

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER
KEONJHAR

Letter No. 3909 //Dt. 19.10.19

To

The Dist. Information Officer,
NIC, Keonjhar

Sub:- Uploading of Draft Expression of Interest for advertisement for selection of facilitating agency for **Champua Block** under special programme for promotion of Millets in tribal-cum-mining areas in Keonjhar District in the district portal

Sir,

With reference to the subject cited above, please find enclosed herewith the Draft of Expression of Interest (Eoi) for advertisement for selection of facilitating agency for **Champua Block** under special programme for promotion of Millets in tribal-cum-mining areas in Keonjhar District for your information and necessary action. The same may kindly be uploaded in **Keonjhar District Portal** for information of all concerned. The Walk in Interview will be held on **25th Oct at 10 AM at ATMA Conference Hall, Keonjhar.**

Encl : As above

Yours faithfully,


Chief District Agriculture Officer,
Keonjhar

Memo No. 3910 //Dt. 19.10.19

Copy forwarded to the Project Director, ATMA, Keonjhar for information and necessary action.


Chief District Agriculture Officer,
Keonjhar

Memo No. 3911 //Dt. 19.10.19

Copy forwarded to the Programme Secretariat, WASSAN, Bhubaneswar for information and necessary action.


Chief District Agriculture Officer,
Keonjhar

Memo No. 3912 //Dt. 19.10.19

Copy submitted to the Collector & Trustee, DMF, Keonjhar for favour of kind information and necessary action.


Chief District Agriculture Officer,
Keonjhar

Memo No. 3913 //Dt. 19.10.19

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of kind information and necessary action.


Chief District Agriculture Officer,
Keonjhar

Expression of Interest for Champua Block, Keonjhar District under

“Special Programme for Promotion of Millets in Tribal-cum-Mining Areas”

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 (Odisha Millets Mission) was launched in 2017. Programme will be implemented in 14 districts covering 72 blocks.

District Administration of Keonjhar District has expanded the Odisha Millets Mission in to seven blocks. Among seven blocks the EOI for six blocks have been completed already. This EOI is only for Champua block. This expansion is funded through District Mineral Fund. Guidelines may be found at www.milletsodisha.com under the tab “Guidelines” for reference.

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 Collector cum Trustee DMF.

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 agriculture with community organizations and/or farmer producer's organizations beyond capacity building or marketing. Additionally experience on millet production systems covering production, marketing, processing, research and inclusion of millets in Nutrition programmes will be an added advantage.
4. Should commit to implementing at least 500 Hectares under improved agronomic practices over five years in the proposed block. This target may be revised by the Collector & District Magistrate.
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 MoA. 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. MoA shall be signed only after the submission of the farmer data for the first year. Date of signing of the MoA will be beginning of the contract.
7. Should have experience of working with eligible community based organisations for at least 3 years. A criterion 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 with experience of working on projects funded by District Mineral Fund will be preferred.
14. 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, MoA will be annulled.

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

- 1. NGOs need apply in the specified format only.**
- 2. One "Expression of Interest" Format should be filled for only one block.**
- 3. If information more than one block is mentioned "Expression of Interest", then "Expression of Interest" will be cancelled.**
- 4. NGOs can apply for maximum of two blocks. Each block will have separate EoI.**

Expression of Interest is available in word format and pdf format at the websites www.milletsodisha.com and <http://ncds.nic.in> under the notice section under "EoI" 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 2016/17, 2017/18 and 2018/19.
3. Fixed asset position including its present value and location.
4. Total no of professional staff of the organization.
5. Profile of Staff expected to be deputed for the project.
6. MoA/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing drought resilient agriculture activities.
7. Address of head and field offices.

8. Scoring sheet and corresponding documents of proposed CBOs.
9. Previous 3 years Annual Report (Optional). NGOs submitting the report will be preferred.

Guidelines may be found at www.milletsodisha.com under the tab “Guidelines” for your reference. Further information can be obtained at the address below during office hours [Between 1000 to 1700 hours]. Filled Expressions of interest may be sent via email to ddakeonjhar.dag@nic.in , ddakeonjhar@yahoo.in, ncds_bbsr@dataone.in *with a copy marked to specialprogrammamilletsodisha@gmail.com .*

Interested NGOs may arrive with filled EoI and presentation format at the office of Deputy Director cum Project Director, ATMA on **October 25th, 2019 at 10 AM** and register accordingly. Interested FAs are requested to confirm with the office of Deputy Director cum Project Director ATMA three working days beforehand on the date of presentation.

Deputy Director cum Project Director ATMA retains the right to withdraw the expression of interest or change the date of presentation at any point of time without further explanation or notice.

Process of Selection:

Stage 1: Presentations by organizations before District ATMA under chairmanship of Collector & District Magistrate/Representative of Collector & District Magistrate of the respective district through Walk in interview on **October, 25th 2019**.

Stage 2: Maximum of three NGOs will be shortlisted for field verification. 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.

Stage 3: 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 4: After verification by Programme Secretariat, MoA will be signed between ATMA and Selected NGOs for the Programme.

Annexure-A: Expression of Interest to Partnership with 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 ☐

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 ☐ Otherif 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 ☐

Financial Particulars of the Agency

Financial Year*	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed (yes/ no)**
2016-17				
2017-18				
2018-19				

*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
2016-17		
2017-18		
2018-19		

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.**

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

District Name	Block Name	No of GPs

- 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	Coverage (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	Coverage (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	Coverage (No of HHs)	Financial Transaction

vi. Do you have any similar production related 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	Coverage (No of HHs)

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

S.No	Component	Year	Activity	Coverage in Nos	Coverage (No of HHs)
			(SCI/ Line Transplantation /Intercropping through line sowing /Border Cropping/ Organic Agriculture/Horticulture)	Acres	
1	Production	2019			
		2018			
		2017			
		2016			
		2015			
			(Dehulling / Pulverising / Destoning / Grading)	Nos	
2	Processing	2019			
		2018			
		2017			
		2016			
		2015			
			(Consumption Nutrition related Campaigns/ Value addition/ IEC material/ Participation in Melas)	Nos	
3	Consumption	2019			
		2018			
		2017			
		2016			
		2015			
			(Packaging/ Processed product FPOs)	In Rs Lakh	
4	Marketing	2019			
		2018			
		2017			
		2016			
		2015			

Experience in working on millets; ‘

- i. 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	No of HHs covered
			(SMI/ Line Transplantation / Intercropping through line sowing/ Border Cropping / Organic manure application/Other	Acres	
1	Production	2019			
		2018			
		2017			
		2016			
		2015			
			(Dehulling / Pulverising / Destoning / Grading)	Nos	
2	Processing	2019			
		2018			
		2017			
		2016			
		2015			
			(Consumption Campaigns/ Millet Menu preparation/ Value addition/ IEC material/ Participation in Melas)	Nos	
3	Consumption	2019			
		2018			
		2017			
		2016			
		2015			
			(Packaging/ Processed product (Millet Flour etc) , millet centric FPOs)	In Rs Lakh	
4	Marketing	2019			
		2018			
		2017			
		2016			
		2015			

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

Block Name	Millet Crop Systems Name	Target GP Names	AppoxCurrent 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)

iii. 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)

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

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

Annexure- B : List of Proposed Blocks

S.No	District	Blocks
1	Keonjhar	Champua

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 at least 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.

Annexure D.1 : Self Scoring Sheet for Community Based Organisations				
S.No	Areas for Rating	Criteria	Scores	Marks
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**.