



## Expression of Interest (EOI)



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

**Programme Management Unit (PMU)**

**ST & SC Development Department, Govt. of Odisha**

**2<sup>nd</sup> Floor, TDCC Building, Bhoi Nagar, Rupali Square, Bhubaneswar-751022**

Expression of Interest (EOI) is invited from Agencies / Organizations / NGO / Firm / Institutions of national repute with prior experience in conducting Baseline Survey to be engaged for conducting Census Survey for newly 1138 PVTG Villages under OPELIP.

Interested Agencies/Organizations may download the detail TOR from [www.otelp.org/www.opelip.org](http://www.otelp.org/www.opelip.org). Any other modification if arises to this effect will be uploaded in the same website. The last date for receipt of RFP is 11.01.2022 up to 05.00PM.

Date:01.03.2022

Place: Bhubaneswar

-Sd/-

**Programme Director, OPELIP**



# Standard Procurement Documents



# Expression of Interest

1<sup>st</sup> Edition

December 2020



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

## **Expression of Interest**

(by the consulting firm in response to the REOI issued by the  
procuring entity)

For

**CENSUS SURVEY FOR NEWLY IDENTIFIED PVTG HOUSEHOLDS IN 1138 PVTG VILLAGES UNDER ODISHA  
PARTICULARLY VULNERABLE TRIBAL GROUP EMPOWERMENT AND LIVELIHOODS IMPROVEMENT  
PROGRAMME  
(OPELIP)**

Ref No: 376/2021

Issue Date: 1<sup>st</sup> March 2022





## Foreword

This document has been prepared by **Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)** and is based on the 1<sup>st</sup> edition of the IFAD-issued standard procurement document for expression of interest available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of services using *[QCBS]* in projects financed by IFAD. IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

[No texts in red font or square brackets shall remain once the REOI is resolved and finalised]

## Instructions to Consultants

Reference Number: 376/2021

1<sup>st</sup> March 2022

### CENSUS SURVEY FOR NEWLY IDENTIFIED PVTG HOUSEHOLDS IN 1138 PVTG VILLAGES

1. The SC&ST Department, Govt of Odisha has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of *OPELIP* (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with *OPELIP*.

2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide **Census Survey for newly identified PVTG Households in 1138 PVTG Villages**. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work. The legally constituted consulting firms is required to submit proof of registration and existence & provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
  - Should not have been blacklisted by Central/State Govt./Govt. agencies and provide a self-declaration by the authorized representative
  - The audited financial statements for the period 2018/19, 2019/20, 2020/21 are submitted.
  - The agency must have Annual Average Turnover of Rs. 50 Lakhs for last 3 years as on 31.03.2021 (Audited certificate must be attached).
  - Experience with managing Census surveys/impact assessment surveys of development projects: at least 5 surveys in the past 5 years is necessary, with a minimum sample size of 4000-5000 households per survey. Certificates of completion should be provided for these assignments.
  - Minimum five (5) years of experience in conducting quantitative and qualitative surveys. Certificates of completion would be provided for these assignments.
  - Minimum 3 surveys conducted over the past 4 years using electronic devices, such as tablets or smart phones, for data entry and management over the past 3 years. Illustrative documents would be provided.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b)

participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations<sup>1</sup>.

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
  - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse<sup>2</sup> in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
  - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
  - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
  - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.

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<sup>1</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

<sup>2</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.<sup>3</sup>
7. **Procedure:** the selection process will be conducted using QCBS as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below [support@opelip.org](mailto:support@opelip.org) no later than 24-01-22 at 1500 Hrs. The client will provide responses to all clarification requests by 29-01-22 at 1500 Hrs.
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than 01-02-2022 at 1730Hrs.

#### ODISHA PVTG EMPOWERMENT AND LIVELIHOODS IMPROVEMENT PROGRAMME

ST & SC Development Department, Govt. of Orissa  
TDCCOL Building , 2nd Floor, Rupali Square  
Bhoi Nagar, Bhubaneswar - 751022  
E-mail: [support@opelip.org](mailto:support@opelip.org)  
Phone: 91+674-2541772, 2542709  
Fax: 91+674-2541772

Yours sincerely,

Shri P. Arthanari, IFS

*Programme Director*

[OPELIP]

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<sup>3</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

[OPELIP]



**Form EOI-1**  
**EOI Submission Form**

*[Location, date]*

*[Authorized official]*

**Re: Consulting Services for**  
**CENSUSSURVEY FOR NEWLY IDENTIFIED PVTG HOUSEHOLDS IN 1138 PVTG VILLAGES**

**Ref: 376/2021**

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")<sup>4</sup>, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.

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<sup>4</sup> The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org](mailto:ethicsoffice@ifad.org) any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

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If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

*[Authorized signatory]*

*[Name and title of signatory]*

*[Name and address of firm]*

## Form EOI-2 Organization of the Consultant

**Re: Consulting Services for  
CENSUSSURVEY FOR NEWLY IDENTIFIED PVTG HOUSEHOLDS IN 1138 PVTG VILLAGES**

**Ref: 376/2021**

*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]*

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	

Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies ( <i>wherever applicable</i> ): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

The qualification document should address the following competencies:

(i) Management Competence

*Management competence section will review the overall governance structure, professional staff, financial management setup, past experience of managing a consortium as Lead Consultant, quality control procedures, ability/experience of engaging consultants for the assignment, etc.*

(ii) Technical Competence

*Technical competence section to review the relevance of the background and experience of the firm, association or JV to the assignment, experience of handling Government/multilateral funded projects, number of similar size assignments undertaken where the Consultant as lead partner number of similar projects and sizes providing support role, etc.*

(iii) Geographical competence

*Geographical competence section will review the experience of working in the State of Ódisha or other States with similar socio-economic conditions and international experience.*

**Maximum 10 pages**

**Form EOI-3**  
**Experience of the Consultant**

**Re: Consulting Services for**  
**CENSUS SURVEY FOR NEWLY IDENTIFIED PVTG HOUSEHOLDS IN 1138 PVTG VILLAGES**  
**Ref: 376/2021**

*[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.*

**Maximum 20 pages]**

Assignment name:	Approx. value of the contract (in current Rs. ):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current Rs. ):

Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: \_\_\_\_\_

# ANNEX 1

## PRELIMINARY TERMS OF REFERENCE

### Consulting Services for

#### CENSUS SURVEY FOR NEWLY IDENTIFIED PVTG HOUSEHOLDS IN 1138 PVTG VILLAGES UNDER ODISHA PARTICULARLY VULNERABLE TRIBAL GROUP EMPOWERMENT AND LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)

##### I. Background and Brief description of the Project

Primitive Tribal Groups, re-designated as Particularly Vulnerable Tribal Groups (PVTGs) are diverse in character and live-in different environments of more interior and less accessible pockets and their traditional sources of sustenance are declining. As such, they languish in very fragile conditions of backwardness and deprivation. This has made them more vulnerable to food insecurity, malnutrition and ill-health. Their socio-economic and educational conditions are much worse than the other tribal groups. Besides, their remote habitat lacks required minimum administrative set up and infrastructure back up. Their needs and problems are different from other scheduled tribes and hence deserve special attention.

There are 62 ST communities in Odisha, including 13 Particularly Vulnerable Tribal Groups (PVTGs). PVTGs are diverse in character and live-in different environments of more interior and less accessible pockets. Govt. of Odisha on an inclusive approach continues developmental interventions in 541 PVTG villages/habitations with support of Govt. of India, IFAD & other agencies through 17 Micro Project Agencies (MPAs). **Resolutions have been published by Govt. of Odisha on inclusion of 1138 newly declared PVTG villages with creation of 3 new MPAs.** Hence, in order to make accelerated growth in those 1138 PVTG villages/habitations and mainstream them to the society, a comprehensive action plan is prepared. This shall bring out tangible positive and assured development in those area with community driven approach.

The Census survey is to be conducted for newly included PVTGs so as to cover all PVTGs located in 18 MPAs spread over 13 districts of Odisha namely Malkanagiri, Rayagada, Angul, Dhenkanal, Ganjam, Jajpur, Nuapada, Keonjhar, Sundergarh, Gajapati, Kandhamal, Kalahandi & Mayurbhanj in to development mode.

SL No	MPA	District	No. of Block	No. of GP	No. of Village	No. of HH	No. of Population
1	PBDA Jamardihi	Angul	1	5	10	206	672
2	JDA Dhenkanala	Dhenkanala	7	59	109	2914	10822
3	LSDA Seranga	Gajapati	1	3	30	1365	5978
4	SDA Chandragiri		2	18	99	2500	11947
5	TDA Tumba	Ganjam	1	3	68	1673	6954
6	BJDA Sukinda	Jajpur	1	3	13	291	1316
7	KKDA Lanjigarh	Kalahandi	1	26	262	5797	26059
8	KKDA Belghar	Kandamala	1	7	55	936	3696
9	JDA Gonasika	Keonjhar	3	38	102	2532	15309
10	PBDA Banspal		1	23	124	9663	42557
11	BDA Mudulipada	Malkangiri	3	8	46	933	3764
12	DDA Kudumuluguma		2	4	13	376	1470
13	HKMDA Jashipur	Mayurbhanj	4	8	20	238	673
14	LDA Morada		5	12	18	832	2830
15	CBDA Sunabeda	Nuapada	2	10	21	316	684
16	DKDA Chatikona	Rayagada	1	2	2	17	63
17	LSDA Puttasing		1	5	116	5155	22181
18	PBDA, Khuntgoan	Sundargarh	1	9	30	1045	3239
			<b>38</b>	<b>243</b>	<b>1138</b>	<b>36789</b>	<b>160214</b>

The programme will target the newly declared 1138 PVTG villages / habitations, 36, 789 PVTG households and 1,60, 214 PVTG population.

## II. Objective of the Consultancy

OPELIP plans to conduct an Census Survey which will help to plan and implement different developmental activities in the newly identified PVTG villages in the coming years.

As part of the Census Survey, OPELIP plans to conduct data collection for Census study and this will take place before project investment in the field. Census data will be collected on **socio-economic background of households and various developmental dimensions at village level** which will be beneficial for the communities' living in the targeted MPAs.

### III. The Scope of Services

The **scope of the services** required under this Abridged Terms of Reference include the collection of data for the Census survey (at the appropriate level of analysis, namely, at the individual household and community level). These interview schedules will be administered in approx.. 37, 000 HH spread over 1138 villages as mentioned in above table .

The **required services include** the following parts:

1. Provide technical inputs into the survey methodology developed by OPELIP. The Service Provider will provide feedback on the household & village interview schedule.;
2. Organize the training of the supervisors and enumerators on the survey methodology as well as the pre-testing of the interview schedule;
3. Identify households, using geo-coordinated data.

The assignment will include data collection and submission using smart phone/tablet.

**ANNEX 2**  
**Qualification and Evaluation Criteria**

Item	Criteria	Points
<b>A.</b>	<b>Management Competency</b>	<b>30</b>
<b>B.</b>	<b>Technical Competency</b>	<b>50</b>
<b>C.</b>	<b>Geographical competency</b>	<b>20</b>
Total		<b>100</b>
<b>Minimum points required to pass</b>		<b>70 points</b>