



CORRIGENDUM



REQUEST FOR PROPOSALS(RFP)

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

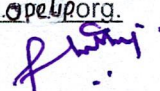
This is with reference to release of advertisement inviting RFP on hiring of service provider/ agency/ firms /institute for;

- a. *Impact Assessment of livestock schemes in OPELIP*
- b. *Process documentation of Convergence schemes in OPELIP*

The following modification is made on the proposal.

- i. The sample size for the above assignments have been modified as follows; MPA-6, HHs-540 will be studied.
- ii. The bid period for sl no. (a) is extended up to 3.30 pm, **14.08.2023** instead of 08.08.2023 & bid will be opened at 4.00 pm on same day.

For further details please refer website www.opelip.org.


Programme Director, OPELIP

(REQUEST FOR PROPOSAL)

Instructions to Firm/Agencies/Consultant

Process documentation of Convergence schemes in OPELIP areas

1. The SC&ST Department, Govt of Odisha has financing towards the cost of *OPELIP* (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services to undertake research/evaluation studies on selected areas/subjects, for which this RFP is issued.
2. The client now invites Request for Proposal (RFP) from legally constituted consulting firms (not individual consultants) to conduct a study on ***Documentation of convergence in OPELIP areas***. A detailed requirement on these consulting services is provided in the terms of reference (TOR) which may be seen in the website of OPELIP. The legally constituted consulting firm is required to submit the following documents:
 - I. Proof of registration and existence & provide a self-attested copy of registration, GST certificate and self-attested copy of PAN card.
 - II. Should not have been blacklisted by Central/State Govt./Govt. agencies and provide a self-declaration by the authorized representative (self-declaration to this effect)
 - III. The audited financial statements for the period 2020/21, 2021/22 & 2022-23.
 - IV. The agency must have Annual Average Turnover of Rs. 5 Lakhs for last 3 years as on 31.03.2023 (Audited certificate must be attached).
 - V. The agency must have field experience and documentation in ST/PVTG areas. Earlier documentation on PVTG will be added advantages for the agency.
 - VI. Minimum three (3) years of experience in conducting survey, documentation, impact assessment etc. with special focus in PVTG areas.

Procedure: the selection process will be conducted using QCBS. The agency will submit detailed technical and financial proposal in two separate covers superscribing ***Financial and technical in respective covers and putting these two covers in another cover which will contain both the proposals (Technical & Financial)*** as per requirement. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the award of the contract.

Submission Procedure: Interested eligible organizations may submit RFP using the template provided for this purpose (in the TOR) through Register post/ speed post/general post/courier. Your RFP should comprise one (1) original copy along with all required documents. RFP shall be submitted to the address below no later than 16th August 2023 at IST 3:30PM.

ODISHA PVTG EMPOWERMENT AND LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)

ST & SC Development Department, Govt. of Odisha

TDCCOL Building , 2nd Floor, Rupali Square

Bhoi Nagar, Bhubaneswar - 751022

E-mail: support@opelip.org

Phone: 91+674-2541772, 2542709

Terms of Reference (ToR) for conducting impact assessment on effective convergence ‘all of government’ inter-departmental collaboration in achieving developmental outcomes under Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

1.1. Background

Government of Odisha in partnership with International Fund for Agriculture Development (IFAD) has taken up Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP) meant for livelihoods Improvement of 13 Particularly Vulnerable Tribal Groups in the State. The goal is to improve their living condition and reduction of poverty.

The programme is being implemented through 17 Micro Project Agencies in 12 districts, 89 Gram Panchayats covering 1125 habitations (Hamlets/villages). The programme targets to cover 96651 households during 8 years programme period. The key objectives of the programme are: Food & nutrition security, ensuring livelihoods opportunities, capacity building of PVTGs, entitlements over land & forest, improved agriculture practices for increase in production, establishment of micro enterprises as alternative source of livelihoods and ensuring community infrastructure.

OPELIP interventions are implemented in 17 Micro-Project Agency (MPA) areas located in twelve districts of Odisha namely Malkanagiri, Rayagada, Angul, Deogarh, Ganjam, Nuapada, Keonjhar, Sundergarh, Gajapati, Kandhamal, Kalahandi and Mayurbhanj. The programme directly covers 96651 households comprising PVTGs, ST, SC and Others in the programme villages directly.

1.2. Goal and Objectives of OPELIP

The overall goal of OPELIP is to achieve ‘enhanced living conditions and reduced poverty of the target group households. This is sought to be achieved through realizing the development objective of enabling improved livelihoods and food & nutrition security primarily for 27308 PVTG households, 39969 other tribal households and 29374 other poor and Schedules Caste (SC) households. This in turn will be achieved via building the capacity of the target households, securing them their entitlements over land and forest, improving their agricultural practices for enhanced production, promoting income-generating micro-enterprises for alternate livelihoods and ensuring access to education, health and other services and improving community infrastructure.

Programme Components: The OPELIP has four major components, namely

- (i) Community empowerment,
- (ii) Natural Resource Management (NRM) and livelihoods enhancement;
- (iii) Community infrastructure and drudgery reduction and
- (iv) Programme Management.

1.3. Convergence under OPELIP

It is evident that OPELIP has done good work under Convergence i.e. in collaboration with different Govt. line Dept. and Private partners. The same has been observed by the IFAD Mission members visited to different fields of OPELIP operational areas. In this connection, it is also suggested that to documents the process involved and collaboration / partnership work which has made visible changes in the field.

2.1. Purpose and Scope of the study

The primary focus of the study of convergence is to documents the process being followed for building rapport and work made happened. Collaboration strategy and policy level decision being involved. To understand the key elements to make such successful in convergence work taking into account of all line dept. this document will be much helpful for other line dept. and other state govt. to follow for such coordination and convergence. The study would review Schematic guidelines, process and programme interventions made by OPELIP prior to preparation of evaluation design and tools. It would try to assess impact on income and standard of living of beneficiary households and women SHGs. The study would assess efficiency and effectiveness of interventions under livelihood schemes and other infrastructure activities. Besides, it would try to understand the changes that it has brought about in income enhancement, poverty reduction, and quality of life of beneficiary households directly and community indirectly. Socio-economic conditions of target beneficiaries will be studied through door-to-door household survey. Their perception with regard to the different convergence schemes and benefits will be explored during impact assessment survey. The perception of community at village level will be recorded during Focus Group Discussion (FGD). Gaps and suggestions will be explored from Key stakeholders including MPA/ FNGO/ Block Level /district officials, CRPs etc. For the purpose, a sample of 9 Micro Project Agencies (MPAs) will be covered. Accordingly, sample Gram Panchayats, villages and target beneficiaries will be drawn on random basis. 13 Line Dept. GoO will be visited for the study purposes to know more about the process lead to successful implementation of convergence activities. the programme has good convergence with the following dept. as follows;

- i. Panchayat Raj and Drinking water Dept.
- ii. Women & Child Development Dept.
- iii. Revenue Dept.
- iv. Food Supply & Consumer Welfare Dept
- v. Health & Family Welfare Dept.
- vi. F & ARD Dept.
- vii. Social Security & Empowerment of Persons with Disabilities
- viii. Agriculture & Farmers Empowerment
- ix. Dept. of Mission Shakti
- x. Energy Dept
- xi. ST & SC Development Dept.
- xii. Forest Dept.
- xiii. Rural Development

2.3. Study Objectives

The **overall objective** of the study is to assess the process documentation and impact of convergence programme on the economy, livelihood and quality of life of PVTG people covered under OPELIP.

Specific objectives of the study are as follows:

- a. To make a comprehensive process documentation of the convergence programme interventions starting from selection of beneficiaries, planning, phases of implementation, forward and backward linkages and identify the gaps, scope for sustainability of programme implementations
- b. To study the impact of convergence on the livelihood, economy, drudgery reduction and quality of life of PVTG households.
- c. To examine the appropriateness of the convergence programme interventions taken up under OPELIP for addressing the livelihoods and empowerment needs of the target beneficiaries.

- d. To make an analysis of the impact on environment due to infrastructure activities through convergence.
- e. To understand the gaps in programme design, planning and identify the schemes bottlenecks/challenges, if any,
- f. this document will be much helpful for other line dept. and other state govt. to follow for such coordination and convergence.

2.4. Approach and methodology

Study Design

The study will adopt observational study design to capture relevant data from the PVTG beneficiary households covered under OPELIP to understand the relevance and usefulness of various convergence schemes activities taken up under OPELIP for the development and economic empowerment of the people. The study will be exploratory and empirical in nature with a mixed method approach. Both qualitative and quantitative techniques will be used with regard to data collection and analysis. The participatory approach will be adopted during the course of the study to understand the impact of different convergence schemes taken up under OPELIP at the household and group/ community level.

2.5. Key Research Questions

- a. Has OPELIP convergence schemes/programs planned/ designed / implemented as per the local needs in terms of skills, capacities, resources, challenges, etc?
- b. Has there been any improvement in household economy and quality of life?
- c. How collaboration and convergence approaches have been conceptualized and implemented for the PVTG beneficiary households?
- d. Any change observed at the household level with respect to livelihood opportunities and income?
- e. What are the indications of sustainability and replicability?

2.6. Review of Literature

Available literature such as OPELIP intervention plan, project specific documents, monitoring and progress reports, to be reviewed to understand the status of the convergence scheme/programme interventions and the logic behind. During the study process, secondary information shall be collected from FNGO, MPA, OPELIP and different line dept. and will be reviewed to understand various initiatives taken by OPELIP that are incidental to improvement of livelihood and economy of covered beneficiaries through convergence schemes/programs interventions.

2.7. Study Universe and Sampling:

- a. The universe of the study is limited to sample 6 MPAs (to be selected in consultation with OPELIP State office). Purposive sampling method will be followed for selection of MPAs to make the geography and the interventions representative of the OPELIP. The MPAs will be selected in such a way that the chance of each community / sub-community will be there. Therefore 6 MPAs i.e. JDA Keonjhar, PBDA Angul, CBDA Sunabeda, DKDA Parshali (Rayagada), BDA Malkanagiri, LSDA Gajapati. Maximum tribes are covered through this sampling.
- b. In the select study area, 54 villages will be drawn through simple random and multistage sampling (3 villages per Gram Panchayat, 3 GPs from each MPA) to

assess the impact of Convergence schemes and its outcome covering 540 HHs for survey.

- c. For the purpose, 10 beneficiary households and 1 FGD will be the units of study in each village.
- d. The study will take the views of the PRI members at, officials at Panchayat and block level.
- e. A total of 540 beneficiary households and 54 target group shall be studied in detail using appropriate tools and techniques for primary data and observations.
- f. 13 Line Dept., Govt. of Odisha to be the unit of study purview.

2.8. Indicators of Assessment:

- a. Income enhancement of the beneficiaries through convergence schemes/programs prior to OPELIP intervention and during OPELIP phase
- b. Drudgery reduction and improvement in quality of life of the individual and community.
- c. Improvement in farm productions, other income sectors towards resilient household economy
- d. Social and economic wellbeing of the households supported under OPELIP.

2.9. Study Methodology Tools / Instruments:

As the study is based on both primarily and secondary sources of data, a detail data collection framework / checklist will be developed to capture required data / information from different sources. Structured schedules will be designed to collect information from different sources / stakeholders. The study instruments that are designed and will be administered are as follows.

- a. Structured Schedule for Household Interview (convergence scheme wise different schedules);
- b. Semi-Structured Format for Focus Group Discussions (FGD);
- c. Key informant interview (KII)
- d. Structured Checklist for Secondary Information;
- e. Case studies
- f. Discussion with the MPA/FNGO/District level schematic officers
- g. Discussion with different line Dept. GoO, at state level

NB. The agency will be developing all the tools mentioned above.

Focus group Discussions and Key Informant Interviews will be done at the village level to understand the impact of the convergence schemes/programs interventions on the lives and livelihoods of the OPELIP beneficiary households, and examine the appropriateness of the interventions taken up towards addressing problems of the target households. Besides, stakeholder meetings and personal interviews of the key functionaries of FNGO/ MPA of each of the sample MPAs will be done.

2.10. Data Analysis Frame

- a. Specific benefits by type of households
- b. Process documentation of convergence scheme/programme interventions
- c. convergence scheme/programme specific benefits by type of households and specific profitability/ income of the households

- d. Improvement in quality of life (education, health, financial services, market linkages, assets, resilient household economy, basic amenities)

2.11. Statistical and descriptive Analysis

- a. Descriptive statistics (Mean, Frequency distribution, percentages etc) based on household data
- b. Well-being indexing
- c. Observations on FGD/KII
- d. Case narrative

2.12. Key Deliverables

- a. Finalization of Evaluation Design with OPELIP
- b. Assessment Tools / Instruments
- c. Draft Assessment Report
- d. Final Assessment Report
- e. Submission of reports (soft & hard), excel sheet, word file and photographs

2.13 Time Frame

The study is to be completed within 60 days from the date of signing the agreement or date of training.

The minimum technical score (St) required to pass is **70** out of 100 possible points.

2.14. Team Structure & Evaluation:

- A. The minimum technical score (St) required to pass is **70** out of **100** possible points.
- B. The weight given to the technical proposal, T = **80** and The weight given to the financial proposal, F = **20**.
- C. **Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.**
 - i) Specific experience, turnover, financial statement & audit report of the Consultant (as a firm) relevant to the Assignment: **20 points**
 - ii) Adequacy and quality of the proposed methodology and work plan in responding to the Terms of Reference (TORs):
 - a). Technical approach and methodology 10 points
 - b). Work plan, Organization and Staffing 10 points**Total points for criterion (ii): 20 points**
 - iii) Key Experts' qualifications and competence for the Assignment:

Position K-1: <i>Team Leader/ Coordinator</i>	20 points
Position K-2: <i>Research Associate</i>	10 points
Position K-3: <i>Field supervisor (3Nos)</i>	10 points
Position K-4: <i>Investigators (6 Nos)</i>	10 points
Position K-5: <i>Survey Data Analyst</i>	10 points
Total points for criterion (iii): 60 points	

TOTAL POINTS: 100

D. Proposed Team Structure:

Designation of Human Resources	No. of Persons
<i>Team Leader/ Coordinator</i>	1
<i>Research Associate</i>	1
<i>Field supervisor (3Nos)</i>	3
<i>Investigators (6 Nos)</i>	6
<i>Survey Data Analyst</i>	1

E. Eligibility Criteria

SL.No	Position Title	Educational Qualification and Work Experience
1	Team Leader	<p>Education: Post Graduate/M.Phill/PhD degree in anthropology/Tribal studies/Sociology/Development studies/Social Sciences/Social Work or in any other relevant stream from recognized University/Professional academic institutions having experience on tribal research study.</p> <ul style="list-style-type: none"> • Must have proficiency in handling computers. • Must have efficiency in report writing <p>Work Experience:</p> <ul style="list-style-type: none"> • Minimum 10 years of work experience in the field of tribal development and livelihood and related research projects, developmental studies on tribals, evaluation studies in tribal areas. Research/evaluative studies on tribal society, their livelihood and culture. • Candidate having experiences of working in tribals development projects/PVTG Programme, Tribal Woman SHG livelihood programmes in tribal areas will be preferred. • Candidate should have strong skills of research documentation and production of reports, etc. • Age: below 60 years <p>(However, in special cases the age education qualification may be relaxed keeping in view the expertise & experience of the Applicant)</p>

2	Research Associate	<p>Education: Master's Degree/ M.Phil/PhD in Social Sciences from recognized University/Professional academic Institution having experience on tribal research study.</p> <ul style="list-style-type: none"> • Must have proficiency in handling computers and report writing. <p>Work Experience:</p> <ul style="list-style-type: none"> • Minimum 8 years of work experience in the field of tribal research projects, development studies, related to tribals, evaluation studies in tribal areas. • Candidate should have strong skill of research projects, developmental studies related to tribals, evaluation studies in tribal areas. <p>AGE: below 50 years</p>
3	Field Supervisors	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree Preferably masters degree in social Sciences subjects from recognized University <p>Work Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years of work experience (As on 30 April, 2023 with experience in conducting and supervising empirical evaluation/research studies and collecting and analyzing empirical data <p>AGE: below 50 years</p>
4	Investigators	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree Preferably masters degree in social Sciences subjects from recognized University <p>Work Experience: Minimum 3 years of work experience (As on 30 April, 2023 with experience in collecting empirical evaluation/research studies.</p> <p>AGE: below 50 years</p>

5	Data Analyst	Education: Graduate with PGDCA from recognized Institution Work Experience: Should have at least 02 years of experience of working in research projects/Institutions, in handling data analysis and assisting in preparation and computerization of research reports including assisting the researchers in data analysis, preparation of graphs, charts, and tables of empirical data in research / evaluation projects. Age: below 50 years
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2.15. Tentative Budget: the total budget for the study is fixed for Rs. 10.00Lakhs. however, the agency needs to give the below table calculating the cost for each item including GST.

Sl No	Head of Expenditure	Unit Cost (INR)/day	Duration (no of days)	Total Cost (INR)
1				
2				
3				
4				
5				
6				
7				
8				

2.16. Payment milestones:

- 1st instalment of 50% of the total cost may be given to the agency after engagement of staff, submission of visit schedule and imparting training with advance request tax invoice.
- Balance 50% of the total project cost may be placed with the agency after submission of report and all documents and final tax invoice to the Programme.

How to Apply?

The organization/ firm/ agency with relevant experience has to submit their quotation with other relevant documents in a single sealed cover as per the format at Annexure to the Programme Director, OPELIP, 2nd Floor, TDCC Building, Bhoi Nagar, Bhubaneswar-751022 so as to reach the above office by 3.30 pm of 16th August 2023 through registered post/ speed post/ courier service/General post.

Contact Persons

The Organization shall nominate an officer for coordinating the assignment with the Programme Management Unit (PMU) of OPELIP. The Programme Officer (Community Institutions & Rural Finance) shall coordinate from the PMU for the assignment.

Letters and Declaration to accompany the quotation:

The quotation (Annexure-I) must be accompanied by a letter on official letter head of the organization/ firm/ agency, showing the full registered and trading name(s), trading and registered office address of the organization/ firm/ agency and the place of incorporation and mentioning the followings:

- We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
- The quotation has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/ firm/ agency invited to submit proposal for this contract.
- We confirm that all personnel named in the proposal will be available to undertake the services.
- We confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if we were awarded this work.
- We confirm that the organization/ firm/ agency
 - a. Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing. (Self-certification need to be given by the agency)
 - b. Have not been convicted of any offence concerning professional misconduct. (Self-certification need to be given by the agency)
 - c. have not been convicted of corruption including the offence of bribery (Self-certification need to be given by the agency)
 - d. We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. (Self-certification need to be given by the agency)

I confirm that I have the authority of [name of organization/ firm/ agency] to submit proposal and to clarify any details on its behalf.

Packaging and Delivery of Proposals:

Proposals must be delivered in a single sealed envelope labeled with “Quotation for Impact Assessment Study of OPELIP on Livestock”

The proposal should be addressed to the Programme Director, OTELP, 2nd Floor, TDCC Building, Bhoi Nagar, Bhubaneswar-751022. OPELIP with mentioning proper details of senders address, email id, contact no etc. on envelopes, accepts no responsibility for the premature opening of any incorrectly marked or unsealed Proposals.

Proposals must be received at OPELIP at Bhubaneswar by 3.30PM on the due date (see how to apply). **Proposal received after the due date and time will not be acceptable under any circumstances.** No such special pleadings will be entertained.

Evaluation:

All the quotations received by due date and time will be opened at **4.00PM on 16th August 2023** at PMU, OPELIP, Bhubaneswar by a committee constituted by competent authority in presence of representatives from the Organizations submitted the quotations. No TA/ DA will be paid to the

representatives for the purpose. OPELIP bears no responsibility in case of absence of any or the entire representatives of organizations submitted the quotations during the opening of quotation. The lowest quoted organization meeting all the eligibility criteria as per ToR will be awarded the job.

Competent Authority:

Programme Director, OPELIP will be the competent authority for this assignment and any contract thereof. The rights of the Competent Authority will be as under:

- Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the preferred organization
- May further negotiate price with the lowest quoted organization fulfilling all eligibility criteria.
- Reserves the right to accept or reject any proposal without assigning any reason there to.

Penalty:

In case of delay in submission of the output as against the stipulated time schedule a penalty will be charged @ 0.5% of order value of work for each week of delay.

Settlement of dispute:

Any dispute or difference what-so-ever arising before OPELIP and the firm/agency out of or relating to the output development meaning scope, operation or effect of the agreement or the validity or breach thereof shall be settled by reference to the **Programme Director, OPELIP** whose decision shall be final and binding upon both OPELIP and the firm/agency.

Tentative Report Structure

Foreword

Acknowledgement

Executive Summary

Chapter I: Introduction and Background

- 1.1 Introduction (OPELIP and its Approach)
- 1.2 Literature Review
- 1.3 Study Purpose, Objective, Approach and Methodology
- 1.4 Study Limitations

Chapter II: Life and Living of PVTGs covered

- 2.1 Briefing on the PVTGs in respective MPAs
- 2.2 Economy and Livelihood of People
- 2.3 Development issues and ongoing development interventions
- 2.4 Conclusion

Chapter III: Convergence Scheme/Programme Planning and intervention

- 3.1 Planning Initiatives under OPELIP for **convergence Scheme/Programme**
- 3.2 Identification of beneficiary and role of VDC and other stakeholders
- 3.3 Beneficiary Participation in Planning Process
- 3.4 Actors involved in facilitation of **convergence Scheme/Programme** promotion
- 3.5 Process documentation of **convergence Scheme/Programme** studied
- 3.6 Conclusion

Chapter IV: Implementation of convergence Scheme/Programme

- 4.1 Type of **convergence Scheme/Programme** executed by OPELIP and taken up by PVTG households.
- 4.2 types of convergence and its impact on socially and economically on PVTG communities.
- 4.3 changes in life & living conditions due to convergence scheme execution.
- 4.4 Challenges and difficulties
- 4.5 Conclusion

Chapter V: Findings and observations

- 5.1 Major findings from the study
- 5.2 Learning outcomes
- 5.3 Suggestions and recommendations
- 5.4 Concluding remarks

Annexures

Note: The report structure is tentative and may be changed based on the findings of the assessment. Some of the sections may be clubbed in the final report with modified content.

Annexure-I

FORMAT FOR SUBMITTING QUOTATION

Part-1: ORGANIZATION DETAILS

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:	

Part-2: Composition of proposed survey team and CVs of the team in brief

Sl. No	Name & address of survey team members	Age	Sex	Educational qualification	Relevant experience in conducting similar exercise (mention name of any 3 nos. of jobs carried out and period against individual team member)
1					
2					
3					

Part-3: Financial (Quotation)

Sl. No	Head of expenditure	Unit Cost (in Rs.)	Period (days)	Total (in Rs.)
1				
2				
3				

I confirm that, I have the authority of [name of agency]to submit this quotation and the information furnished in Part-1, 2 & 3 of the format are true to best of my knowledge and I have the authority to clarify any details on behalf of the agency.

Signature &Name of Official with Office Seal

Place:

Date: