

(REQUEST FOR PROPOSAL)

Instructions to Agencies/Organisation

Hiring of Technical Agency to provide consultancy on Nutrition Programme 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 registered agency/organisation for *Hiring of Technical Agency to provide consultancy on Nutrition Programme 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 agency/organisation 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 nutrition programme in ST/PVTG areas. Earlier work on this activities will be added advantages for the agency.
 - VI. Minimum three (3) years of experience in technical guidance on Nutrition programme like creche, maternal spot feeding centers & spot feeding centers with special focus in PVTG areas.
 - VII. The applicant should have a rich experience of designing and implementing nutrition-specific and nutrition-sensitive programmes.
 - VIII. Experience of working with Govt. Dept. / Govt. project / Govt. schemes is desirable under GoO.
 - IX. Experience of supporting government departments, in similar capacities, is desirable.
 - X. 5 years of experience of working for the PVTG communities and having deep understanding of indigenous people and their food systems.
 - XI. Demonstrated experience of developing capacity building modules and building capacities of large teams through innovative mechanisms.

Procedure: the selection process will be conducted using Fixed Budget methods . The agency will submit detailed technical proposal in a sealed cover super scribing technical ***proposal on hiring of consultancy services for nutrition programme*** as per requirement. The evaluation will include a review and verification of technical proposal followed by presentation. The details of evaluation criterias are outlined in Evaluation section of ToR.

Submission Procedure: Interested eligible organizations/Agency 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 **15th November 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 Hiring Technical Support Agency for Implementation of Odisha PVTG Nutrition Improvement Programme(OPNIP)

I. Background

The Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP) is being implemented in all the notified PVTG areas within the state of Odisha. OPELIP is a 8-year programme started on August, 2016 and aims to contribute to the reduction of poverty and improvement of nutrition security amongst PVTG households in Odisha. The Programme is implemented under the aegis of ST/SC Development and Backward Classes Welfare Department, Government of Odisha and intends to build on the achievements and lessons of OPELIP.

The ST & SC Development, Minorities and Backward Classes Welfare Department (SSD Dept.), Government of Odisha expanding its commitment for improving the status of the PVTG communities in the state and has initiated the Odisha PVTG Nutrition Improvement Programme (OPNIP), focusing on improving nutritional status of women and children of PVTG communities under the umbrella of OPELIP.

As part of the OPNIP, three interventions, with key focus on improving maternal and child nutritional status of the PVTG communities is operationalised:

- Community based creches in PVTG villages for children under 3 years.
- Spot Feeding of nutritious meal to children aged 3-6 years in remote hamlets in convergence with ICDS and Women and Child Development Department
- Maternal Spot Feeding of One Full Meal for pregnant women and lactating mothers in PVTG villages.

II. Overall objective and scope of the assignment

The technical support agency will support the implementation of the Odisha PVTG Nutrition Improvement Programme(OPNIP) which has the following key activities:

- 1) Operationalising creches, Maternal Spot Feeding Centres and spot feeding centres .
- 2) To support the implementation of the following interventions, as envisaged under the OPNIP:
 - a) Community based Creches for children 6 months to 3 years of age;
 - b) Provisioning of hot cooked meals to the pregnant women and nursing mothers; and
 - c) Spot feeding of children from 3 to 6 years of age in remote hamlets.
- 3) To build capacities of the MPA staff, frontline workers and field level institutions in the 12 districts of Angul, Deogarh, Kalahandi, Kandhamal, Keonjhar, Mayurbhanj, Malkanagiri, Nuapada, Ganjam, Gajapati, Rayagada, and Sundergarh for ensuring effective delivery and access of nutrition services for women & children in the PVTG communities;

- 4) To develop systems for monitoring the effectiveness of the interventions and measuring the impact on the nutritional status of beneficiaries in the targeted communities;
- 5) Community Mobilization and awareness building using Participatory Learning Action (PLA) approach leveraging the women SHG groups. Engagement with men to create enabling conditions.
- 6) Nutrition and related health entitlement tracking at the household level and convergence with line departments to improve nutrition service delivery in PVTG villages/hamlets.

III. Roles and responsibilities

- Strengthen the programme i.e. OPNIP by placing two full time technical human resources with expertise in the domains of health and nutrition. The HR deputed will be responsible for:
 - o Overall programme planning and implementation and monitoring
 - o Training and capacity building of the programme implementation team
 - o Monitoring, Learning and Evaluation and MIS
- The technical support team will:
 - o build the capacities of the entire OPELIP team to integrate nutrition into the programmatic activities; and specifically of the nutrition staff on the core activities under the programme i.e. OPNIP.
 - o Lead the development/revision **Error! Bookmark not defined.** of the training modules for PLA meetings, engagement with men, creche & spot feeding interventions
 - o Conduct other quick process evaluation/documentation studies **Error! Bookmark not defined.** to know the status of programme implementation and identify challenges that need to be addressed. nutrition service delivery at PVTG household level; facilitators barriers to consumption of diverse diets at household level.
 - o Work with the OPELIP team to agree on the MIS plan in order to collect the relevant information for all the nutrition activities.
 - o Work with OPELIP PMU team to jointly review and monitor the progress of the programme
 - o Support the MPA level staff and the Nutrition assistants to monitor the programme and analyze the data to highlight gaps and inform programme implementation.
 - o Establish a convergence mechanism and a cadence of half-yearly meetings with Department of Women & Child Development and Department of Health & Family Welfare to discuss issues and make workplans to strengthen service delivery in PVTG areas.

IV. Key deliverables

- Technical and implementation support to the PMU, OPELIP through placement of qualified and experienced HR.
- Capacity Development modules for PLA, creches, engagement with men and household kitchen garden
- Programme documentation reports incorporating data analysis and field visit findings.
- Any other task/deliverable as agreed in consultation with Programme Director

V. Required qualifications and experience

Team Structure & Evaluation:

The proposal will be evaluated in two ways

- Technical proposal 70 score out of 100 technical score possible points.
- The Agency is required to present the technical proposal: 30 score out of 100 technical possible points

i) Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.

About the Organisation

-National Level Presence:10 points

-State Level Presence: 5 points

- Turnover- Rs.5 lakhs and above: 5 points
- No. of professional staff(minimum 10 and above):10 points
- No. of professional staff(less than 10):0 Point
- Working Experience in Nutrition Sector for Tribals/PVTGs:10 points
- Working Experience in Nutrition Sector for Non-PVTGs:5 points
- Working Experience more than 5 years on Nutrition :10 points
- Working Experience less than 5 years in Nutrition:5 points
- Working Experience in working with Govt. of Odisha Scheme/Project/Programme relating to Nutrition:10 points
- Working Experience in working other than Govt. of Odisha Scheme/Project/Programme relating to Nutrition:05 points

Key Experts' qualifications and competence for the Assignment:

Position K-1: *Senior Programme Coordinator* 10 points

Desired Qualification

More than 5 years experience in Health/Nutrition Sector:5 points

Less than 5 years experience in Health/ Nutrition Sector:0 point

Experience of leading a team at State Level

For more than 5 years:5 point

For less than 5 years:0 point

Position K-2: Programme Coordinator 5 points

Desired Qualification

More than 3 years experience in Health/Nutrition Sector in tribal areas:3 points

Less than 3 years experience in Health/ Nutrition Sector in tribal areas:0 point

Work experience in State Level Position in Health/Nutrition Sector:2 points

ii) The Agency is required to present the technical proposal and how to provide the technical help and day today input and monitoring methodology for nutrition programme. 30 Points

Total points for criterion (i): 70 points

Total points for criterion (iii): 30 points

TOTAL POINTS: 100

• **Proposed Team Structure:**

Designation of Human Resources	No. of Persons
<i>Senior Programme Coordinator Nutrition</i>	1
<i>Programme Coordinator Nutrition</i>	1

• **Eligibility Criteria**

SL.No	Position Title	Educational Qualification and Work Experience
1	<i>Senior Programme Coordinator Nutrition</i>	<p>Education:</p> <p>Post Graduate/M.Phill in Sociology/Development studies/Social Sciences/Social Work/Public Health/Community Health or in any other relevant stream from recognized University/Professional academic institutions with 8 years' experience in related field.</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 5-10 years of experience of working in an NGO focusing on Nutrition/Health related programmes at block/district level. • Minimum 5 years experience in the field of maternal and child health and nutrition • Must have experience in working in tribal dominated district/blocks. • Previous experience in independently managing similar projects is desirable • Candidates should have strong research, and analytical skills <p>AGE: below 55 years</p>
2	<p><i>Programme Coordinator Nutrition</i></p>	<p>Education:</p> <p>Master's degree in Public health/Social work/Population science from a recognized University/ Professional academic institution.</p> <ul style="list-style-type: none"> • Work Experience: • Minimum 4 years of working in the area of Health and Nutrition related programmes at block/district level • Minimum 2 years experience in child health and nutrition programmes, especially in tribal dominated areas is desirable • Candidates should have strong monitoring and evaluation skills • Candidates should have strong research, and documentation skills • Must have proficiency in handling computers. • Must have efficiency in report writing. <p>AGE: below 55 years</p>

○ Tentative Budget: the total budget for the hiring of consultancy services is fixed for Rs. 9.25 Lakhs excluding GST. however, the agency needs to give the

below table calculating the cost for each item Excluding GST.

Budget Break up

Professional Fee						
Project	Odisha PVTG Nutrition Improvement Programme (OPNIP)					Remarks
Sl. No	Name of Staff	No. of days engagement / month	Rate (Rs. / month)	Total period (months) of engagement	Total Amount (Rs.)	
1						
2						
(A) -Monthly Consultancy Charge						
		Add : CGST				
		Add : SGST				
		Total GST				
Total Invoice Value						
Reimbursable to the Experts						
Indicative Travel and conveyance for Experts subject to Actual reimbursement			NA	NA	NA	As applicable PMU, OPELIP Travel Guidelines

VI. Duration and timeline

The technical support agency is envisaged for the Programme period of OPELIP i.e. from November to 31st March, 2024 The selected agency will be offered contract from the day of signing to 31.03.2024.

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VII. Payment terms
<p>This will be service contract. The hired agency will submit an invoice based on the time input. The payments under this Contract shall be made on monthly basis upon submission of bill/invoice.</p> <p>The price of the contract is exclusive of local indirect taxes. The TA/DA for the team deputed should be paid to the engaged professional under the selected Technical Agency directly by the PMU,OPELIP as per the norms for SMS of PMU, OPELIP.</p>
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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 **15th November 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/ 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 hiring of consultancy services for Nutrition programme"

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 15th November 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.

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.

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

Sl. No	Name & address of professionals	Age	Sex	Educational qualification	Work experience
1					
2					

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: