐ Under Trust Act ☐
Under Company Act ☐ Any other ☐
(Section - 25)
If any other, specify -
- iii) Year of registration -
- iv) Since how long it is operational (No. of years) -
- v) Operational area of the organization - State /s-
(only indicate the number) District/s -
Block/s -
Village/s -
- vi) Whether organization is registered under FCRA - Yes ☐ No ☐
- vii) Whether it is registered under Income Tax - ☐ Yes ☐ No ☐

03. GOVERNANCE

- i) What are VMG (vision, mission, goal) of the organization- Attach required annual reports required for the previous 3 years 2013/14, 2014/15, 2015/16
- ii) Are those reflected in program taken by the organization Yes ☐ No ☐
- iii) Does organization has a governing board Yes ☐ No ☐
- iv) If yes, what is tenure of board (in year) -& Nature - Fixed Rotating ☐ ☐
- v) Give details of Board Members (current status) -

<u>Name & Address</u> (including chief executive)	<u>Gender</u>	<u>Occupation</u>	<u>Position / Designation</u>
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- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.

vi) Which of the Board members receive salary / remuneration for services apart from the expenses for attending board meetings

- a.
- b.
- c.

vii) Is minutes of Board meeting documented and circulated among Board members

Yes ☐ No ☐

viii) What are sources of fund for the organization –

Corpus ☐ Endowment ☐ Donation ☐ Govt. Grant ☐

Donor's grant ☐ Other ☐ if others specify –
(Foreign)

04. MANAGEMENT / ADMINISTRATION

i) Briefly mention administrative set up below chief executive – (flow chart)

ii) Are role and responsibility of staff clearly defined Yes ☐ No ☐

iii) Are staff issued with letters of appointment / contract Yes ☐ No ☐

iv) Has organization the manual of personnel policy & administration Yes ☐

No ☐

v) Is organization plan and periodically review it programmes / Activities Yes ☐

No ☐

(Kindly attach supporting documents for the points mentioned under no. 4)

05. FINANCIAL MANAGEMENT

i) Whether there is an Internal audit system Yes ☐ No ☐

ii) If yes, who conducts Internal audit In-house personnel ☐ Outside agency ☐

iii) Periodicity of Internal audit report Monthly ☐ Bimonthly ☐

Quarterly ☐ Half Yearly ☐ Annually ☐

iv) Whether accounts are audited by external auditor Yes ☐ No ☐

- v) Do you have system of Internal control Yes ☐ No ☐
- vi) If yes, specify –
- vii) What financial statements are prepared at organization –
- Balance sheet ☐ Receipt & payment ☐ Income & ☐
expenditure
- Cash flow statement ☐ Fund flow statement ☐ Others ☐
Specify

Financial Particulars of the Agency

Financial Year*	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed (yes/ no)**
2013-14				
2014-15				
2015-16				

*Attach copies of Receipt & Payments, Income & Expenditure and Balance Sheet for these years

**Please attach last three assessment years Income Tax Return receipt
(Kindly attach xerox copy of PAN & TIN certificate)

Audited Balance Sheet

Financial Year	Audit of Balance sheet (yes/ no)	Remarks
2013-14		
2014-15		
2015-16		

06. PERSONNEL / STAFF (Current status)

- i) Total number of staff –
- ii) No. of permanent staff – (M / F)
- iii) No. of temporary staff – (M / F)
- iv) No. of technical / professional staffs (M / F) please specify

Details of Regular Staff

Name	Position	Engaged since (year)	Qualification

07. INFRASTRUCTURE DETAILS (Current Status with value in Rupee)

Items (Number / Acres / Types etc)

Value (in Rs.)

- i) Land
- ii) Building
- iii) Equipments
- iv) Vehicles
- v) Communication
- vi) Others

08. PROGRAMMES / PROJECTS OF THE ORGANIZATION

- i) Thematic Areas of intervention -
 - 1.
 - 2.
 - 3.
- ii) Core competency area -
 - 1.
 - 2.
 - 3.
- iii) Experience of the technical agency in implementing project funded by Multilateral/ Bilateral agency, Government or reputed agencies: for facilitating grassroots mobilization, community empowerment, natural resource management activities, etc., in past five years:

A. In Tribal Areas

Sl. No	Name of Project#	Donor Agency	Duration of the assignment (MM/YY)		Amount of Agreement entered	Geographical area of implementation (district, state)	Total no. of beneficiaries covered and major components of the programme
			From	To			

B. Other Than Tribal areas

Sl. No.	Name of Project	Donor Agency	Duration of the assignment (MM/YY)		Amount of Agreement entered	Geographical area of implementation (district, state)	Total no. of beneficiaries covered and major components of the programme
			From	To			

iv) Projects completed/ Continuing in Concerned Block/District of OPELIP

Sl. No.	Name of Project	Donor Agency	Duration of the assignment (MM/YY)		Amount of Agreement entered	Geographical area of implementation (district, state)	Total no. of beneficiaries covered and major components of the programme
			From	To			

v) Have you ever worked for OTELP or OTELP Plus : Yes / No; If yes, give details.

vi) Experience in CBO Mobilization/Promotion

Sl.No	Name of Programme	CBOs mobilized (no.)	Is the agency still supporting them?

vii) Has the agency been blacklisted by any government or any other donor/ partner organisation in the past? (YES/ NO) Please provide a self-declaration to this effect

I declare that all the information given above is true and correct.

(Signature and Seal of Competent Authority)