

## **Expression of Interest for Non-Governmental Organizations (NGOs) to be selected as Facilitating Agencies (FAs) under the “Extension of Odisha Millets Mission to 5 blocks under DMF, Angul”**

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The project “**Special Programme for promotion of Millets in Tribal Areas of Odisha** (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 Development Commissioner cum Additional Chief Secretary, a detailed Programme framework was developed.

### **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 markets of value-added products
- Improving **Productivity** of millets crop 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. Programme is being implemented in 14 districts covering 76 blocks.

District Administration of Angul District has now extended the Odisha Millets Mission to 5 blocks in the Angul District namely Athamallik, Angul, Kishorenagar, Chhendipada and Pallahara. This expansion is funded through District Mineral Foundation. Guidelines may be found at [www.milletsofodisha.com](http://www.milletsofodisha.com) under the tab “Guidelines” for reference.

As the nodal agency for implementation, ATMA, Angul is inviting eligible Non-Governmental Organisations (NGOs) for the role of “Facilitating Agencies (FA)”. Selection will be done by District Agricultural Technology Management Agency (ATMA) and State Secretariat (NCDS and WASSAN) under the chairmanship of Collector cum Managing Trustee, DMF, Angul.

### **The 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 have been blacklisted by Government of India, Government of Odisha, other state government 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 in the proposed blocks on agriculture with Community Based Organizations and/or Farmer Producer’s Organizations beyond capacity building or marketing. **Though block level experience in the proposed blocks will be preferred, experience within the district /state shall be considered for selection.** Additionally, 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 at least 1000 Hectares under improved agronomic practices of millets over five years in the proposed block. This target may be revised by the Collector & Chairperson-cum-Managing Trustee, DMF, Angul.
5. The area to be covered under improved agronomic practices should not be under forest department or any government department. Land titles provided under FRA are eligible for the coverage.
6. Should also commit to support the farmers for Ragi Procurement at MSP and any other millet as per the guideline of Government of Odisha.
7. Should be willing to complete pre project work such as selection of villages, GPs before signing of the MoA. Costs for the pre project activities will not be reimbursed. Deadlines shall be chosen by Project Director, ATMA in consultation with the selected FA and Programme Secretariat. MoA shall be signed only after the submission of the data mentioned above for the first year and commit submission of Farmer list within 10 days of MoA. Date of signing of the MoA will be considered as the beginning of the contract.
8. Must have basic language skills in Odia such as the team members of FA can speak, understand, read and write in Odia
9. If selected, the FA should commit to have two full time Block Coordinators and one full time Accountant for the project.
- 10. Should have experience of working with eligible community-based organisations for at least 3 years. Criteria of eligible community organisations are attached at Annexure D. NGO must submit the self-scoring sheet and relevant documents along with EoI of the proposed CBO for the project.**
11. The applicant NGO must mandatorily submit last 3 financial years' (2016-17, 2017-18, 2018-19) audited balance sheet and ITR acknowledgement receipt.
12. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
13. 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.
14. Must have worked with any of the government programme related to agriculture, NRM, farmer's organization in a substantial way (not merely in awareness or training or market linkages).
- 15. NGOs with experiences of working on organic agriculture especially millets will be preferred.**
16. NGOs with experience of working on projects funded by District Mineral Foundation will be preferred.
17. NGOs implementing projects on BT Cotton and Eucalyptus plantations in the proposed blocks will not be preferred. If this comes to notice at later stage, MoA will be annulled.

**\*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/application for more than one block is mentioned in a single "Expression of Interest", then "Expression of Interest" will be cancelled.**

**4. NGOs can apply for maximum of two blocks. Each block will have separate “Expression of Interest”.**

Expression of Interest format is available in word format and pdf format at the websites <https://angul.nic.in/>, [www.milletsodisha.com](http://www.milletsodisha.com) and <http://ncds.nic.in> under the notice section under “Eoi” respectively.

Copies of the following documents need to be submitted along with the Eoi form:

1. Registration Certificate of NGO.
2. Previous 3 financial years Audited statement of accounts for 2016-17, 2017-18 and 2018-19.
3. Fixed asset position including its present value and location.
4. Total no of professional staff of the organization.
5. Profile of Staff expected to be deputed for the project.
6. MoA/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing drought resilient agriculture activities.
7. Address of head and field offices.
8. E-mail address of the NGO where further communication will be made if, any
9. Scoring sheet and corresponding documents of proposed CBOs.
10. Previous 3 years Annual Report (Optional). NGOs submitting the report will be preferred.
11. Any other document as required by the Selection Committee.

Guidelines may be found at [www.milletsodisha.com](http://www.milletsodisha.com) under the tab “Guidelines” for your reference.

The Eoi application must be mandatorily delivered in a written form to the address below by (India Post)-speed post/ registered post in a sealed envelope super-scribed as “**Eoi for FA Selection under “Extension of Odisha Millets Mission to 5 blocks under DMF, Angul” for \_\_\_\_\_ Block of Angul**” latest by **5.30 p.m., 12.03.21** to the address “Office of Chief District Agriculture Officer, Angul, Hemsurapada, Angul- 759122.”

For any queries interested NGOs may write to [ddaangul.dag@nic.in](mailto:ddaangul.dag@nic.in) or visit the Office of Chief District Agriculture Officer (CDAO), Angul during office hours between 10.00 a.m. to 5.30 p.m. on or before 25.02.21

***CDAO-cum-Project Director ATMA Angul retains the right to withdraw the expression of interest or change the date of presentation at any point of time without further explanation or notice.***

**Process of Selection:**

**Stage 1:** Maximum of three NGOs will be shortlisted per block from the received applications after desk assessment by a committee consisting of Programme Secretariat, PD, ATMA and DMF, Angul.

**Stage 2:** Presentations will be made by shortlisted organizations to a District Level Selection Committee under the chairmanship of Collector & District Magistrate/ Representative of Collector & District Magistrate.

**Stage 3:**Maximum of three NGOs will be shortlisted for field verification/assessment. 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 and 3 blocks in the State, as per the programme guidelines.

**Stage 4:** NGOs selected as FAs will submit all relevant documents. NGOs will also submit the CBO details and panchayat details. Submitted documents will be verified by the office of the CDAO and Programme Secretariat.

**Stage 5:** After verification, MoA will be signed between ATMA, WASSAN and Selected NGOs for implementation of the Programme.

## Schedule

Floating of EoI	12 <sup>th</sup> February, 2021
Last date for online/offline queries if, any	25 <sup>th</sup> February, 2021
Last date for receipt of EoI(in sealed envelope)	12 <sup>th</sup> March, 2021
Opening of Tender	To be communicated later

**Annexure-A: Expression of Interest format for applying as Facilitating Agency under Odisha Millets Mission in Angul district**

**Details of the Organisation:**

**i. Introduction**

- a. Name of the organization –
- b. Acronym 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) –

**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   
**(Attach the copy of Registration)**
- vii) Whether it is registered under Income Tax - Yes  No   
**(Attach the copy of PAN)**

**iii. Governance**

- i) What are VMG (vision, mission, goal) of the organization- Attach annual reports for the previous 3 years 2016-17, 2017-18&2018-19.

ii) What are sources of fund for the organization –

Corpus  Endowment  Donation  Govt. Grant   
 Donor's grant  Otherif others specify – (Foreign)

**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

**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 (yes/ no)**
2016-17				
2017-18				
2018-19				

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

\*\*Please attach Income Tax Return Acknowledgement Receipt for three years.

**Audited Balance Sheet**

Financial Year	Audit of Balance sheet (yes/ no)	Remarks
2016-17		
2017-18		
2018-19		

**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

**vii. Work Experience**

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

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- ii. **District and Block (s) proposed for the program (Max 2 Blocks )**

District Name	Block Name	No of GPs

- iii. **Key Focus areas of work of the organisation in the 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)

- iv. **Three previous experiences in working with government departments in the proposed block:**

Block Name	Department	Project Name	No of Years of Experience	Coverage in Acres	Coverage (No of HHs)

- v. **Experience in working with Community Based Organisations/Farmer Producer Organisations (CBO/FPO) in the 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 Block proposed in last 5years:**

Block Name	CBO Name	Year	Activity	Coverage (No of HHs)	Financial Transaction

vi. Do you have any similar production related projects mentioned in the proposed block?

- a. Hybrid Maize Production (Yes/No):
- b. BT Cotton Promotion (Yes/No):
- c. Eucalyptus Plantation (Yes/No):
- d. Any other crop with hybrid seeds (Yes/No):

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

Block Name	Year	Project Name	Crops	No of Years of Experience	Coverage in Acres	Coverage (No of HHs)

viii. Briefly describe areas of work on agriculture/horticulture in the proposed block/district/state 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 in Nos	Coverage (No of HHs)
			(SCI/ Line Transplantation /Intercropping through line sowing/Border Cropping/ Organic Agriculture/Horticulture)	Acres	
1	Production	2020			
		2019			
		2018			
		2017			
		2016			
			(Dehulling / Pulverising / Destoning / Grading)	Nos	
2	Processing	2020			
		2019			
		2018			
		2017			
		2016			
			(Consumption Nutrition related Campaigns/ Value addition/ IEC material/ Participation in Melas)	Nos	
3	Consumption	2020			
		2019			
		2018			



S.No	Component	Year	Activity	Coverage in Nos	Coverage (No of HHs)
		2017			
		2016			
			(Packaging/ Processed product FPOs)	In Rs Lakh	
4	Marketing	2020			
		2019			
		2018			
		2017			
		2016			

**Experience in working on millets:**

- i. Briefly describe areas of work on Millets in the proposed block/district/state 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	2020			
		2019			
		2018			
		2017			
		2016			
			(Dehulling / Pulverising / Destoning / Grading)	Nos	
2	Processing	2020			
		2019			
		2018			
		2017			
		2016			
			(Consumption Campaigns/ Millet Menu preparation/ Value addition/ IEC material/ Participation in Melas)	Nos	
3	Consumption	2020			
		2019			
		2018			
		2017			
		2016			
			(Packaging/ Processed product (Millet Flour etc), millet centric FPOs)	In Rs Lakh	
4	Marketing	2020			
		2019			
		2018			
		2017			
		2016			

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

Block Name	Millet Crop Systems Name	Target GP Names	Approx. Current Area under Millets (Yes/No)	Seed Availability (Yes/No)	Approx. % Millet Consumption per 100 HHs in target GPs	Existing Processing Facilities (Yes/No)	Existing Marketing Facilities (Yes/No)

**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)

**iv. Please mention any other achievements related Millets/Organic Farming/ System of Crop Intensification in the proposed blocks?**

**v. Please give three reasons why your organisation is the best organisation for promotion of millets in the block?**

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**Annexure- B: List of Blocks in Angul district for which selection is to be done**

S.No	District	Blocks
1	Angul	Angul
2		Athamallik
3		Chhendipada
4		Kishorenagar
5		Pallahara

**Annexure C: Eligibility Criteria for the CBO:**

Following are the mandatory eligibility criteria for selection of Community Based Organisation(CBO) / FPO 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 / Co-operatives, member CBOs should be functioning for at least 2 years.
2. CBO must not have defaulted loans from any governmental or nongovernmental sources such as OLM,OTELP,NABARD, Micro finance etc.
3. CBO should have a president and secretary who must have minimum literacy skills and basic language skills in Odia. Signatories of the CBO must possess reading and writing skills in Odia. Reading and writing skills in English will be considered as added advantage. They should be able to sign on the bank passbook.
4. CBO must have 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 Interlending 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.
9. CBO must submit any other document as required during selection process

### 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 not compulsory for extremely poor	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\*\*.