



EXPRESSION OF INTEREST (EOI)



**Odisha Tribal Empowerment and Livelihoods Programme Plus
(OTELP Plus)**

**Programme Support Unit
ST & SC Development Department**

Expression of interest is invited from NGOs of national repute with prior experience in implementing community empowerment, livelihoods enhancement and watershed development programme to be engaged for implementation of OTELP Plus (Phase-II Continuation) at district level. The interested NGOs may download the details from www.otelp.org. The last date of receipt of application is 28.07.2018 up to 5.00pm.

Sd/-

Programme Director.

Advertisement

Expression of Interest (EOI)

Facilitating NGO for facilitating the implementation process of OTELP Plus activities

Odisha Tribal Empowerment and Livelihoods Programme Plus (OTELP Plus) was a flagship programme of Govt. of Odisha implemented in 50 backward blocks of 10 districts in Odisha. Micro-watershed (MWS) is taken as a unit of programme implementation.

The programme focused on community empowerment, livelihoods enhancement, land & watershed management, agriculture & horticulture development, livestock & aquaculture development leveraging funds from mainstream developmental programmes like MGNREGS, RKVY, Biju KBK, NHM, SCA to TSP etc. The programme adopts the well designed institutional setup from top to bottom for programme implementation. It gave emphasis on community participation in project planning, execution, monitoring and review.

The role of the Facilitating NGOs (FNGO) will be mobilizing communities into various community based organisations, providing capacity building and handholding support for preparation of Village Development and Livelihoods Plan for implementation of the programme activities, supporting participatory monitoring and evaluation. Besides, the FNGOs will facilitate skill development programmes in the areas of farm, off-farm and non-farm enterprises. The NGOs will be engaged till completion of the Programme, subject to satisfactory annual performance review by the PSU of OTELP. The operational area preference will be sought at the time of technical proposal after the short listing.

Expression of interest is invited from the Local / State level / National level Non Government Organisations (NGO) to be engaged as Facilitating NGO for providing facilitation and capacity building support to the community organisations for the implementation in any of the OTELP Plus areas. Interested NGO should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The eligibility criteria for NGOs are:

Qualifying Criteria

1. Registered body under the Societies Act 1860.
2. Having minimum previous 3 years of audited statement of accounts.
3. Having minimum 3 years of experience in implementing community empowerment programme funded by external funding agencies/ Govt.
4. Minimum fixed asset of Rs.5.00 lakhs.
5. Experience in implementing watershed and development related projects through communities.

Prioritization Criteria

1. Presence of regular professional staff in the organisation at the State level and District level for community empowerment, livelihoods support and watershed activities.
2. Number of years of experience in working with Government.
3. Number and type of community organisations promoted and managed by the NGO, including federations of the same (This will be relaxed for reputed NGOs willing to work for the first time in OTELP Plus area).
4. Experience in number of years in Watershed Management.
5. Number of Micro Watershed Projects completed or ongoing by them, from preparation of treatment plan to completion of same.

6. Field presence in the applied Block/ District in years (This will be relaxed for reputed NGOs for more than one cluster of micro watersheds).

The EOI shall be submitted to the Office of OTELP Plus, Programme Support Unit, 2nd floor, TDCCOL Building, Rupali Square, Bhoinagar, Bhubaneswar-22 in a sealed cover super scribed as Eoi for engagement of NGOs to implement OTELP Plus through courier/ speed post/register post/general post. The last date of receipt of EOI is **28.07.2018 up to 5.00PM**. This office is not responsible for any delay in delivering the bid documents on time. Eoi received after due date & time will not be considered for evaluation. Copies of the following documents need to be submitted along with the Eoi form.

Checklist for submitting the Expression of Interest

Sl. No.	Requirement	Yes/No
1.	Signed letter of submission of Eoi	
2.	Copy of the Registration document	
3.	Self attested copy of PAN card	
4.	Notarised affidavit for non-blacklisting of NGO, etc. for any prohibitive practices	
5.	Copies of engagement/contracts which indicate the areas of work, duration and funding	
6.	Copies of audited balance sheet and financial statements for the years 2014-15, 2015-16 and 2016-17	
7.	Signed declaration providing details of ongoing legal proceedings or completed legal proceedings against the NGO, its Board of Directors or key management team	
8.	Presence of professional and other staff details	
9.	Signed Annex A in the format	

The short listed NGOs will be called for submission of Request for Proposal (RFP). The RFP will be evaluated as per approved criteria.

Selection Criteria of FNGO under OTELP Plus under Eol

Sl. No.	Parameter	Range	Mark	Weight
I	Registered body	Y	1	1
		N	0	
II	Does the Organization rotate the Governing Body members as per Bye-Law	Y	2	2
		N	0	
III	Experience and proven track record of working with rural communities	<3yrs	1	3
		3-5 yrs	2	
		>5 yrs	3	
IV	Should have successfully created SHG Federation through community mobilization	<3yrs	1	3
		3-5 yrs	2	
		>5 yrs	3	
V	Is the Organization still supporting to the SHG Federation	Y	1	1
		N	0	
VI	Transparency in financial accounting(Audited report of Last 3 yrs)	Y	1	1
		N	0	
VII	Infrastructure (Office premises) at District Level	Y	1	1
		N	0	
	Infrastructure (Office premises) at Block Level	Y	1	
		N	0	
VII	Experienced field staff	No experience staff	0	8
		1 Social Dev. Staff	1	
		>2 Social Dev. Staff	2	
		1 Live. Mgmt. staff	1	
		> 2 Live. Mgmt. staff	2	
		1 NRM	1	
		> 2 NRM	2	
		1 Professional	1	
>2 Professional	2			
VIII	Should have ability to manage funds from External Aided Agency & Expenditure for works in last 5 yrs	<5 lakhs	1	4
		5-10 lakhs	2	
		10-25 lakhs	3	
		>25 lakhs	4	
IX	Experience in Tribal areas	<3yrs	1	4
		3-5 yrs	2	
		5-10 yrs	3	
		> 10 years	4	
X	Projects Completed/Continuing in concerned Block/District of OTELP	Y	2	2
		N	0	
XI	Experience on Watershed development/ Village Microplan preparation	< 1 Year	1	4
		1-3 Years	2	
		3-5 Years	3	
		> 5 Years	4	
XII	Experience of working with Government of Odisha/ India	< 3 Projects	1	2
		> 3 Projects	2	
XIII	Should have implemented, over the last 5 years, at least 3 Rural/Tribal development Programmes of at least Rs 10 lakh budget each in Odisha	10-20 lakhs	1	4
		20-30 lakhs	2	
		30-50 lakhs	3	
		>50 lakhs	4	
XIV	Presentation			60
	Total			100

***N.B. The minimum qualifying marks for an organization is 50.**

Please follow this format. Get your application form typed on separate sheets, no handwriting, pl. If any column does not apply to you, mention 'NA'.

Annexure B

Application Format for Facilitating NGO's for OTLEP Plus

01. INTRODUCTION

- a. Name of the organization –
- b. Abbreviation name of the organization, if any –
- c. Address of the organization –
 - i) Mailing / Correspondence office
 - ii) Visiting office
- d. Contact Person
 - i) Name –
 - ii) Designation / Title –
 - iii) Telephone No - Landline –
Mobile –
Email –
 - iv) Address, if different from (c) –
- e. Block/s and MSW Nos. applied for as per their preferences. (No. I. means most preferred).

Sl. No	Block	Micro-watershed Nos /
I.	<i>Most preferred</i>	
II.	<i>Second preferred</i>	

02. IDENTITY / LEGAL STATUS

- i) Is organization registered – Yes No
- ii) If yes, Under
 - Society Act Under Trustship Act
 - Under Company Act Any other
 - (section – 25)
 - If any other, specify –
- iii) Year of registration –
- iv) Since how long it is operational (No. of years) –
- v) Operational area of the organization - State /s–
(only indicate the number) District/s –
Block/s –
Village/s –
- vi) Whether organization is registered under FCRA - Yes No
- vii) Whether it is registered under Income Tax - Yes No

03. GOVERNANCE

- i) What are VMG (vision, mission, goal) of the organization- Attach required document
- ii) Are those reflected in program / activities taken by the organization Yes No
- iii) Does organization has a governing board Yes No

iv) If yes, what is tenure of board (in year) - & Nature - Fixed Rotating

v) Give details of Board Members (current status) –

<u>Name & Address</u>	<u>Gender</u>	<u>Occupation</u>	<u>Position / Designation</u>	(including chief executive)
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- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.

vi) Which of the Board members receive salary / remuneration for services apart from the expenses for attending board meetings

- a.
- b.
- c.

vii) Is minutes of Board meeting documented and circulated among Board members

Yes No

viii) Dates of Board meeting when the Board approved the following (Ref year 2017-2018)

<u>Items</u>	<u>Date of meeting</u>
a. Budget for the year -	
b. Programme of the year -	
c. Annual report including financial report –	

ix) What are sources of fund for the organization –

Corpus Endowment Donation Govt. Grant

Donor's grant (foreign) Other if others specify –

04. MANAGEMENT / ADMINISTRATION

- i) Briefly mention administrative set up below chief executive – (flow chart)
 - ii) Are role and responsibility of staff clearly defined Yes No
 - iii) Are staff issued with letters of appointment / contract Yes No
 - iv) Has organization the manual of personnel policy & administration Yes No
 - v) Is organization plan and periodically review it programmes / Activities Yes No
- (Kindly attach supporting documents for the points mentioned under no. 4)*

05. FINANCIAL MANAGEMENT

- i) Whether there is an Internal audit system Yes No
- ii) If yes, who conducts Internal audit In-house personnel Outside agency
- iii) Periodicity of Internal audit report Monthly Bimonthly
Quarterly Half Yearly Annually
- iv) Whether accounts are audited by external auditor Yes No
- v) Do you have system of Internal control Yes No
- vi) If yes, specify –
- vii) What financial statements are prepared at organization –
Balance sheet Receipt & payment Income & expenditure
Cash flow statement Fund flow statement Others Specify

06. PERSONNEL / STAFF (Current status)

- i) Total number of staff –
- ii) No. of permanent staff – (M / F)
- iii) No. of temporary staff – (M / F)
- iv) No. of technical / professional staffs (M / F) please specify
- v) Average experience (in years) of staff –
- vi) Average stay / association of staff with organization (in years) –

07. INFRASTRUCTURE DETAILS (Current Status with value in Rupee)

- | <u>Items</u> (Number / Acres / Types etc) | <u>Value</u> (in Rs.) |
|---|-----------------------|
|---|-----------------------|

08. PROGRAMMES / PROJECTS OF THE ORGANIZATION

- i) Thematic Areas of intervention -
 - 1.
 - 2.
 - 3.
- ii) Core competency area -
 - 1.
 - 2.
 - 3.

iii) Current projects / programs with Govt. (on going) including *watershed devt.* projects

Sl. No.	Name/Title of Project	Duration (From –To)	Sponsors	Target area	Target group	Project cost Total/ Yearly
1.						
2.						
3.						
4.						

iv) Current projects / programs with Donors (national / International) including watershed devt. projects

Sl. No.	Name/Title of Project	Duration (From –To)	Sponsors	Target area	Target group	Project cost Total/ Yearly
1.						
2.						
3.						
4.						

v) Project / program in last five years with Govt. support including watershed devt. projects

Sl. No.	Name/Title of Project	Duration (From –To)	Sponsors	Target area	Target group	Project cost Total/ Yearly
1.						
2.						
3.						
4.						

vi) Project / program in last five year with Donors support (National / International) including watershed devt. Projects

Sl. No.	Name/Title of Project	Duration (From –To)	Sponsors	Target area	Target group	Project cost Total/ Yearly
1.						
2.						
3.						
4.						

- i) Micro watershed projects successfully completed- in which the organization has taken up entire activity of watershed management i.e., from preparation of treatment plan to its completion. (Give the number and list major ones only)

Sl. No.	Name/Title of Project	Duration (From –To)	Sponsors	Target area	Target group	Project cost Total/ Yearly
1.						
2.						
3.						
4.						

- ii) Projects completed in Odisha

Sl. No.	Name/Title of Project	Duration (From –To)	Sponsors	Target area	Target group	Project cost Total/ Yearly
1.						
2.						
3.						
4.						

- iii) Have you ever worked for OTELP/OTELP Plus: Yes / No ; If yes, give details.

I declare that all the information given above is true and correct.

(Signature and Seal of Competent Authority)

Extra information which you would like to share but could not do in above format (on separate page/s).