



Request for Proposal (RFP)
For Selection of PMU – Natural Farming on Enabling
Natural Farming Transition in Tribal Landscapes

RFP No. 1728

Date of Issue: 29.12.2021

Last Date of Submission : 15.01.2022

**Scheduled Tribe & Scheduled Caste Development,
Minorities & Backward Classes Welfare Department
Government of Odisha**



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Minorities & Backward Classes Welfare Department Government of Odisha**

Request for Proposal (RFP)

For Selection of PMU – Natural Farming on Enabling Natural Farming Transition in Tribal Landscapes

RFP No. _____

Date : _____

Integrated Tribal Development Agencies (ITDA)s are setup in the Tribal Sub Plan areas in Odisha by the ST & SC Development Department, Govt. of Odisha, to provide focussed attention and enhance the socio economic conditions of the tribal communities, spread over 119 blocks, covering 13 districts of Odisha. The ITDAs implement various schemes for promotion of livelihoods, enhancing incomes and also provide critical infrastructural support to the tribal areas.

The 'Odisha Tribal Development Society', hereinafter called "OTDS" [under the administrative control of ST & SC Development Department, Govt. of Odisha] invites 'Request for Proposal', (hereinafter called "RFP") with prior experience Natural Farming. The empanelment will be valid for a period of one year from the date of communication by OTDS. OTDS is intending to take up a program on promotion of natural farming across the tribal areas of the Odisha. The department intends to onboard a 'Project Management Unit-Natural Farming (PMU-NF) to support the Department in the processes of rolling out of the Natural Farming programme.

The program- **‘Enabling Natural Farming Transition in Tribal Landscapes’** proposes to work intensely with Women SHGs and their federations in the Tribal areas of Odisha to enable them to apply agro-ecological principles to farming and to improving natural resources in their landscapes for enhancing their income/ livelihoods. The mandate of the PMU-NF is to support the Department in setting up processes of launching the program, design of the program and implementation modalities, building capacities of the implementing agencies, setting up Monitoring Evaluation Learning Systems, promote innovation & scaling up and in the overall implementation of the Natural Farming program. Interested agencies with longstanding experience in the subject and on the above roles are encouraged to apply.

The responses to this Request for Proposal (RFP) shall be deemed to have done after careful study and examination of this document and full understanding of its modalities, process of execution and items to be delivered. The proposals are to be submitted by Post (Registered / Speed) on or before the closing date in the address mentioned in the document. Detailed information regarding important dates, address for submission of proposals and other requisite is available in the Information Factsheet of this document and in the website.

Interested Agencies can download all relevant information available on the official website of ST & SC Development Department www.stsc.odisha.gov.in and www.otds.in RFP with required documents in sealed cover should be submitted to Director (ST) cum CEO, Odisha Tribal Development Society (OTDS), ST & SC Development Department, Adivasi Exhibition Ground, Unit-1, Bhubaneswar - 751009. The sealed envelope should be super-scribed as “Request for Proposal (RFP) For Selection of PMU – Natural Farming on Enabling Natural Farming Transition in Tribal Landscapes”. Director (ST) cum CEO, OTDS reserves the right to cancel / alter the advertisement and reject all or any RFP without assigning any reason what so ever. Delayed receipt and canvassing in any form will lead to the rejection of RFP. The decision of the Director (ST) cum CEO, Odisha Tribal Development Society (OTDS), in ST & SC Development Department is this regard will be final and binding to all concerned.

Director (ST) cum CEO, OTDS
ST & SC Development Department

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A. Important Fact Sheet

Sl.	Activity	Details
1	Nature of Work	Request for Proposal (RFP) For Selection of PMU – Natural Farming on Enabling Natural Farming Transition in Tribal Landscapes
2	Name of the Issuer of this Expression of Interest (Eoi)	Odisha Tribal Development Society (OTDS) ST & SC Development, Minorities & Backward Classes Welfare Department
3	Website for downloading documents regarding Eoi	https://www.stsc.odisha.gov.in/ https://www.otds.in
4	Pre Bid Meeting – Date & Time	Date: Time : 5.1.2022 Time : 4:00 PM – 6:00 PM Venue – OTDS Conference Hall, Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751009
5	Last Date of Receipt of Bids	Date : 15.01.2022 Time : 5 PM
6	Mode of Receipt of Bids	Speed Post / Registered Post / Courier
7	Address for Correspondence & Submission of Technical Proposals	Odisha Tribal Development Society (OTDS) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751009
8	Bid Acceptance, Opening of Technical Proposals	Date : 18.01.2022 Time : 4:00 PM – 6:00 PM
9	Mode of Selection	Quality based Selection (QBS)
10	Validity of Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of proposal

*** Note :** The Department reserves the right to change any schedule items / dates. Please refer to the website mentioned in the Eoi regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time mentioned will not be considered and will be summarily rejected without mentioning any reasons thereof. Any Addendum / Corrigendum / Cancellation of tender can also be seen in the Department website.

B. Definition and Interpretation

- a. Agreement means the Contract to be signed between the Department and the successful Agency including all the important information, guidelines, implementation modalities, requisite attachments, appendices and other documents incorporated by reference thereto together with any subsequent modifications, the RFP and all related correspondences, clarifications and notices.
- b. Department refers to the ST & SC Development, Minorities & Backward Classes Welfare Department
- c. Agency means any agency selected for offering the solutions, services and materials related to establishment of PMU to the Department as mentioned in the RFP. The word Agency when used in the span of contract shall be synonymous with the Agency with whom the Department signs the agreement for providing the services, solutions and materials
- d. Committee means the group of Officers formed under the Chairpersonship of a Department Head constituted for a purpose of work / designated to perform some tasks any period of time
- e. Effective Date means the Date on which the Contract is signed
- f. Validity Period or Contract Period means the period from Effective Date to the Date which the Contract either finishes / ceases to exist / is terminated
- g. Terms of Reference means all the solutions, services and materials along with any other deliverables as required to be delivered / works to be done / services to be rendered during the Validity Period or Contract Period.
- h. Timelines means the project milestones for performance of the terms of reference & delivery of solutions, services and materials described in the RFP or Contract

C. Background & Coverage

With strong evidence on negative impacts of synthetic chemical-based farming, alternative farming systems are emerging worldwide. The method of Natural Farming is understood as the direction and process of transition towards a more local, resilient, and adaptive agro-ecology based farming and regenerative natural resources. Natural farming practices are all the more relevant to strengthen the natural resources, production and livelihoods in the tribal community landscapes.

The Department has taken many efforts and innovative practices to enhance the livelihoods of tribal communities across the state. The Natural Farming program intends to intensify this effort to secure economic growth with resilience and sustainability.

The Department, being the nodal department for the welfare of Tribal communities, is making earnest efforts to promote natural farming practices. It is rooted in certain universal principles of land management, which flow from the philosophy of mimicking nature. The practices however are context specific. By evolving such practices based on agro-ecological principles and following them will enable farmers to conserve, sustain, and increase soil health, biodiversity, livelihoods at various scales. The NF programme has following objectives:

1. Reducing the costs of cultivation and climate risks, while increasing productivity of the landscape to generate higher and regular flow of incomes.
2. Producing more nutritious food and food that is safe and free from synthetic chemical residues for self-consumption and for value added markets.
3. Reducing migration of youth from villages and creating reverse migration to villages with increased opportunities through ecological intensification of production.
4. Enhancing soil health, water conservation, regenerating ecosystems and biodiversity to provide regular ecosystem services.

Coverage and Time Period

The programme will be implemented in five districts of Odisha: **Mayurbhanj, Keonjhar, Sundargarh, Rayagada, and Koraput.**

D. Terms of Reference

The major expectations from the agency selected for PMU-NF are as follows: -

1. Support the Department in the Project design, planning, on boarding of agencies, building capacities in implementation, sourcing successful innovations and enabling local innovations and, in the overall execution of the program.
2. Projecting total fund requirements every year for preparation of budget estimates, setting up systems of tracking disbursement, utilization of funds under the project
3. Monitoring and reporting on the implementation of the programmes across districts
4. Develop / revise guidelines, standard operating procedures and technical protocols as per the emerging needs of the program from time to time.
5. Provide insights and feedback loops, suggest policy changes in achieving the objectives of the programme and to ensure consistency of the program implementation with the design and objectives.
6. Project management and coordination with different departments at state and district level to enable convergence.
7. Development IT based database management systems including developing a website and communication.
8. Partnership development with various institutes/agencies in development of the strategy.
9. Deploying appropriate human resources to achieve the above and establishing the team's management systems.

Manpower

Relevant experience of the key professional staff of the organisation who will guide the program.

State Programme Secretariat:

Name of the post	No. of Posts	Qualification
Programme Manager	1	Master's in Management/ Agriculture or related sciences / Engineering / Social Sciences / relevant discipline from reputed National/International Institution / University, with minimum of 5 years of experience in implementation of Central / State Government initiatives and experience of managing at least 1 PMU of minimum one year duration
Thematic Leads a. Monitoring Evaluation Learning b. Institution Building c. Natural Farming Expert 1 d. NF Expert 2	4	Master's degree from reputed National / International Institution / University, with minimum 3 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience
Finance Coordinator	1	Master's degree from reputed National / International Institution / University, with minimum 2 years of experience or Bachelor's degree with 5 years relevant experience.

District Programme Secretariat:

District	Name of the post	No of post	Qualification
Mayurbhanj (ITDA Baripada ITDA Kaptipada ITDA Rairangpur ITDA Karanjia)	District Coordinator	1	Qualification: Master's degree from reputed National / International Institution / University, with minimum 1 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience
	Thematic expert	2	
	Finance Associates	1	Bachelor's / Master's degree from reputed National / International Institution / University, with minimum 2 years of experience working with Central and State Government agencies for finance associates
Koraput (ITDA Koraput ITDA Jeypore)	District Coordinator	1	Master's degree from reputed National / International Institution / University, with minimum 1 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience
	Thematic Expert	1	Master's degree from reputed National / International Institution / University, with minimum 1 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience

	Finance Associates	1	Bachelor's / Master's degree from reputed National / International Institution/ University, with minimum 2 years of experience working with Central and State Government agencies for finance associates
Rayagada (ITDA Rayagada ITDA Gunupur)	District Coordinator	1	Master's degree from reputed National / International Institution / University, with minimum 1 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience
	Thematic Expert	1	Master's degree from reputed National / International Institution / University, with minimum 1 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience
	Finance Associates	1	Bachelor's / Master's degree from reputed National / International Institution/ University, with minimum 2 years of experience working with Central and State Government agencies for finance associates
Keonjhar (ITDA Keonjhar ITDA Champua)	District Coordinator	1	Master's degree from reputed National / International Institution / University, with minimum 1 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience
	Thematic Expert	1	Master's degree from reputed National / International Institution / University, with minimum 1 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience
	Finance Associates	1	Bachelor's / Master's degree from reputed National / International Institution / University, with minimum 2 years of experience working with Central and State Government agencies for finance associates
Sundergarh (ITDA Sundergarh ITDA Panposh ITDA Bonai)	District Coordinator	1	Master's degree from reputed National / International Institution / University, with minimum 1 year of experience working with Central and State Government agencies or Bachelor's degree with 5 years relevant experience
	Thematic expert	2	
	Finance Associates	1	Bachelor's / Master's degree from reputed National / International Institution / University, with minimum 2 years of experience working with Central and State Government agencies.

Eligibility Criteria

The mandatory shortlisting criteria for agencies are:

1. Should be legally registered as Society Act / Trust / Section 8 Company / Section 25 Company and provide a self-attested copy of registration, and self-attested copy of PAN card with number.
2. Should not have been blacklisted by Government of India, State Government of Odisha, any other State Governments, any Indian or International donor and provide a self-declaration by the authorized representative to this effect.
3. Should have a minimum of 3 years of work experience in planning and designing the natural farming or related programs in Tribal areas.
4. Should have minimum average annual funding of Rs 3 Crore for the last three financial years as reflected in the last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities.
5. The chief functionary of the institution should not be a formal member of any political party and has to furnish an undertaking to this effect.
6. Agencies with prior experience in implementation of Natural / Organic farming or agro-ecology projects at scale.

Preferred but not Mandatory criteria for agencies:

1. Agencies which have taken active part in any Working Groups / Committees with mandate to evolving policies related to Natural Farming / Natural Resources / Climate Resilient Agriculture / Horticulture / Agro-forestry; and with proven track record in planning and designing programs at scale with the Government preferably in the State of Odisha will be given more preference.
2. Agencies with proven commitment and track record in innovating / implementing / evolving natural farming or related programs in Odisha or other States
3. Agencies with experience on promotion of FPOs / WSHGs and working with their federations in promoting local economies.
4. Agencies with above mentioned experience in Odisha will be preferred.

Instructions for agency

Agencies are requested to kindly read the whole RFP document carefully along with the requisite terms and conditions and procedures for applying in the selection process. This section specified the procedures to be followed by agencies for the preparation and submission of their proposals. It is important that the agencies carefully read and examines all the terms and conditions of this RFP.

1. From the time of RFP advertisement to the time of PMU selection, if any agency wishes to contact the Office of the ST & SC Development, Minorities and Backward Classes Welfare Department for any clarifications on any manner related to the RFP, it should be done in the address mentioned in Information Factsheet.
2. The Officer notified by the Department will endeavour to provide timely response to the queries. However, it is to ascertain that no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Department undertake to answer all queries that have been posed by the Agencies.
3. The Agency shall bear all costs associated with the preparation and submission of the proposals, and the Department shall not be responsible or liable for those costs, regardless of any conduct or outcome of the selection process.
4. The HR of PMU shall be tagged with respective ITDA offices and also with the Department.

5. Agency shall submit only one proposal. Multiple proposals if submitted will be tagged into a single proposal and the lowest quoted amounts will be considered as quoted value.
6. In exceptional circumstances, prior to the expiration of the validity period, the Department can extend the period of validity of their proposal.
7. Agencies need to fill Annexure- A and apply in the specified format only. Copies of the following documents need to be submitted along with the annexure-A:
 - Registration certificate
 - Previous 3 years Audited statement of accounts for 2018 - 19, 2019 – 20 and 2020 - 21.
 - Profile of professional staff of the organization (latest CVs attached).

Proposal Evaluation process:

- The process for empanelment of the NGOs / Agencies follows a two stage scrutiny process.
- First, desk evaluation of the received proposals by the committee constituted by the Department. The applicants have to meet the minimum qualifying criteria for further evaluation.
- Second, Technical evaluation of agencies will be carried out; the shortlisted NGOs / Agencies will be further assessed under additional criteria for prioritization to undertake the said assignment.

Sl	Criteria	No.	Marks	Maximum Marks
1	Experience in designing the programs, projecting funds, budget estimates, coordination across Departments, funds tracking systems for Central / State Government. No. of Assignments	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	
2	Experience of undertaking PMU / PSU / Programme Secretariat/Lead Technical agency / Professional Agency / Assignments with Central / State Government agencies in India in sectors concerning Agriculture / Natural Resources / Horticulture / other related subjects No. of Assignments	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	

3	Design and implementation experience in natural farming or related programs with the Government of Odisha Years of Experience	=> 1 and <= 2	2	10
		> 2 and <= 3	4	
		> 3 and <= 4	6	
		> 4 and <= 5	8	
		> 5	10	
4	Design and implementation experience in natural farming or related programs with Departments of States other than Odisha Years of Experience	=> 1 and <= 2	2	10
		> 2 and <= 3	4	
		> 3 and <= 4	6	
		> 4 and <= 5	8	
		> 5	10	
5	Relevant experience in supporting roles of capacity building, M & E and learning, evolving innovations and / or as Resource Organisation or Network anchor in programs related to natural / organic farming / related initiatives (with Government of Odisha and others). No. of Assignments	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	
6	Experience of working with FPOS / WSHGs / CBOs or their federations across districts Years of Experience	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	
7	Technical Presentation by the Agency about understanding of the Project and Implementation Modalities			40
	Total			100

Contract Management:

The selected Agency will enter into phase-wise agreement with the society, 1st phase is for a period of 3 years and 2nd phase for a period of 2 years. The maximum contract period for the selected agency will be restricted to 5 years only. The Agency will sign a Memorandum of Understanding (MoU) that will spell out well-defined budget, assignments, timelines and the deliverables / annual outputs, against which the performance will be monitored and evaluated. Upon selection, the Agency will deploy in position a dedicated team of professionals/experts, as required under the scope to undertake the assignment. The team will be hired by the Agency and the composition of the team of professionals/experts will be indicated in the MoU. Selection of the professional staff will be done by the agency from the open market through a transparent process, by placing advertisements and by a Selection Committee consisting Agency representatives and officials nominated by Odisha Tribal Development Society (OTDS)

Checklist of Documents

SI	Description	Submitted (Yes / No)
1	Certificate of Incorporation	
2	GSTN Certificate	
3	PAN Card	
4	IT Return of 3 Financial Years FY 2018 – 19, FY 2019 – 20, FY 2020 – 2021	
5	Turnover Certificate	

Application Format – Agency for Natural Farming

1. Organization Name : _____
2. Head Office Address : _____

 District _____ State _____ Pin _____
3. Local Office Address : _____

 District _____ State _____ Pin _____
4. Contact Person
 Name : _____
 Designation : _____
 Telephone No : _____ Mobile No. _____
 E – Mail Address : _____
5. Organization Registered Under : Society Act / Trust / Section 8 Company / Section 25
 Company _____ Year of Registration : _____
 (Copy of Registration Certificate to be annexed)
6. Operational since (Year) _____ GST No. _____
7. Experience in Implementing Relevant Projects in Odisha (No. of Years):

Manpower Details of Experts / Technical Staff of the Organization relevant to Natural Farming

Name	Position	Engaged since (year)	Qualification

Note : CVs should be attached

Areas of Expertise of the Organisation

Sl	Thematic Areas	Areas of Core Competence	Related Projects taken up	Scale of the projects

Programmes / Projects undertaken by the Organization

1. Experience in designing the programs, projecting funds, budget estimates, coordination across departments, funds tracking systems for Central / State Government. (No of Assignments)

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role played by the organization
			From	To		

2. Experience of undertaking PMU / PSU / Programme Secretariat assignments with Central / State Government department in India in sectors concerning Agriculture / Natural Resources / Horticulture / other related subjects (No of Assignments)

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role played by the organization
			From	To		

3. Design and implementation experience in Natural Farming / organic farming or related programs implemented with the Government programs in Odisha (No of Years)

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role played by the organization
			From	To		

4. Design and implementation experience in Natural Farming / Organic farming or related programs implemented with the Government programs other than Odisha (No of Years)

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role played by the organization
			From	To		

5. Experience in working with other agencies in supporting roles of capacity building, M&E and learning, evolving innovations and/or as Resource Organisation or Network anchor in programs related to natural / organic farming / related initiatives (with Government of Odisha and others). (No of Assignments)

Name of Project	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role Played by the Organization
		From	To		

6. Experience of the agency on working with FPOS/ WSHGs or their federations across the districts. (Years of Experience)

Name of the Project	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Total no. of FPOs / WSHGs / WSHG Federations formed / Supported
		From	To		

Annexure : Format for Turnover indicating that the organization has financial turnover of last 3 years ending 31st March 2021

This is certify that M/s. _____ has experience of providing services for _____ years and has annual average turnover (Rs. In lakhs) is Rs. _____ in the last three years, whose details are as mentioned below

Sl	Financial Year (Ending 31 st March)	Annual Turnover from Professional Services (Rs. In Lakhs)	Annual Turnover from Other Activities (Rs. In Lakhs)	Total Annual Turnover (Rs. In Lakhs)
1	2018 – 19			
2	2019 – 20			
3	2020 - 21			
Total Turnover (Rs. In Lakhs)				
Average Turnover (Rs. In Lakhs)				

(Copy of Income Tax Return Certificate, Audited Statement, Balance Sheet of 3 years to be enclosed)

Name of the Chartered Accountant (Auditor of Organization) :

Address of the Chartered Accountant (Auditor of Organization) :

Signature of Authorized Representative

Organization / Representative Seal

Annexure : Format for Self – Declaration by NGO / Agency**Bidder Letterhead**

Date :

To,

Subject : Self Declaration of Non Blacklisting / Debarring for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Sir / Madam,

I / we have read and understood the terms and conditions relevant to the Expression of Interest (EoI) vide EoI No. _____ Date : _____ and have submitted the Proposal in accordance with the terms and conditions of the above mentioned notification.

In response to the above mentioned EoI, I _____, as <Designation> _____ of M/s. _____, hereby declare and certify that the Company / Organization is having unblemished past record and is not currently blacklisted / debarred or ineligible to participate for bidding by any State / Central Govt. / District Administration / Semi Government or PSU due to unsatisfactory performance, breach of general or specific instruction, corrupt / fraudulent or any other unethical business practices.

The information furnished in the proposal are true and factual and I / we clearly understand that information furnished is found to be incorrect and not factual at any point of time or any wilful misstatement described herein may lead to disqualification of the organization and OTDS will have the right to initiate any action as deemed fit.

Name of Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal