

## TERMS OF REFERENCE

### **Assessment of the vulnerability context in the programme areas of OTELP and suggest suitable interventions to be supported under Development Initiatives Fund (DIF)**

#### **1. Background:**

Orissa Tribal Empowerment & Livelihoods Programme (OTELP) focuses on empowering the Tribals and enabling them to enhance their food security, increase their incomes and improve their overall quality of life through more efficient natural resource management based on the principles of improved watershed management backed by more productive environmentally sound agricultural practices and through off-farm/non-farm enterprise development. The purpose of the Programme is to ensure that the livelihoods and food security of poor tribal households are sustainably improved through promoting a more efficient, equitable, self-managed and sustainable exploitation of the natural resources at their disposal and through off-farm/non-farm enterprise development.

The Programme covers 30 most backward blocks with tribal concentrations in seven districts, namely Gajapati, Kalahandi, Kandhamal, Koraput, Malkangiri, Nawarangpur, and Rayagada in South-West Odisha. Programme has started its Phase I operation in 10 blocks of Koraput, Kalahandi, Kandhamal & Gajapati districts since 2004-05. The Phase II operation started from 2007-08 in additional 09 blocks of the above districts and 11 blocks of Malkangiri, Nawrangpur & Rayagada from 2008-09.

The development actions to be supported through the Programme are being identified by the communities through a participatory planning exercise. The Programme adopts a 'watershed plus' approach using the watershed as the basic vehicle, for natural resource management but 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. WFP food assistance would enhance the capacity of food insecure households to participate in developmental interventions which will strengthen their long-term food security and improve their overall well-being.

The programme adopts an inclusive approach of development where all the household of the villages taken up by the programme have been included in the development process. At the same time within a community there are social and economic differences based upon skill, assets, wellbeing etc., making a group vulnerable within the same community. The programme implements a component called Development Initiatives Fund (DIF) which allows flexibility in financing various innovative activities where half of the allocations are made available for the vulnerable and destitute households. The programme has devised a guideline for implementation of the activities under above component where various methodologies are presented in assessing the vulnerability context of the families within a community and selecting appropriate interventions for the livelihoods improvement of the family. There are experiences in implementation of

the same. However, the selection of beneficiaries and choice of interventions needs to be assessed looking into the sustainability factor in livelihoods.

## **2. Objective:**

The objective of the assignment is to access the existing guidelines for programme support to the vulnerable and destitute households, the interventions implemented under Development Initiatives Fund (DIF) component and the field experiences from the phase I implementation to recommend sustainable livelihoods option for them.

## **3. Scope of work:**

The consultancy shall be responsible for the following jobs:

- a. Access the programme policies for supporting the vulnerable and destitute households.
- b. Assess the methodology of identification of the above households.
- c. Categorizes the types of vulnerability with the above households.
- d. Identify existing livelihoods pattern of these households for each category of vulnerability.
- e. Summarize the experiences on the interventions already made by the programme and learning thereof.
- f. Recommend suitable intervention(s) for each category of vulnerable households.
- g. Recommend implementation modalities for the same.

## **4. Deliverables:**

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

- a. A report containing the analysis of the existing policies, practices, learning from the implementation and suitable recommendations for implementation of the DIF support for vulnerable households.
- b. Vulnerable household category wise livelihoods intervention models, its economics, pay off schedule, modalities of implementation.
- c. A training manual for the facilitators for implementation of the above.

## **5. Period:**

The period of the consultancy will be of two months from the date of signing of the contract.

## **6. Expected Human Resources:**

- a. Lead Consultant (One): A social expert with more than 15 years of experience in conducting social analysis in a tribal context with capability in undertaking assignments for livelihoods analysis.
- b. Fellow Consultant (Two): One economist and one production system specialist with 5 years of experience in undertaking assessment of livelihoods pattern in a tribal context and designing sustainable livelihoods models for various categories of vulnerable families.

## **7. Methodology:**

The methodology shall be a mix of secondary and primary research. The team will make use of the existing policy papers and guidelines, JRM reports etc as secondary source of

information. For primary research, the team will make field visit to selected villages selected jointly by the consultant and programme.

The collection of data for primary research shall be made in a participatory manner by adopting PRA/ RRA tools. All the stakeholders need to be consulted during the process.

## **8. Reporting:**

The consultant/ consulting agency will report to the Programme Director, OTELP and work closely with PSU, particularly with the Programme Officer (PM&E). The consultant will undertake field visits in coordination with the Programme Officer (PM&E), ITDAs and FNGO Representatives at FNGO level.

## **9. Documents for review:**

- a. DIF Guideline
- b. CIF Guideline
- c. Process Guideline
- d. MTR/ JRM Reports

## **10. Who can apply?**

An organization/ consultancy firm/ NGO of state and 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.

While applying, organization/ consultancy firm/ NGO 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.

## **11. How to Apply?**

The organization/ consultancy firm/ NGO/ a consortium of resource organizations with relevant experience has to submit their technical and financial proposal separately under sealed covers to the Programme Director, OTELP, 2<sup>nd</sup> Floor, TDCC Building, Bhoi Nagar, Bhubaneswar so as to reach the above office by 5.00 pm of 17<sup>th</sup> August, 2010 through registered post/ courier. Only short listed organization/ consultancy firm/ FNGO will be selected for presentation and final selection by the committee constituted by the competent authority.

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

### **Format of Proposal**

The organization/ consultancy firm/ NGO/ a consortium of resource organizations 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 - Executive Summary, General and Technical  
 Part B – Financial

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 – Executive Summary, General and Technical Proposal**

Part A should be structured in 6 sections

Section 1	Executive summary on how to achieve the outputs	1-2 pages
Section 2	Qualification and comments on TOR	1 page
Section 3	Technical Response including approach & methodology	3-5 pages
Section 4	Composition of Team, CVs of personnel to be engaged	As required
Section 5	Previous experience and credential of the organization (s)	3-5 pages
Section 6	Deliverable Matrix with Time frame	1– 2 page

**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 structure of the financial bid will be as follows.

Particulars	Person days	Rate/day	Amount
Fees			
Per diem			
Transportation			
Other expenses			
Taxes to be charged			
TOTAL			

### **13. Nominated Personnel**

The organization/ consultancy firm/ NGO 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 staff

### **14. Alterations to Proposal**

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

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

The proposal must be accompanied by a letter on the organization's/ consulting firm's/ NGO's letter head showing the full registered and trading name(s), trading and registered office address of the organization/ consultancy firm/ NGO. It should be signed by a person of suitable authority to commit the organization/ consultancy firm/ NGO 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 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. OTELP 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
  - 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] to submit proposal and to clarify any details on its behalf.

## 16. 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.

The proposal should be addressed to the **Programme Director, OTELP, 2<sup>nd</sup> Floor, TDCC Building, Bhoi Nagar, Bhubaneswar**. This should be submitted on two CD ROMs along with one hard copy – one for the technical and another for the financial proposal. These should each contain a single file, in PDF format. Each CD should be included with the respective envelope for Part A and Part B. OTELP accepts no responsibility for the premature opening of any incorrectly marked or unsealed Proposals. Proposals must be received at OTELP at Bhubaneswar by 1700 hours on the due date (see how to apply). **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.

## 17. Clarifications

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

## 18. Evaluation

The proposals will be evaluated on the following criteria:

Part A: Executive Summary, General and Technical Proposal will have a weightage of 80%. This would be further divided as under:

- |                                                                                                             |     |
|-------------------------------------------------------------------------------------------------------------|-----|
| • Experience of the organization/ consulting firm/ NGO in developing and implementing similar interventions | 20% |
| • Method and implementation strategy                                                                        | 20% |
| • Quality of the proposal with mile stones                                                                  | 15% |
| • Quality of the proposed team and Team Leader                                                              | 25% |

Part B: Financial Proposal will have a weightage of 20%. Marking against the financial proposal will be against the estimated cost for the assignment agreed by the procurement committee.

Firms scoring at least 70% of the 80% of technical marks will be considered technically short-listed. Financial bids of only technically short-listed firms will be opened and they will also be called for a presentation.

## 19. Competent Authority


Programme Director, OTELP 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


- 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.
- At discretion during evaluation of bids, request a organization/ consultancy firm/ NGO for clarification on its proposal. This request will be in writing and the organization/ consultancy firm/ NGO 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, OTELP exercises the right to accept or reject any bid without assigning any reason there to.

## INVITATION FOR SUBMISSION OF PROPOSALS



**Orissa Tribal Empowerment & Livelihoods Programme (OTELP)**  
**Programme Support Unit (PSU)**  
**ST & SC Development Department, Govt. of Orissa**



- 1. The Programme Director, Orissa Tribal Empowerment & Livelihoods Programme (OTELP), 2<sup>nd</sup> Floor, TDCCOL Building, Bhoi Nagar, Rupali Square, Unit – IX, Bhubaneswar – 751022 invites proposals for Assessment of the vulnerability context in the programme areas of OTELP and suggest suitable interventions to be supported under Development Initiatives Fund (DIF)**
  
- 2. The complete Terms of Reference (ToR) can be downloaded from the website [www.otelp.org](http://www.otelp.org). The same can be made available at the above office during office hours.**
  
- 3. Interested firms may apply in sealed covers so as to reach the above office by 5.00 PM of 17<sup>th</sup> August, 2010.**

**Programme Director, OTELP**