

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, KEONJHAR

AT/PO-Madhapur, Keonjhar, 758001

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To Letter No 1254 Date 28.03.22

District Information Officer,
NIC, Keonjhar

Sub: Publication of Expression of Interest (Eol) for 7 blocks in district website-NIC regarding selection of Facilitating Agencies for extension and expansion under Odisha Millets Mission of Keonjhar District.

Sir,

With reference to the above cited subject, you are requested to float the Expression of Interest (Eol) for selection of 7 block level Facilitating Agency (FA) for extension & expansion of "Special Programme for Promotion of Millets in Tribal-cum-Mining Areas of Keonjhar, Odisha under DMF (Sadar, Banspal & Harichandanpur Block) & OMBADC (Patna, Saharapada, Ghatagaon & Telkoi Block)".

Date of Opening Eol will be 13th April, 2022 at 1.00 PM.

Therefore, you are requested to upload Eol (Copy enclosed) in the district website-NIC for wide publicity and information to the general public.

This is for your information & necessary action.

Yours faithfully,


CDAO-cum-Project Director

ATMA, Keonjhar

Memo No. 1255 Date 28.03.22

Copy forwarded to Programme Secretariat (WASSAN) for information.


CDAO-cum-Project Director

ATMA, Keonjhar

Memo No. 1256 Date 28.03.22

Copy submitted to the Collector & District Magistrate Keonjhar for favour of kind information.


CDAO-cum-Project Director

ATMA, Keonjhar

Memo No. 1257 Date 28.03.22

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of kind Information with reference to his letter no: 1N (04)14-19/8058 dt/11/03/2022.


CDAO-cum-Project Director

ATMA, Keonjhar



Expression of Interest for 07 (Nos) of Existing/ Additional Blocks
[**Blocks** – (Patna, Telkoi, Saharpada, Ghatagaon under OMBADC) and (Sadar, Banspal, Harichandanpur under DMF)]

Under
“Extension of Odisha Millets Mission Programme, Keonjhar District”

The project “**Special Programme for promotion of Millets in Tribal Areas of Odisha**” (also known as Odisha Millets Mission) originated from the state level consultation on the subject “Comprehensive revival of millets securing nutrition and mitigating droughts in southern Odisha” held on 27th January 2016 at NCDS, Bhubaneswar organised by Planning and Convergence Department, Government of Odisha. As a follow up on the plenary recommendations chaired by the Development Commissioner cum Additional Chief Secretary, a detailed programme framework was developed. With grand success resulted in the implementation of the programme since 2017-18 with 7 district and 30 blocks, 2020-21 with 84 blocks in 15 districts. Govt of Odisha decided to expand the programme with extension of existing 84 programme blocks and 58 new blocks, thus reaching 142 blocks in 19 districts during 2022-23.

Major Objectives of the Programme:

- Increasing **Household Consumption** of millets by about 25% to enhance household nutrition security and to create demand for millets.
- Promoting **Millet Processing** enterprises at panchayat and Block level to ease processing at households and for value added markets.
- Improving **Productivity** of millets cropping systems and make them profitable.
- Developing **Millets Enterprises** and establishing **Market Linkages** to rural/ urban markets with focus on women entrepreneurs.
- Inclusion of millets in **State Nutrition Programmes and Public Distribution System.**

Special Programme for promotion of millets in tribal areas (*Odisha Millets Mission*) was launched in 2017. Currently, programme is being implemented in 15 districts covering 84 blocks.

District Administration of Keonjhar District has proposed for expansion of Odisha Millets Mission to 04 blocks and replacement of Facilitating Agencies (FA) for existing 03 blocks. This EoI is for additional Patna, Telkoi, Saharpada, Ghatagaon blocks and existing Sadar, Banspal, Harichandanpur blocks. In accordance with approval of High-powered



Committee under chairmanship of the Development Commissioner cum Additional Chief Secretary, designated Programme Secretariat (WASSAN), under State Secretariat for the programme hosted at NCDS is inviting eligible Non-Governmental Organisations (NGOs) for the role of “Facilitating Agencies (FA)”. Selection will be done by the CDAO cum PD ATMA under chairmanship of the Collector & DM-cum-Chairman, OMM, Keonjhar District.

Mandatory criteria of the NGO to be selected as FA are mentioned below:

1. Should be legally registered and provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
2. Should not be blacklisted by Government of India, Government of Odisha, other state governments agencies, 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 within the district on agriculture and allied activities with community organizations and/ or farmer producer’s organizations beyond capacity building or marketing. Experience of working in the proposed block will be preferred. Additional experience on millet production systems covering production, marketing, processing, research and inclusion of millets in Nutrition programmes will be an added advantage.
4. Should commit to implement a minimum of 1000 Hectares under improved agronomic practices over a period of five years in the proposed block.
5. The area to be covered under improved agronomic practices should not be in the land under forest department or any government department. Land titles given under FRA are eligible for the coverage. Farmers/ Sharecroppers not having their name in land records can also be considered upon approval from BAO/ AAO/ VAW/ AO as millet grower/s.
6. Should be willing to complete pre-project work such as selection of villages, farmers before the signing of the MoA. Costs for the pre-project activities will not be reimbursed. Deadline shall be chosen by CDAO cum PD ATMA in consultation with the selected FA and Programme Secretariat. Date of signing of the MoA will be considered as the beginning of the contract.
7. Should have experience of working with community-based organisations in the district for at least 3 years. The criterion for eligible community-based organisations is attached at Annexure-C. NGO must submit the self-scoring sheet and relevant documents along with EoI for the proposed CBO for the project. In case of non-



availability of CBOs in the proposed block, a list of CBOs in the existing operational blocks with scoring sheets shall be submitted to be evaluated by the selection committee. If none of the existing CBOs is found eligible for partnership, the FA shall provide an undertaking to form/ engage and strengthen a CBO in the proposed block within 2 months of signing of MoA, if selected as Facilitating Agency for the programme.

8. Should submit last 3 years' audited balance sheet and financial reports to the concerned regulatory authorities.
9. The Chief Functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect, an undertaking needs to be submitted.
10. 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.
11. Must have worked with any of the government programs related to agriculture, NRM, farmer's organization in a substantial way (not merely in awareness or training or market linkages).
12. NGOs with experiences of working on organic agriculture especially millets will be preferred.
13. NGOs implementing projects on BT Cotton and Eucalyptus plantations in the proposed blocks will not be preferred. If this comes to notice at a later stage, MoA will be annulled.
14. Any other criteria needs to be added in the EOI document may be included by the concerned Chief District Agriculture Officer.

***The Detailed format of EoI is attached as Annexure-A.**

- 1. NGOs need to apply in the specified format only.**
- 2. One "Expression of Interest" Format should be filled for only one block.**
- 3. If information more than one block is mentioned "Expression of Interest", then "Expression of Interest" will be cancelled.**
- 4. NGOs can apply for a maximum of two blocks in a district and 4 blocks in the state.**
- 5. Each block will have a separate EoI. (Existing agencies engaged as FAs under OMM in 2 Blocks within the district and/ or 4 Blocks within the state, need not apply.)**



Expression of Interest & Power Point Presentation format is available at the websites www.milletsodisha.com under the notice section under “EoI” respectively.

Self-Attested Copies of the following documents need to be submitted along with the EoI form:

1. Registration certificate of NGO and PAN card.
2. Memorandum of Association & amendments if any.
3. FCRA Registration & Renewal
4. 12A - Certificate & Renewal
5. Previous 3 years Audited statement of accounts.
6. Previous 3 years Income Tax Returns.
7. Fixed asset position including its present value and location.
8. Total no of professional staff of the organization.
9. Profile of Staff expected to be deputed for the project.
10. MoA/ agreement/ any documentary evidence of working for Govt., Agriculture or allied Department or any special projects or Govt. undertakings for implementing drought resilient agriculture activities & other Agri-allied activities.
11. Address of head and field offices.
12. Scoring sheet and corresponding documents of CBOs.
13. Previous 3 years Annual Report. (self-attestation not required)
14. Self-Declaration by the authorized representative as non blacklisted Agency from any State/ Central Govt. or Other Donor Agency
15. Self-declaration on non-involvement or association with any political parties.

Further information can be obtained at the **office of Chief District Agriculture Officer cum Project Director, ATMA, Keonjhar District** during office hours [Between 10.00AM to 5.00PM].

Interested NGOs will have to submit filled EoI with duly filled all contact details (hard copy with Photocopies of other required supporting documents) and 3 Hard Copies of presentation format to **Office of Chief District Agriculture Officer cum Project Director, ATMA, Keonjhar, At/Po-Madhapur, Dist- Keonjhar, Odisha-758001** before 1.00 PM of [12/04/2022] by no other means than Registered/Speed Post. The date and time of opening of EoI will be 11:00AM, of the day 13/04/2022.

The date & time of presentation along with the required details will be intimated to the shortlisted applicants over their email-ID mentioned in the EoI form only.

Chief District Agriculture Officer cum Project Director, ATMA Keonjhar District with approval from the Collector & DM-cum-Chairman, OMM retains the right to withdraw expression of interest or change the date of presentation at any point of time without further explanation or notice.



Process of Selection:

Stage 1: Document review as per EOI requirements - based on document review by district level committee, eligible applicants for each programme block will be shortlisted for presentation, a letter will be communicated to the applicants by mail.

Stage 2: Presentation of shortlisted applicant at the decided venue and time chaired by the Collector & DM. After presentation maximum 3 applicant per block will be shortlisted for further process of selection, based on scoring sheet.

Stage 3: Field verification: Shortlisted NGO applicants will be verified physically through field verification by District Selection Committee. All Original documents, field office, field implementation/ demonstrations in community, interaction with community and community representatives etc will be verified and scored. Based on the field visit scoring best scored applicant NGO will be selected. One NGO per block will be selected as Facilitation Agency (FA) for the Block. One NGO can be selected for maximum of 2 blocks per district.

Stage 4: NGOs selected as FAs will produce all relevant original documents for verification again at the office of the CDAO, immediately after field visit. NGOs will also submit the CBO details, village and panchayat details of proposed operational area. Submitted Documents will be verified by Programme Secretariat and Scheme Officer/ nominated representative of the CDAO.

Stage 5: After verification by Programme Secretariat and representative of the CDAO, MoA will be signed between the CDAO cum PD ATMA, WASSAN and Selected NGOs for the Programme.



Annexure-A: Expression of Interest for Partnership with Special Programme for Promotion of Millets in Tribal Areas.

Details of the Organisation:

i. Introduction

- a. Name of the organization–
- b. Acronym of the organization, if any –
- c. Registered Office Address of the organization –
 - i) Complete Address:
 - ii) Mail:
 - iii) Landline:
 - iv) Visiting office time:
- d. Contact Person
 - i) Name –
 - ii) Designation / Title –
 - iii) Telephone No - Landline –
Mobile –
Email –
 - iv) Address, if different from (c)–

ii. 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

iii. **Governance**

- i) What are VMG (vision, mission, goal) of the organization -
- ii) Are those reflected in the program taken by the organization: (Yes/No)
- iii) Does the organization has a governing board:(Yes/No)
- iv) If yes, what is the tenure of the board (in years) and Nature -
- v) Give details of Board Members (current status) –

| SL | Name | Address | Gender | Occupation | Position/ Designation |
|----|------|---------|--------|------------|--------------------------|
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- vi) Which of the Board members receive salary/ remuneration for services apart from the expenses for attending board meetings: (in number)
- vii) Is minutes of Board meeting documented and circulated among Board members (Yes/No)
- viii) Attach annual reports for the previous 3 years 2018-19, 2019-20, 2020-21
- ix) What are sources of fund for the organization
Corpus - (Yes/ No)
Endowment - (Yes/ No)
Donation - (Yes/ No)
Govt. Grant - (Yes/ No)
Donor's grant - (Foreign) - (Yes/ No)
Other if other, please specify –

iv. **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)
[please attach relevant documents in the attachment]

v. **Financial Management**

- i) Whether accounts are audited by external auditor: Yes No



ii) Do you have system of Internal control: Yes No

iii) If yes, specify –

iv) 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 (Status of availability) |
|-----------------|-------------------------------------|--------------------------------|----------------|--|
| 2018-19 | | | | |
| 2019-20 | | | | |
| 2020-21 | | | | |

*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 & TAN certificate)

Audited Balance Sheet

| Financial Year | Audit of Balance sheet (yes/ no) | Remarks |
|----------------|----------------------------------|---------|
| | | |
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vi. **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 Staff to be appointed for the Millet Project

| Name | Position | Engaged since (year) | Qualification |
|------|----------|----------------------|---------------|
| | | | |
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vii. Work Experience

i. Was the organisation blacklisted any time? If yes, provide the details.

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ii. Name of District and Block proposed for the program:

| District Name | Block Name | No of GPs |
|---------------|------------|-----------|
| | | |

iii. Key Focus areas of work of the organisation in the district & proposed block: (Main 4 areas relevant for this program)

| Block Name | Focus Area | No of Years of Experience | Coverage (No of HHs) | Partner Agency (Govt/ Donor / NABARD etc) |
|------------|------------|---------------------------|----------------------|---|
| | | | | |
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iv. Three previous experiences in working with government departments in the district & proposed block:

| Block Name | Department | Project Name | No of Years of Experience | Treatment Area Coverage (in Acres) | Coverage (No of HHs) |
|------------|------------|--------------|---------------------------|------------------------------------|----------------------|
| | | | | | |
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v. Experience in working with Community Based Organisations (CBO) in the district & proposed block:

a. Has the organisation worked with eligible CBO in the past; Yes / No

b. If yes, provide self-scoring sheet and relevant proofs as Annexure:

c. Please briefly describe your work with community organisation within the district & Block proposed in last 5 years.

| Block Name | CBO Name | Year | Activity | Coverage (No of HHs) | Financial Transaction |
|------------|----------|------|----------|----------------------|-----------------------|
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vi. Do you have any similar production related projects mentioned in the district & proposed block?

a. Hybrid Maize Production (Yes/No):

b. BT Cotton Promotion (Yes/No):

c. Eucalyptus Plantation (Yes/No):

d. Lemon grass (Yes/No):

e. Any other crop with hybrid seeds (Yes/No):

vii. Experience in working on Agriculture in last 5 years in the district & proposed block; Briefly describe:

| Block Name | Year | Project Name | Crops | No of Years of Experience | Coverage in Acres | Coverage (No of HHs) |
|------------|------|--------------|-------|---------------------------|-------------------|----------------------|
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Experience in working on millets:

- i. **Briefly describe areas of work on Millets in the proposed block & district in last 5 years: If you have worked before last five years, please make changes in the year column and mention the details**

| S.No | Component | Year | Activity | Coverage | No of HHs covered |
|------|-------------|---------|--|----------|-------------------|
| | | | (SMI/ Line Transplantation/ Intercropping through line sowing/ Border Cropping/ Organic manure application/ Other | Acres | |
| 1 | Production | 2021-22 | | | |
| | | 2020-21 | | | |
| | | 2019-20 | | | |
| | | 2018-19 | | | |
| | | 2017-18 | | | |
| | | | (Dehulling/ Pulverising/ Destoning / Grading) | Nos | |
| 2 | Processing | 2021-22 | | | |
| | | 2020-21 | | | |
| | | 2019-20 | | | |
| | | 2018-19 | | | |
| | | 2017-18 | | | |
| | | | (Consumption Campaigns/ Millet Menu preparation/ Value addition/ IEC material/ Participation in Melas) | Nos | |
| 3 | Consumption | 2021-22 | | | |
| | | 2020-21 | | | |



| S.No | Component | Year | Activity | Coverage | No of HHs covered |
|------|-----------|---------|---|------------|-------------------|
| | | 2019-20 | | | |
| | | 2018-19 | | | |
| | | 2017-18 | | | |
| | | | (Packaging/ Processed product (Millet grains, seeds, flour etc), millet centric FPOs) | In Rs Lakh | |
| 4 | Marketing | 2021-22 | | | |
| | | 2020-21 | | | |
| | | 2019-20 | | | |
| | | 2018-19 | | | |
| | | 2017-18 | | | |

ii. What is the status of millets in the Block proposed by you?

| Millet Crop Systems Name | Target GP Names | Appox Current Area under Millets (Yes/No) | Seed Availability (Yes/No) | Appox % Millet Consumption per 100 HHs in target GPs | Existing Processing Facilities (Yes/No) | Existing Marketing Facilities (Yes/No) |
|--------------------------|-----------------|---|----------------------------|--|---|--|
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iii. Please mention the proposed villages and area coverage envisaged for the project?

| Block Name | Name Of The Panchayat | Name Of The Village | No. Of Household | Area To Be Covered (Acre) in 5 Yrs | Years Of Work Experience In The Proposed Areas (Gp And Villages) |
|------------|-----------------------|---------------------|------------------|------------------------------------|--|
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iv. Please mention any other achievements related to Millets/ Organic Farming/ System of Crop Intensification in the district & proposed blocks? [answer in 300 words]

v. Please give three reasons why your organisation is the best organisation for promotion of millets in the block? [answer in 300 words]



Annexure- B: List of Proposed Blocks

| Sl. No. | Block Name | Funding Agency | New/Existing |
|----------------|-------------------|-----------------------|---------------------|
| 1 | Patna | OMBADC | New |
| 2 | Saharpada | OMBADC | New |
| 3 | Telkoi | OMBADC | New |
| 4 | Ghatagaon | OMBADC | New |
| 5 | Sadar | DMF | Existing |
| 6 | Banspal | DMF | Existing |
| 7 | Harichandanpur | DMF | Existing |



Annexure C: Eligibility Criteria for the CBO:

Following is the mandatory eligibility criteria for selection of Community Based Organisation (CBO) for Special programme for promotion of millets in tribal areas:

1. CBO must be functional for a minimum of 2 years. In case of recently formed FPOs/ Federations/ Cooperatives, member CBOs should be functional.
2. CBO must not have defaulted loans from any governmental or non-governmental sources such as OLM, OTELP, NABARD, Micro finance etc.
3. CBO should have a president and secretary who must have minimum literacy skills. Signatories of the CBO must possess reading and writing skills in Odia. Reading and writing skills in Hindi and English will be considered an added advantage. They should be able to sign on the bank pass book.
4. CBO must have a history of conducting regular meetings with documented minutes.
5. CBO meetings should have happened at least once in every quarter.
6. CBO members (At least 10 members or half of the membership whichever is less) must have collectively involved in either inter-lending or some business or production related activity.
7. CBO must have maintained books and accounts and relevant registers.
8. CBO must have done transactions worth at least Rs 10000 till now.




Annexure D: Self Scoring Sheet for Community Based Organisations

| S.No | Areas for Rating | Criteria | Scores | Marks |
|------|--|--|--------|-------|
| 1 | Years of Existence | More than 4 years | 10 | |
| | | 2 to 4 Years | 5 | |
| | | Less than 2 years | 0 | |
| 2 | Size of CBOs | Above 50 members | 10 | |
| | | 20 to 50 members | 5 | |
| | | 10 to 20 members | 0 | |
| 3 | Landholding of Farmers | All members are small and marginal farmers | 5 | |
| | | 50% members are small and marginal farmers | 3 | |
| | | Less than 50% of the members are small and marginal farmers | 0 | |
| 4 | Profile of Farmers | >80% members are Women, SC/ST Farmers | 10 | |
| | | 60 to 80% members are Women, SC/ST Farmers | 5 | |
| | | <60% members are Women, SC/ST Farmers | 3 | |
| 5 | Meeting – frequency, time and place | Monthly | 5 | |
| | | Quarterly | 3 | |
| | | Irregular | 2 | |
| 6 | Attendance of members at meeting in last 10 meetings | >80% | 5 | |
| | | 60-80% | 3 | |
| | | Less than 60% | 0 | |
| 7 | Rules and regulations | Everyone is involved and rules documented. | 5 | |
| | | Rules are not always followed. | 3 | |
| | | Verbal/ Non-Existent | 0 | |
| 8 | Savings/Share Capital | Savings/Share Capital and not compulsory for extremely poor only | 10 | |
| | | Mandatory Savings/Share Capital | 5 | |



| | | | | |
|----|--|---|------------|--|
| | | No Mandatory Savings/Share Capital | 0 | |
| 9 | Production/ Marketing related activities | More than 80% of the members | 10 | |
| | | 50% to 80% of the members | 5 | |
| | | Less than 50% of the members | 0 | |
| 10 | Loan repayments | 80% loan repayment as per schedule | 10 | |
| | | 60 -80% loan repayment as per schedule | 5 | |
| | | Less than 60% timely loan repayment | 0 | |
| 11 | Books and Accounts | Books, accounts & registers are maintained. | 10 | |
| | | All records are maintained but not updated. | 5 | |
| | | No maintenance of books and accounts | 0 | |
| 12 | Financial Transactions | Greater than 50000 per year | 10 | |
| | | Between 25000 to 50000 per year | 5 | |
| | | Rs 10000 to Rs 20000 per year | 3 | |
| | | Less than Rs 10000 | 0 | |
| | | Total | 100 | |

** In case of producer groups, if members do not take any loans from the CBO, then loan section will be non-Applicable**.


CDAO-cum-PD ATMA
Keonjhar