

## Request for Proposal (RFP)



**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**

Request for Proposal (RFP) is invited from Agencies / Organizations / NGO / Firm / Institutions of national repute with prior experience in implementing community empowerment, livelihoods enhancement and watershed development programme to be engaged for imparting training to the staffs of MPA, NGO & Community cadre workers of OPELIP at different level.

Interested Agencies/Organizations may download the detail TOR from [www.opelip.org](http://www.opelip.org), [www.otelp.org](http://www.otelp.org) . The last date for receipt of RFP is 11.02.2019 up to 05.00PM.

Date:24.01.2019

Place: Bhubaneswar

-Sd/-

**Programme Director, OPELIP**

## TERMS OF REFERENCE

**For providing capacity building training on Community empowerment, strengthening community institutions, community level leadership development, to the field level functionaries of MPA and FNGOs in OPELIP programme areas.**

### 1. Background:

Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP) will promote and strengthen community-based institutions, promote more sustainable and remunerative natural resource management practices and simultaneously address development issues specific to the PVTGs, such as lack of secure titles and ownership of land, high levels of food and nutrition insecurity, poor housing and basic services, lack of road connectivity, high dependence on NTFPs and lack of access to fair markets.

The State has established 17 Micro-Project Agency (MPA) areas for the economic and social development of the PVTG population, with the support of GoI. OPELIP will be implemented in all 17 MPAs located 20 blocks of 12 districts of Odisha namely Malkanagiri, Rayagada, Angul, Deogarh, Ganjam, Nuapada, Keonjhar, Sundergarh, Gajapati, Kandhamal, Kalahandi and Mayurbhanj from August 2016. The main target group to be served by this Programme, as its title suggests, are the PVTGs. However, adopting an inclusive approach to targeting, OPELIP will cover 96651 households from 13 PVTGs living in 542 villages within the MPA areas and the rest from ST, SC and other social groups living in 598 villages outside the MPA jurisdiction but within the 89 MPA Gram Panchayats (GPs). The detailed list of MPAs & approx. manpower at different level are given below;

SI No	MPA	GP	Village	Household	No of NGO Personnel	No of LI & VAW	No of Community Resource Person (CRP)	No of MPA Personnel	Total
1	PBDA Jamardihi	6	53	4551	5	4	30	5	44
2	PBDA,Rugudakudara	9	76	10211	5	6	30	5	46
3	LSDA, Serango	3	33	3106	5	3	28	5	41
4	SDA,Chandragiri	9	82	6898	5	7	29	5	46
5	TDA, Tumba	3	107	3297	5	9	34	5	53
6	KKDA, Lanjigarh	5	41	4383	5	3	21	5	34
7	KKDA, Belghar	4	76	3522	5	6	30	5	46
8	JDA, Gonasika	6	54	5300	5	5	28	5	43
9	BDA, Mudulipada	4	48	4014	5	4	30	5	44
10	DDA, kudumuluguma	4	80	5847	5	7	30	5	47

11	HKMDA, jashipur	12	158	15040	5	13	30	5	53
12	LDA, morada	8	101	12485	5	8	30	5	48
13	CBDA, Sunabeda	3	23	2865	5	2	21	5	33
14	DKDA, Chatikona	5	105	6489	5	9	51	5	70
15	DKDA, PARSALI	2	43	2190	5	4	20	5	34
16	LSDA, Putasing	2	8	1304	5	1	6	5	17
17	PBDA, khuntugaon	5	52	5149	5	4	30	5	44
<b>Total</b>		<b>17</b>	<b>89</b>	<b>1140</b>	<b>85</b>	<b>95</b>	<b>478</b>	<b>85</b>	<b>743</b>

The development actions to be supported through the Programme are being identified by the communities through a participatory planning exercise. This enables the communities in identifying their need and subsequently plan for the implementation. Capacity buildings as support to the communities are to ensure for enhancing their scope of understanding and skill to take up various development initiatives. Through this approach the programme adopts village approach as a vehicle for development of natural resources with the scope to address broader issues of sustainable livelihoods including savings and credit, access to common property resources, off-farm/non-farm activities, issues related to non-timber forest products, and community Infrastructure.

## 2. Rationale

Promotion of appropriate and autonomous institutions for planning and implementation of the programme is an integral component of the programme design. This provides an independent platform to the communities to identify, share and act upon their individual as well as community needs. The effective implementation of the programme solely depends upon the efficient way of functioning of these community institutions. This has cascading effect of mainstreaming these communities into development process through ensuring participation in local governance system.

Village Development Association (VDA) & Self Help Group (SHG) are identified as a primary institution at the village/ sub village level to ensure participation of each individual household in the programme activities. This has also identified as a medium of transfer of project services to its intended beneficiaries. The members of these SHGs are also representing in the Village Development Committee (VDC) influencing the community level decisions for development of the village. Thus the enhanced capacity and awareness is an essential element to be inbuilt to the VDA & SHGs not only to manage their own development but also ensuring enhanced participation and influence at larger local bodies like Palli Sabha/Grama Sabha.

Promotions of livelihoods services are also a part of the SHGs. SHG & Rural Financial sub-component of the programme are managed by the SHGs. The programme ensures financial inclusion of all the beneficiary households by including the all women members in SHG. Besides, the programme facilitates in providing seed capital and revolving fund support to these SHGs for up-scaling of the

livelihoods activities promoted by the programme through OLM. The federations of the SHGs are also promoted in the programme areas at a cluster of two to three villages depending upon the cohesiveness and cultural commonalities in the communities by OLM. Besides, cooperatives and other form of secondary institutions are also promoted by OLM programme to take up higher scale enterprise for livelihoods promotion.

Promotion of livelihoods services, community infrastructure are taken up through VDA. The prime focus is to strengthen this community institution for taking up livelihood activities across the operational areas. The programme is also planning for aggregation centre, Entrepreneurship Development Centre (EDC) etc. which are to be managed by the community level people institutions. Hence these communities led people institutions are very critical to successful implementation of programme.

The programme provides these facilitation services through its field level partner NGOs & MPA staff. The staff positioned at block level and the Community Resource Person (CRP) at village level by the FNGOs & MPA are the key personal at the grass root level to facilitate the process of empowerment and capacity development. The medium of communication to these community groups are made through these personal. The capacity development of the communities solely depends upon the capacities of these personal who are the facilitators and communicators at the village level. Thus it is essential to ensure proper capacity of these groups to facilitate better and appropriately at the local level.

### **3. Objective:**

The objective of the assignment is to provide need specific capacity development and exposure to the staff of FNGOs including the Community Service Provider (CRP) and MPA staff too on the Community empowerment, strengthening community institutions, community level leadership development, etc. in the operational areas of OPELIP.

### **4. Important dates:**

25.01.2019	: Date of publication of RFP in official website of OPELIP & News paper.
11.02.2019 (5PM)	: Last date of receipt of RFP.
12.02.2019 (12hrs)	: Opening of technical bids by the committee constituted by the competent authority.
16.02.2019 (11AM)	: Presentation on technical bids by bidders who have qualified at PMU, OPELIP, Bhubaneswar before the Committee.

## **5. Scope of work:**

The consultancy shall be responsible for the following jobs:

- a. Identify and assess the capacity need of the staff working at the MPA level, block level and village level in Community empowerment, strengthening community institutions, community level leadership development, conflict management, public assets management, etc.
- b. Identify and prepare training and referral modules for these staff.
- c. Impart training and exposure programmes to the staff at various levels for improved understanding and facilitation.
- d. Provide post training follow up activities to ensure proper implementation of the learning by the staff.
- e. Self evaluation of the consultancy assignment with a detail report on activities, processes, outcomes and impact realized after the implementation of the assignment.

## **6. Deliverables:**

The consultancy shall deliver followings as an output of the assignment.

- a. A capacity needs assessment report of the staff of MPA, FNGO and village level functionaries with respect to promotion & management of community institutions like VDA & SHGs.
- b. A training curriculum and referral material for the adoption in the training programmes.
- c. Select trainers and made a database of trainers and impart training of trainers on the prepared/ identified modules.
- d. Prepare training calendar for imparting the training to all the staff through the TOTs.
- e. Evaluate the training impacts imparted by the TOTs and recommend remedial course of action and fine tuning of the modules and methods.

## **7. Period:**

The period of the consultancy will be of six months from the date of signing of the contract renewable in a yearly basis based on the performance and programme requirement.

## **8. Expected Human Resources:**

- a. Team Leader (One): An expert with more than 12 years of experience in preparing training and capacity development modules related to SHG & VDA promotion and management. He/she must have adequate experience in preparing TOTs and imparting direct training for the community level workers. Previous experience of working in Odisha for a minimum of 5 years will be mandatory. He/She will lead the team and coordinate with the Programme (OPELIP).
- b. Lead Consultant (Three): An expert with more than 10 years of experience in preparing training and capacity development modules related to SHG & VDA

promotion and management. They must have adequate experience in preparing TOTs and imparting direct training for the community level workers. Previous experience of working in Odisha for a minimum of 5 years will be mandatory.

- c. Consultant (Three): An expert with more than 5 years of experience in preparing training and capacity development modules related to SHG & VDA promotion and management. They must have adequate experience in preparing TOTs and imparting direct training for the community level workers. Previous experience of working in Odisha will be mandatory.

## **9. Methodology:**

To be proposed by the agency.

## **10. Monitoring, Evaluation and Reporting:**

The consultant/ consulting agency will report to the Programme Director, OPELIP and work closely with PMU, particularly with the Programme Officer (Capacity Building) and Programme Officer (CI & RF). The PMU will undertake monitoring visits to the field for assessment of the achievements made based on the deliverables. PMU will involve the agency to participate in regular review meetings or can organize independent reviews. Evaluation of the assignment will be done by PMU or by an independent agency selected by PMU if required. Payments will be made based on the delivery of the agreed targets in installment basis.

## **11. Documents for review:**

- a. Interim reports on SHG & VDA promotion and its capacity development reports.
- b. Relevant portion of Project Implementation Manual
- c. SHG & Rural Finance Guideline of the project
- d. SHG modules available from MYRADA, PRADAN, DHAN etc.
- e. IFAD Supervision Mission Reports

## **12. Project Cost**

The approximate cost of the bid is to be Rs. 30.00lakhs. 10 percent plus or minus may be allowed. This includes resource person fees for six months, module development, course materials, travel allowance, conducting scoping study across project areas or sample may be.

## **13. Payment milestones**

- a. 35% payment will be made on submission of Scoping study report / Capacity building need assessment report along with the course module and materials.
- b. 40% payment will be made after completion of 7-8 MPAs training programme and handholding support.
- c. Balance 25% payment will be made after completion of entire training programme.

#### **14. Who can apply?**

- a. An organization/ consultancy firm/ NGO/ Institutions of national repute with relevant experience can submit their proposal clearly reflecting their plan & strategy, credential and technical capacity to handle the assignment with acceptable standard of quality.
- b. While applying, organization/ consultancy firm/ NGO / Institution will indicate their details of previous experience in similar nature of job in livelihood and empowerment related projects. The details of experience will cover year wise type of support given including financial involvement to the respective project.
- c. Experience of a minimum of 5 years of working in Orissa is mandatory. The yearly turnover should be of a minimum of Rs.3.00 crores during last 3 years for the organization/ consultancy firm/ NGO/ Institution to apply.

#### **15. How to Apply?**

The organization/ consultancy firm/ NGO/ Institution with relevant experience has to submit their technical and financial proposal separately under sealed covers to the Programme Director, OPELIP, 2<sup>nd</sup> Floor, TDCC Building, Bhoi Nagar, Bhubaneswar so as to reach the above office by 5.00 pm of 11<sup>th</sup> February, 2019 through register post/ speed post/general post/courier. Only short listed organization/ consultancy firm/ NGO / Institution will be selected for presentation and final selection by the committee constituted by the competent authority.

#### **16. Contact Persons**

The Organization shall nominate two officers for coordinating the assignment with the Programme Management Unit (PMU) of OPELIP. The Programme Officer (CB, G & N) and Programme Officer (CI&RF) shall coordinate from the PMU for the said assignment.

#### **17. Selection Procedure**

This is a fixed cost assignment. The programme will evaluate technical proposal for selection of consultancy firm. One stage selection process will be there i.e. technical evaluation (proposal) along with presentation on technical paper and the final selection by a committee approved by the competent authority.

#### **18. Information and Instructions for Submitting Proposal**

##### **Format of Proposal**

The organization/ consultancy firm/ NGO/ institutions with relevant experience expected to examine all instructions, forms, proforma, terms, technical specifications, schedule of requirements, etc. in this document. Failure to furnish all necessary information as required by this document or submission of a bid not substantially

responsive to all the aspects of this document shall be at the own risk of the organization and may be liable for rejection. The proposal should be submitted in English and be set out in two main parts

Part A – Technical Proposal

Part B – Financial Proposal

Part A and B must be bound separately to enable technical and financial proposal to be evaluated independently. It is suggested not to include any price information in Part A. No publicity material is also required to be submitted. Pro-forma for various sections of Part A and Part B are provided below:

### **Part A – Technical Proposal**

Part A should be structured as per the format at Annexure A.

### **Part B – Financial Proposal**

All prices should be for the duration of the contract. The financial proposal shall be submitted indicating the final bid price in Indian Rupees. The final price should include taxes and duties. No change will be allowed in bid price after submission of bids. The financial bid should be structured as per the format at Annexure B.

## **19. Nominated Personnel**

The organization/ consultancy firm/ NGO / Institution must:

- confirm that all personnel will be available to provide the required services for the duration of the contract
- give the name of their employer or state if self-employed if any or the personnel is not a member of the organization/ consultancy firm/ NGO / Institution staff

## **20. Alterations to Proposal**

Any manuscript or other alteration to the proposal must be countersigned and dated by the person submitting the proposal.

## **21. Letters and Declaration to Accompany Proposals**

The proposal must be accompanied by a letter on the organization's/ consulting firm's/ NGO's / Institution letter head showing the full registered and trading name(s), trading and registered office address of the organization/ consultancy firm/ NGO /Institution. It should be signed by a person of suitable authority to commit the organization/ consultancy firm/ NGO/Institution with relevant experience to a binding contract. The organization must quote the Contract Title and include the following declarations:

- 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. This proposal is valid for acceptance for 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.



- The proposal (Technical & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/ consultancy firm/ NGO / Institution invited to submit proposal for this contract.
- We confirm that the enclosed electronic versions of the technical proposal are true and complete copies of these documents.
- 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 contract. OPELIP reserves the right to reject any proposal which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.
- We confirm that the organization/ consultancy firm/ NGO/Institution
  - ✓ Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
  - ✓ Have not been convicted of any offence concerning professional misconduct.
  - ✓ have not been convicted of corruption including the offence of bribery
  - ✓ 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.

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

## 22. Packaging and Delivery of Proposals

Proposals must be delivered in a sealed envelope clearly labeled with the following:

- ❖ Contract Title:
- ❖ Proposal Due Date –
- ❖ Name of the organization/ consultancy firm/ NGO/ Institution.

The proposal should be addressed to the **Programme Director, OPELIP, 2<sup>nd</sup> Floor, TDCC Building, Bhoi Nagar, Bhubaneswar-751022**. This should be submitted in two CD ROMs along with one hard copy – one for the technical and another for the financial proposal. These should contain a single file, in PDF format. Each CD should be included with the respective envelope for Part A and Part B. OPELIP accepts no responsibility for the premature opening of any incorrectly marked or unsealed Proposals. Proposals must be received at OPELIP at Bhubaneswar by 05.00 PM on the due date (Important dates). **Proposal received after the due date and time will not be accepted in any circumstance and will be returned unopened.** No special pleadings will be accepted.

### 23. Clarifications

Clarification can be sought from the office of OPELIP during working hours through email, telephone as mentioned in the TOR (see how to apply).

### 24. Evaluation

All the technical bids received by due date and time will be opened at 12.00 hrs on 12.02.2019 at PMU, OPELIP, Bhubaneswar by a committee constituted by competent authority.

The committee will evaluate the technical aspects of the bids as per following criteria.

#### Selection Criteria for agency/organization/firm/institutions

Sl. No.	Parameter	Range	Marks	Maximum Marks	
1	2	3	4	5	
1	Annual average turn-over for Consecutively last 3 years (2015-16, 2016-17 & 2017-18)	<Rs. 3.00 crs	0	10	
		Rs.3.00-5.00 crs	5		
		>5.00 crs	10		
2	Infrastructure (Office premises) for conducting training			5	
		National level	Yes / No		3 / 0
		State Level / District level	Yes / No		2 / 0
		Non available			0
3	Number of existing experienced Professional Staff	No experienced staff available	0	15	
		Social Development professional of Management/ Post Graduate from national reputed institute (>10 persons)	5		
		Graduate/ B.Tech in Agriculture Eng/ Civil Eng from national reputed institute (>10 persons)	5		
		Post Graduate/M.Tech in Agriculture/ Civil Eng from national reputed institute (>10 persons)	5		
4	Experience of implementing Promotion of community led institutions,	0 - 5 years	0	10	
		6 – 10 years	3		
		10-15 years	5		
		15- 20 years	7		

	Livelihood, Natural Resource Management & Watershed Management based Projects.	> 20 years	10	
5	Relevant experience in promotion of SHG led institutions, VDA, CIG, FIG, micro enterprise, value addition and processing of NTFP and SAP.	10 – 15 years	7	10
		> 15 years	10	
6	Experience & collaboration with national / international funding agency for the same purposes	Collaboration with IFAD, DFID, ADB, SRTT, etc	5	5
7	Technical proposal	Capacity to organize community institutions in sourcing, procuring and ensuring processing of NTFP and SAP.	5	20
		Understanding of Programme & the work to be executed	5	
		Basic strategy and methodology.	10	
8	Presentation by the Agency (On Relevant experience* and Proposed plan of action for the MPA)			25

- The appraisal committee will rank the offers and make suggestions to the project based on the evaluation of technical proposal for presentation.

Out of 75 marks, minimum 50 will be the qualifying mark to whom the programme may invite for presentation. No TA/ DA will be paid to the representatives for the purpose. Considering the technical proposal and presentation by the organization and the selection committee constituted by the competent authority and the Programme Director will finalize the fir/agency/institute.

## 25. Competent Authority

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

- Amend bid documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization/ consultancy firm/ NGO /Institution

- Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the preferred organization/ consultancy firm/ NGO / Institution.
- At discretion during evaluation of bids, request organization/ consultancy firm/ NGO for clarification on its proposal. This request will be in writing and the organization/ consultancy firm/ NGO / Institution should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.

The Programme Director, OPELIP exercises the right to accept or reject any bid without assigning any reason there to.

**26. Settlement of dispute:**

Any dispute or difference what-so-ever arising before OPELIP and the farm / agency / Organisation / Institution 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 farm / agency / Organisation / Institution.

## Annexure A

### Format for Technical Proposal

1	Name of the Organization					
2	Address of Correspondence					
3	Phone, Fax, E-mail					
4	Branches with addresses in Odisha (if any)					
5 a.	Registration Details					
b.	GST No.					
6	Financial Strength and turnover (last 3 years)					
	Financial Year		Total Turnover (in Rs. Lakhs)			
	FY 2015-16					
	FY 2016-17					
	FY 2017-18					
7	Experience in similar nature of job (Last Five Years)-(Completion certificate to be enclosed)					
	Title of the Assignment	Name of the Client/ Donor/ Funding Agency	Specific Objectives & Deliverables	Total Value of the Assignment (in Rs. Lakhs)	Duration of the Assignment	Location of the Assignments
8	Micro Enterprise/ Processing Units/ Product Clusters/ Marketing Federations promoted (Last Five Years) -(Relevant supporting documents to be enclosed)					
	Micro Enterprise/ Processing Units/ Product Clusters/ Marketing Federations promoted	Name of the Client/ Donor/ Funding Agency	Total Annual Turnover (in Rs. Lakhs) for	Total members associated		
9	Core Team to be associated and their experience (Relevant supporting documents to be enclosed)					
	Name of the Person	Basic Qualification (Regular) & Specialization	Post qualification experience in the area of the assignment	Designation in the assignment and commitment for involvement		
10	Description of Methodology					
a	Understanding of the work (500 words)					

b	Proposed basic approach and detailed methodology (1000 words)
c	Work Plan (300 words)
d	Proposed composition of the team and estimate of the total staff person days to carry out the work (500 words) [NOTE: NO FINANCIAL/ COST DETAILS TO BE PROVIDED IN TECHNICAL PROPOSAL]
11	Enclosures (self attested copies) <ul style="list-style-type: none"> <li>a. CV's, recently signed by the proposed experts to be assigned to this assignment.</li> <li>b. Profile of the organization/ agency/ NGO/ Institution</li> <li>c. Copies of last three years' audited statement</li> <li>d. Copies of relevant registration certificates</li> <li>e. GST No &amp; PAN No</li> <li>f. Declaration of not black listed by any Govt. agency</li> <li>g. Assignment completion certificate (experience)</li> <li>h. Bye laws of the organisation</li> </ul>
Date:	Name of the Signatory
Place:	Designation

**Annexure B**

**Financial Proposal**

(This format must be kept in a separate sealed envelope clearly marked as “Financial Proposal”)

Name of the Organization:

<b>A. Remuneration</b>				
<b>Position</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
		Person days		
		Person days		
		Person days		
		Person days		
		Person days		
<b>Total</b>				

<b>B. Allowance, Transport Cost &amp; Other Incidentals</b>				
<b>Position</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
		days		
		days		
		days		
		days		
		days		
<b>Total</b>				

<b>C. Other Direct Cost</b>				
<b>Position</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
<b>Total</b>				

<b>Sub Total A + B + C</b>				
<b>Service Tax</b>				
<b>GST</b>				
<b>Grand Total</b>				