



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME**

**ST & SC DEVELOPMENT DEPARTMENT**

**2<sup>nd</sup> floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022**



**EXPRESSION OF INTEREST FOR FNGO PROCUREMENT OF OPELIP**

OPELIP, a programme of ST & SC Development Department, Govt. of Odisha intends to engage leading NGOs for the implementation of OPELIP activities in few Micro Project Agencies (MPAs).

Expression of Interest (EoI) is invited from NGO/Agencies having national repute with prior experience of planning, implementing livelihood development/income generation projects and having experience of developing/ strengthening SHG/Cooperative/ Producers Company, community empowerment and watershed development programmes. The expression of Interest may be submitted separately for one or more MPAs.

Interested NGOs/Agencies may download further details from [www.opelip.org](http://www.opelip.org) & [www.otelp.org](http://www.otelp.org). EoI with required documents as attachments shall be sent through speed post/ registered post in a closed envelope super-scribed as "Expression of Interest for FNGO under OPELIP along with name of MPA" to the Office of the OPELIP, PMU, 2<sup>nd</sup> Floor, TDCC Building, Bhoi Nagar, Rupali Square, Bhubaneswar-751022. The last date for receipt of application is **27.07.2018 up to 5.00PM**. The Programme Director reserves the right to accept or reject any or all bid without assigning any reason thereof.

Date:05.07.2018  
Place: Bhubaneswar

Sd/-  
**Programme Director, OPELIP**



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**CORRIGENDUM**

The last date for receipt of application in response to the advertisement published on 07.07.2018 on Expression of Interest for FNGO Procurement of OPELIP is extended to **02.08.2018 up to 5.00PM**. For details visit the website [www.opelip.org](http://www.opelip.org) and [www.otelp.org](http://www.otelp.org)

Sd/-  
**Programme Director, OPELIP**

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– NGO SELECTION)**

**[STATE OF ODISHA, GOVERNMENT OF INDIA]  
[ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME  
(OPELIP)]**

**Loan No.: 2000000695-IN**

**Assignment Title: EoI for short listing of NGOs for OPELIP**

**Reference No. (as per Procurement Plan): 1**

The State of Odisha received financing from the International Fund for Agricultural Development (IFAD) toward the cost of the Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include carrying out the implementation of OPELIP in few Micro Project Agencies out of 17 Micro Project Agencies in 12 districts. The role of the Facilitating NGOs (FNGO) will be mobilizing communities into various community based organizations, providing capacity building and handholding support for preparation of Village Development and Livelihoods Plan (Micro Plan), 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 PMU of OPELIP. The operational area preference will be sought at the time of technical proposal after the short listing.

The Programme Management Unit of OPELIP now invites eligible NGOs (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The eligibility criteria for NGOs are:

1. Should be legally registered and provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
2. The NGOs, its Board of Directors and Key Management team members is not blacklisted for any prohibitive practices (such as fraud, corruption, collusion and coercive, obstructive practices). The NGO is not been placed in any negative blacklist by GOI, state governments, other government agencies and any Indian or international donor. Submit a notarised affidavit from Authorised Signatory of NGO
3. Should have a minimum of 5 years of work experience in community and rural development in odisha as on 31.03.2017.

4. Should have implemented, over the last 5 years, at least 3 Rural/Tribal development Programmes (excluding watershed development programmes) of at least two years duration in Odisha funded by GoO, GoI, NABARD or donors and provide copy of the letters of engagement/contracts/MOUs for the same.
5. Should have minimum average funding of Rs 50 lakh a year for the last three years as reflected in the last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities (Funding which are not reflected in the Financial Statements, value of fixed assets in the Financial Statements will not be considered for the minimum average funding).
6. The Chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
7. Should not have more than one-third of the Governing Body members related to each other and no staff members related to each other should be supervising each other.
8. Should provide details of any ongoing legal proceedings in the form of a declaration against the NGO, its Board of Directors and Key Management Team members.

The EOI proposals received up to the submission date and time will be evaluated as per the procedures agreed with IFAD.

It is understood that mere submission of EOI does not guarantee any future engagement. Only shortlisted organizations will be contacted in writing for submission of technical proposal.

The attention of interested Consultants is drawn to paragraph 84 on Fraud and Corruption of the IFAD's Procurement Guidelines available on [www.ifad.org](http://www.ifad.org). Shortlisted NGOs will be requested to submit a technical proposal.

The format of EOI is in Annexure-A and the NGOs need apply in the specified format only. Copies of the following documents need to be submitted along with the EOI form:

- Registration certificate of NGO
- Self-attested copy of PAN card
- Previous 3 years Audited statement of accounts for 2014/15, 2015/16, 2016/17.
- Previous 5 years Annual Report.
- Fixed asset position including its present value and location.
- Profile of professional staff of the organization.
- MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing Community empowerment and NRM programmes.
- Address of head and field offices.

A Consultant will be selected in accordance with the **Fixed Budget Selection** method set out in the Procurement Guidelines and Handbook of IFAD.

Further information can be obtained at the address below during office hours from 10.00A.M to 5.00 P.M.

Expressions of interest must be delivered in a written form to the address below by speed post/ registered post in a closed envelope super-scribed as “**EoI for short listing of NGOs for OPELIP**” by 02.08.2018 up to 05.00P.M..

Programme Management Unit (PMU),  
Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP),  
Attn: Mr. Sanat Kumar Mishra,  
Programme Officer (Community Institutions & Rural Finance)  
2<sup>nd</sup> Floor, TDCCOL Building,  
Bhoi Nagar, Rupali Square,  
Bhubaneswar-751022  
Tel: (+91) 674-2542709, 2547535, 2546150  
Fax: (+91) 674-2541772  
Website: [www.opelip.org](http://www.opelip.org)  
E-mail: [support@opelip.org](mailto:support@opelip.org)

## **Submission letter for Expression of Interest**

To:

Project Director,  
Odisha PVTG Empowerment and Livelihood Programme  
2<sup>nd</sup> Floor, TDCCOL Building,  
Bhoi Nagar, Rupali Square,  
Bhubaneswar-751022

Dear Sir/Madam,

We, the undersigned, express our interest to provide the services for implementation of activities under OPELIP in accordance with your Request for EOI.

We are submitting our expression of interest as per the desired format and confirm that our organization complies to the qualification requirements.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

**Annexure A**

**Application Format for Facilitating NGO's for OPELIP**

**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) -

**02. IDENTITY / LEGAL STATUS**

- i) Is organization registered - Yes  No
- ii) If yes, Under Society Act  Under Trust 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 annual reports required for the previous 5 years 2012/13,2013/14, 2014/15, 2015/16,2016/17
- ii) Are those reflected in program 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 &amp; Address</u> (including chief executive)	<u>Gender</u>	<u>Occupation</u>	<u>Position / Designation</u>
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) What are sources of fund for the organization -

Corpus  Endowment  Donation  Govt. Grant

Donor's grant  Other  if others specify -  
(Foreign)

**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



### Financial Particulars of the Agency

Financial Year*	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed ( yes/ no)**
2014-15				
2015-16				
2016-17				

\*Attach copies of Receipt & Payments, Income & Expenditure and Balance Sheet for these years

\*\*Please attach last three assessment years Income Tax Return receipt  
**(Kindly attach xerox copy of PAN & TIN certificate)**

### Audited Balance Sheet

Financial Year	Audit of Balance sheet (yes/ no)	Remarks
2014-15		
2015-16		
2016-17		

### 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

### Details of Regular Staff

Name	Position	Engaged since (year)	Qualification

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

- | <u>Items</u> (Number / Acres / Types etc) | <u>Value</u> (in Rs.) |
|---|-----------------------|
| i) Land                                   |                       |
| ii) Building                              |                       |
| iii) Equipments                           |                       |
| iv) Vehicles                              |                       |
| v) Communication                          |                       |
| vi) Others                                |                       |



iv) Projects completed/ Continuing in Concerned Block/District of OPELIP

Sl. No.	Name of Project	Donor Agency	Duration of the assignment (MM/YY)		Amount of Agreement entered	Geographical area of implementation (district, state)	Total no. of beneficiaries covered and major components of the programme
			From	To			

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

vi) Experience in CBO Mobilization/Promotion

Sl. No	Name of Programme	CBOs mobilized (no.)	Is the agency still supporting them?

vii) Has the agency been blacklisted by any government or any other donor/ partner organisation in the past? (YES/ NO) Please provide a self-declaration to this effect

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

*(Signature and Seal of Competent Authority)*

**Selection Criteria of FNGO under OPELIP under EoI**

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 OPELIP	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
	<b>Total</b>			<b>100</b>

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

### 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.	Notarized 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 undertaking that the Chief Functionary is not a formal member of any political party	
8.	Signed undertaking that not more than one-third of the Governing Body members are related to each other	
9.	Signed declaration providing details of ongoing legal proceedings or completed legal proceedings against the NGO, its Board of Directors or key management team	
10.	Signed Annex A in the format	

**Format for providing pending legal proceedings against the NGO, its Board of Directors or its key management team**

<b>Year</b>	<b>Matter in Dispute</b>	<b>Against whom the legal proceeding have been brought</b>	<b>What is the status of the proceedings as on date</b>

Note: Indicate 'Nil' if there are no litigation.

Signature of the Authorized Signatory