

## **Expression of Interest for “Special Programme for Promotion of Millets in Tribal Areas”**

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The project “**Special Programme for promotion of Millets in Tribal Areas of Odisha**” originated from the state level consultation on the subject “Comprehensive revival of millets securing nutrition and mitigating droughts in southern Odisha” held on 27th January 2016 at NCDS, Bhubaneswar organised by Planning and Convergence Department, Government of Odisha. As a follow up on the plenary recommendations chaired by Development Commissioner cum Additional Chief Secretary, a detailed Programme framework was developed.

### **Major Objectives of the Programme:**

- Increasing **Household Consumption** of millets by about 25% to enhance household nutrition security and to create demand for millets.
- Promoting **Millet Processing** enterprises at panchayat and Block level to ease processing at households and for value added markets
- Improving **Productivity** of millets crop systems and make them profitable.
- Developing **Millets Enterprises** and establishing **Market Linkages** to rural/urban markets with focus on women entrepreneurs.
- Inclusion of millets in **State Nutrition Programmes and Public Distribution System**

Special Programme for promotion of millets in tribal areas was launched in 2017 in 7 districts covering 30 blocks in Phase 1. Guidelines and budgets available for the 1<sup>st</sup> phase for 5 years may be found at [www.milletsodisha.com](http://www.milletsodisha.com) under the tab “Guidelines” for reference.

In the second phase, programme is extended to another 25 blocks. Invitations are sought through sealed proposals for the 25 blocks. In addition, applicant agencies can also apply for one block for which facilitating agency was not selected in the 1<sup>st</sup> phase through Expression of Interest. List of blocks attached as Annexure B.

In accordance with approval of high powered committee under chairmanship of Development Commissioner cum Additional Chief Secretary, designated Programme Secretariat (WASSAN) (under State Secretariat for the programme hosted at NCDS) is inviting eligible Non-Governmental Organisations (NGOs) for the role of “Facilitating Agencies (FA)”. Selection will be done by District Agricultural Technology Management Agency (ATMA) under chairmanship of Project Director ATMA.

**The Mandatory criteria of the NGO to be selected as FA are mentioned below:**

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 Government of India, Government of Odisha, other state governments agencies, any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
3. Should have a minimum of 3 years of work experience in the proposed blocks on Millets Production Systems with community organizations and/or farmer producer's organizations beyond capacity building or marketing. Additionally experience on millet marketing, processing, research and inclusion of millets in Nutrition programmes will be added advantage.
4. Should commit to implementing at least 2500 Acres under improved agronomic practices over five years in the proposed block. 500 acres should be covered in the first year of the programme.
5. The area to be covered under improved agronomic practices should not be under forest department or any government department. Land titles given under FRA are eligible for the coverage.
6. Should be willing to complete pre project work such selection of villages, farmers before the signing of the MoU. Costs for the pre project activities will not be reimbursed. Deadline shall be chosen by Project Director, ATMA in consultation with the selected FA and Programme Secretariat. MoU shall be signed only after the submission of the farmer data for the first year. Date of signing of the MoU will be beginning of the contract.
7. Should have experience of working with eligible community based organisations for atleast 3 years. Criteria of eligible community organisations is attached at Annexure D. NGO has to submit the self-scoring sheet and relevant documents along with EoI to for the proposed CBO for the project.
8. Should submit last 3 years' audited balance sheet and financial reports to the concerned regulatory authorities.
9. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
10. 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.

11. Must have worked with any of the government program related to agriculture, NRM, farmer's organization in a substantial way (not merely in awareness or training or market linkages).
12. NGOs with experiences of working on organic agriculture especially millets will be preferred.
13. NGOs implementing projects on BT Cotton and Eucalyptus plantations in the proposed blocks will not be preferred. If this comes to notice at later stage, MoU will be annulled.

**\*The Detailed format of EoI is attached as Annexure-A.**

- 1. NGOs need apply in the specified format only.**
- 2. Each Block should have separate "Expression of Interest" Format.**
- 3. If more than one block is mentioned "Expression of Interest", then "Expression of Interest" will be cancelled.**

Expression of Interest is available in word format and pdf format at the websites [www.milletsodisha.com](http://www.milletsodisha.com) and <http://ncds.nic.in> under the notice section under "Tenders & Notice" respectively.

Copies of the following documents need to be submitted along with the EoI form:

1. Registration certificate of NGO.
2. Previous 3 years Audited statement of accounts for 2014/15, 2015/16 and 2016/17.
3. Previous 3 years Annual Report.
4. Fixed asset position including its present value and location.
5. Total no of professional staff of the organization.
6. Profile of Staff expected to be deputed for the project.
7. MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing drought resilient agriculture activities.
8. Address of head and field offices.
9. Scoring sheet and corresponding documents of proposed CBOs.
10. Guidelines and budgets available for the 1<sup>st</sup> phase for 5 years may be found at [www.milletsodisha.com](http://www.milletsodisha.com) under the tab "Guidelines" for your reference. This will be given as grant to the FA based on six monthly action plans. Detailed process guidelines shall be shared by Programme Secretariat with selected FAs before the Stage 2.

Further information can be obtained at the address below during office hours [*Between 1000 to 1700 hours*]. Expressions of interest may be sent via email to *ncds\_bsr@dataone.in* with a copy marked to *specialprogrammillettsodisha@gmail.com*.

It must be mandatorily delivered in a written form to the address below by speed post/ registered post/physically in a closed envelope super-scribed as ***“EOI for FA Selection under Special Programme for Promotion of Millets in Tribal Areas”*** by December 20<sup>th</sup> 2017 to the address ***“Nabakrushna Choudhury Centre for Development Studies (NCDS), Lane Opp Fortune Tower Bus Stop, Beside IGNOU, Institutional Area, Po-RRL, Bhubaneswar, Odisha 751013”***.

***Directorate of Agriculture, Odisha retains the right to withdraw the expression of interest at any point of time without further explanation or notice.***

## **Process of Selection:**

**Stage 1:** Maximum of three Organisations will be shortlisted per block from the received applications after Desk assessment by Programme Secretariat at NCDS.

**Stage 2:** Presentations by shortlisted organizations before District ATMA under chairmanship of Collector & District Magistrate/Representative of Collector & District Magistrate of the respective district.

**Stage 3:** One NGO per block will be selected as Facilitation Agency (FA) for the Block. One NGO can be selected for maximum of 2 blocks per district and 3 blocks in the state.

**Stage 4:** NGOs selected as FAs will submit all relevant documents. NGOs will also submit the CBO details and panchayat details. Submitted Documents will be verified by Programme Secretariat.

**Stage 5:** After verification by Programme Secretariat, MoU will be signed between ATMA and Selected NGOs for the Programme.

**Annexure-A: Expression of Interest to Partner with Directorate of Agriculture and Food Production, Odisha on Special Programme for Promotion of Millets in Tribal Areas.**

**Details of the Organisation:**

**i. Introduction**

- a. Name of the organization –
- b. Acronym 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) –

**ii. 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

**iii. Governance**

- i) What are VMG (vision, mission, goal) of the organization- Attach annual reports for the previous 3 years 2014/15, 2015/16, 2016/17
- ii) What are sources of fund for the organization –  
 Corpus  Endowment  Donation  Govt. Grant   
 Donor's grant  Other if others specify – (Foreign)

**iv. 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

**v. Financial Management**

- i) Whether accounts are audited by external auditor Yes  No
- ii) Do you have system of Internal control Yes  No
- iii) If yes, specify –
- iv) 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)** |
|-----------------|-------------------------------------|--------------------------------|----------------|--------------------------------------|
| 2014-15         |                                     |                                |                |                                      |
| 2015-16         |                                     |                                |                |                                      |
| 2016-17         |                                     |                                |                |                                      |

\*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 PIN & TIN certificate)**

**Audited Balance Sheet**

| Financial Year | Audit of Balance sheet (yes/ no) | Remarks |
|----------------|----------------------------------|---------|
| 2014-15        |                                  |         |
| 2015-16        |                                  |         |
| 2016-17        |                                  |         |

- vi. **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 Staff to be appointed for the Millet Project**

| Name | Position | Engaged since (year) | Qualification |
|------|----------|----------------------|---------------|
|      |          |                      |               |
|      |          |                      |               |

vii. **Work Experience**

- i. **Was the organisation black listed any time? If yes, provide the details.**

|  |
|--|
|  |
|--|

- ii. District and Block (s) proposed for the program ( Max 2 Blocks per District)

| District Name | Block Name |
|---------------|------------|
|               |            |

- iii. **Key Focus areas of work of the organisation in the proposed block: (Main 4 areas relevant for this program)**

| Block Name | Focus Area | No of Years of Experience | Coverge (No of HHs) | Partner Agency (Govt/ Donor / NABARD etc) |
|------------|------------|---------------------------|---------------------|---|
|            |            |                           |                     |   |
|            |            |                           |                     |   |
|            |            |                           |                     |   |

- iv. **Three previous experiences in working with government departments in the proposed block:**

| Block Name | Department | Project Name | No of Years of Experience | Coverage in Acres | Coverge (No of HHs) |
|------------|------------|--------------|---------------------------|-------------------|---------------------|
|            |            |              |                           |                   |                     |
|            |            |              |                           |                   |                     |
|            |            |              |                           |                   |                     |

- v. **Experience in working with Community Based Organisations (CBO) in the proposed block:**

a. Has the organisation worked with eligible CBO in the past; Yes / No

b. If yes, provide self scoring sheet and relevant proofs as Annexure :



c. **Please briefly describe your work with community organisation within the Block proposed in last 5 years?**

| Block Name | CBO Name | Year | Activity | Coverge (No of HHs) | Finanical Transaction |
|------------|----------|------|----------|---------------------|-----------------------|
|            |          |      |          |                     |                       |
|            |          |      |          |                     |                       |
|            |          |      |          |                     |                       |
|            |          |      |          |                     |                       |
|            |          |      |          |                     |                       |
|            |          |      |          |                     |                       |
|            |          |      |          |                     |                       |

vi. **Do you have any similar production related projects projects mentioned in the proposed block**

- a. Hybrid Maize Production (Yes/No) :
- b. BT Cotton Promotion (Yes/No) :
- c. Eucalyptus Plantation (Yes/No) :
- d. Lemon grass (Yes/No):
- e. Any other crop with hybrid seeds (Yes/No) :

vii. **Experience in working on Agriculture in last 5 years in the proposed block ; Briefly describe:**

| Block Name | Year | Project Name | Crops | No of Years of Experience | Coverage in Acres | Coverge (No of HHs) |
|------------|------|--------------|-------|---------------------------|-------------------|---------------------|
|            |      |              |       |                           |                   |                     |
|            |      |              |       |                           |                   |                     |
|            |      |              |       |                           |                   |                     |
|            |      |              |       |                           |                   |                     |
|            |      |              |       |                           |                   |                     |
|            |      |              |       |                           |                   |                     |

**Experience in working on millets; ‘**

viii. **Briefly describe areas of work on Millets in the proposed block/district in last 5 years: If you have worked before last five years, Please make changes in the year coloumn and mention the details**

| S.No | Component   | Year | Activity   | Coverage in Acres/Nos | Coverge (No of HHs) |
|------|-------------|------|--|-----------------------|---------------------|
|      |             |      | (SMI/ Line Transplantation /Intercropping through line sowing/Border Cropping/ Organic manure application/Other (Name) |                       |                     |
| 1    | Production  | 2016 |  |                       |                     |
|      |             | 2015 |  |                       |                     |
|      |             | 2014 |  |                       |                     |
|      |             | 2013 |  |                       |                     |
|      |             | 2012 |  |                       |                     |
|      |             |      | (Dehulling / Pulverising / Destoning / Grading)  |                       |                     |
| 2    | Processing  | 2016 |  |                       |                     |
|      |             | 2015 |  |                       |                     |
|      |             | 2014 |  |                       |                     |
|      |             | 2013 |  |                       |                     |
|      |             | 2012 |  |                       |                     |
|      |             |      | (Consumption Campaigns/ Millet Menu preparation/ Value addition/ IEC material/ Participation in Melas)                 |                       |                     |
| 3    | Consumption | 2016 |  |                       |                     |
|      |             | 2015 |  |                       |                     |
|      |             | 2014 |  |                       |                     |
|      |             | 2013 |  |                       |                     |
|      |             | 2012 |  |                       |                     |
|      |             |      | (Packaging/ Processed product (Millet Flour etc) , millet centric FPOs)  |                       |                     |
| 4    | Marketing   | 2016 |  |                       |                     |
|      |             | 2015 |  |                       |                     |
|      |             | 2014 |  |                       |                     |
|      |             | 2013 |  |                       |                     |
|      |             | 2012 |  |                       |                     |

**viii. What is the status of millets in the Block proposed by you?**

| Block Name | Millet Crop Systems Name | Target GP Names | Appox Current Area under Millets (Yes/No) | Seed Availability (Yes/No) | Appox % Millet Consumption per 100 HHs in target GPs | Existing Processing Facilities (Yes/No) | Existing Marketing Facilities (Yes/No) |
|------------|--------------------------|-----------------|---|----------------------------|--|---|--|
|            |                          |                 |   |                            |  |   |  |
|            |                          |                 |   |                            |  |   |  |
|            |                          |                 |   |                            |  |   |  |
|            |                          |                 |   |                            |  |   |  |
|            |                          |                 |   |                            |  |   |  |
|            |                          |                 |   |                            |  |   |  |
|            |                          |                 |   |                            |  |   |  |

**ix. Please mention the proposed villages and area coverage envisaged for the project ?**

| Block Name | Name Of The Panchayat | Name Of The Village | No. Of Household | Area To Be Covered (Acre) in 5 Yrs | Years Of Work Experience In The Proposed Areas (Gp And Villages) |
|------------|-----------------------|---------------------|------------------|------------------------------------|--|
|            |                       |                     |                  |                                    |  |
|            |                       |                     |                  |                                    |  |
|            |                       |                     |                  |                                    |  |
|            |                       |                     |                  |                                    |  |

**x. Please mention any other achievements related Millets/Organic Farming/ System of Crop Intensification in the proposed blocks?**

**xi. Please give three reasons why your organisation is the best organisation for promotion of millets in the block?**

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**Annexure- B : List of Proposed Blocks**

| S.No | District           | Blocks in 2 <sup>nd</sup> Phase |
|------|--------------------|---------------------------------|
| 1    | Bolangir           | Turkela                         |
|      |                    | Bangamunda                      |
|      |                    | Muribhal                        |
|      |                    | Khaprakhol                      |
| 2    | Ganjam             | Polsara                         |
|      |                    | Patrapur                        |
|      |                    | Dharakot                        |
|      |                    | Sorada                          |
| 3    | Kandhamal          | Tumudibandh                     |
|      |                    | Baliguda                        |
|      |                    | K Nuagaon                       |
| 4    | Koraput            | Laxmipur                        |
|      |                    | Koraput                         |
|      |                    | Pottangi                        |
| 5    | Mayurbhanj         | Jashipur                        |
|      |                    | Bosoi                           |
|      |                    | Bangiripoda                     |
| 6    | Rayagada           | Muniguda                        |
|      |                    | Bissamcuttack                   |
|      |                    | Kalyansinghpur                  |
|      |                    | Kashipur                        |
| 7    | Sundergarh         | Kutra                           |
|      |                    | Rajgangpur                      |
|      |                    | Nuangaon                        |
|      |                    | Kuanrmuda                       |
|      | Total No of Blocks | 25                              |
| S.No | District           | Blocks in 1 <sup>st</sup> Phase |
| 1    | Rayagada           | Chandrapur                      |

## **Annexure C: Eligibility Criteria for the CBO :**

Following is the mandatory eligibility criteria for selection of Community Based Organisation (CBO) for Special programme for promotion of millets in tribal areas :

1. CBO must be functional for a minimum of 2 years. In case of recently formed FPOs/Federations/ Co operatives, member CBOs should be functioning for atleast 2 years.
2. CBO must not have defaulted loans from any governmental or nongovernmental sources such as OLM, OTELP, NABARD, Micro finance etc.
3. CBO should have a president and secretary who must have minimum literacy skills. Signatories of the CBO must possess reading and writing skills in Odiya. Reading and writing skills in Hindi and English will be considered added advantage. They should be able to sign on the bank pass book.
4. CBO must have history of conducting regular meetings with documented minutes.
5. CBO meetings should have happened at least once in every quarter.
6. CBO members (At least 10 members or half of the membership whichever is less) must have collectively involved in either Interlending or some business or production related activity.
7. CBO must have maintained books and accounts and relevant registers.
8. CBO must have done transactions worth at least Rs 10000 till now.

| <b>Annexure D.1 : Self Scoring Sheet for Community Based Organisations</b> |  |   |               |              |
|--|--|---|---------------|--------------|
| <b>S. No</b>   | <b>Areas for Rating</b>                              | <b>Criteria</b>   | <b>Scores</b> | <b>Marks</b> |
| 1  | Years of Existence                                   | More than 4 years   | 10            |              |
|  |  | 2 to 4 Years  | 5             |              |
|  |  | Less than 2 years   | 0             |              |
| 2  | Size of CBOs   | Above 50 members  | 10            |              |
|  |  | 20 to 50 members  | 5             |              |
|  |  | 10 to 20 members  | 0             |              |
| 3  | Landholding of Farmers                               | All members are small and marginal farmers                  | 5             |              |
|  |  | 50% members are small and marginal farmers                  | 3             |              |
|  |  | Less than 50% of the members are small and marginal farmers | 0             |              |
| 4  | Profile of Farmers                                   | >80% members are Women, SC/ST Farmers                       | 10            |              |
|  |  | 60 to 80% members are Women, SC/ST Farmers                  | 5             |              |
|  |  | <60% members are Women, SC/ST Farmers                       | 3             |              |
| 5  | Meeting – frequency, time and place                  | Monthly   | 5             |              |
|  |  | Quarterly   | 3             |              |
|  |  | Irregular   | 2             |              |
| 6  | Attendance of members at meeting in last 10 meetings | >80%  | 5             |              |
|  |  | 60-80%  | 3             |              |
|  |  | Less than 60%   | 0             |              |
| 7  | Rules and regulations                                | Everyone is involved and rules documented.                  | 5             |              |
|  |  | Rules are not always followed.                              | 3             |              |
|  |  | Verbal/ Non Existent  | 0             |              |
| 8  | Savings/Share Capital                                | Savings/Share Capital not compulsory for extremely poor     | 10            |              |
|  |  | Mandatory Savings/Share Capital                             | 5             |              |
|  |  | No Mandatory Savings/Share Capital                          | 0             |              |
| 9  | Production/ Marketing related activities             | More than 80% of the members                                | 10            |              |
|  |  | 50% to 80% of the members                                   | 5             |              |
|  |  | Less than 50% of the members                                | 0             |              |
| 10   | Loan repayments                                      | 80% loan repayment as per schedule                          | 10            |              |
|  |  | 60 -80% loan repayment as per schedule                      | 5             |              |
|  |  | Less than 60% timely loan repayment                         | 0             |              |
| 11   | Books and Accounts                                   | Books, accounts & registers are maintained.                 | 10            |              |
|  |  | All records are maintained but not updated.                 | 5             |              |
|  |  | No maintenance of books and accounts                        | 0             |              |
| 12   | Financial Transactions                               | Greater than 50000 per year                                 | 10            |              |
|  |  | Between 25000 to 50000 per year                             | 5             |              |
|  |  | Rs 10000 to Rs 20000 per year                               | 3             |              |
|  |  | Less than Rs 10000  | 0             |              |
|  |  | Total   | 100           |              |

\*\* In case of producer groups, if members do not take any loans from the CBO , then loan section will be Non Applicable\*\*.