

WATER AND LAND MANAGEMENT INSTITUTE



(A Premier Training Institute of DOWR, Govt. of Odisha)
Pratapnagari, Telengapentha, Cuttack, Odisha, Pin – 754001.
(0671)2586426, 2586432, Fax:-2586430
No-WALMI – EOI – 02/2013-14



Dt 22.04.2013

EXPRESSION OF INTEREST (EOI)

Water And Land Management Institute (WALMI), Odisha intends to engage leading NGO to develop and facilitate Entry Point Activities in Bhairpur Branch Canal and Left Branch Canal – II of Rengali Irrigation Project, funded by JICA.

Expression of Interest (EOI) is invited from registered NGOs/ Agencies having national repute with required turnover and with prior experience of minimum 3(three) years in crop demonstration, food processing, livelihood enhancement activities, baseline survey, income generation activities, management of revolving fund at Pani Panchayat level and having experience of developing/ strengthening SHGs at State or National level.

Interested NGOs/ Agencies may download further details from the official website of Government of Odisha www.dowr.odisha.gov.in/ The Expression of Interest along with required documents as attachment may be submitted in two separate sealed/closed envelopes super-scribed as EOI for EPA works (Technical Bid) and EOI for EPA works (Financial Bid) on or before 15.05.2013 by 11.00 A.M. through Speed Post/ Registered Post/ hand delivery in Room No.319 of Engineer-in-Chief, Water Resources (2nd Floor), Sechasadan, Bhubaneswar or in the Office of the Director, WALMI. The technical bid will be opened on the same day at 4.00 P.M. in the Office of the undersigned in presence of the NGOs/ Agencies or their authorized representatives.

Director, WALMI.

Submitted for approval

[Signature]
22/4/13
[Signature]

Approved

[Signature] 24/04/13
Director
WALMI

WALMI, ODISHA

Terms of Reference(ToR) for establishment of Micro Credit mechanism, Agriculture development activities etc under Entry Point Activities by firms/ Non-Govt Organisations in the command area under Rengali Irrigation Project in Bhairpur Branch Canal and Left Bank Canal (LBC)-II for SHGs in 53 nos of Pani Panchayats.

INTRODUCTION

Irrigation is a multidisciplinary programme aimed at increasing agricultural production without any adverse effect to the productivity of the land or the environment of the region. Once the irrigation potential of the project is created, it becomes the fundamental function of the organization to see the potential is utilised to the fullest possible extent. But very often, it is observed that gap between potential created and utilised exists. Therefore there is an urgent need to bridge the gap between potential created and potential utilised by efficient land, crop and water management practices with increased water use efficiency. It is also necessary to shift concentration of attention from Macro to Micro level in irrigation Projects. This should cover all aspects of the command area development, rotational water supply, crop planning, scheduling of irrigation, modernization of the old system, drainage and other points of supplemental irrigation, agriculture extension service, planning, research and above all effective participation of farmers. Engineers, Extensionists, Agronomists, Economists, Social Scientists, Researchers, Revolving Micro credit experts as well as Administrators who need to put their efforts collectively for achieving a high degree of land, crop and water management in irrigated agriculture to boost up the socio-economic condition of the farmers of the project.

Effective participation of farmers in Operation and Maintenance (O&M) of irrigation systems for better utilisation of irrigation water is being promoted in the state. It is observed from the functioning of the Pani Panchayats already formed in different projects that they need more capacity building, training, guidance and hand holding support to carry out the functions and activities of Pani Panchayats by themselves more efficiently.

Therefore Entry Point Activity is a community organisation mechanism helping Pani Panchayat members to understand their capabilities, inefficiencies, problems and their solutions etc. It enables members of Pani Panchayat to work in a team for community development, social audit, and livelihood generation leading to empowerment and sustainability.

OBJECTIVE OF THE PROJECT

The overall objective of the project is to increase the production and productivity of crops and improve the living standard of farmers in the project area. The main components of the present irrigation project relate to construction of Rengali Left Bank Canal System from RD. 29.177 KM to 71.3 KM, provision of necessary distribution system and ancillaries, construction of Bhairpur Branch Canal and distribution system including water courses. This project has been completed and has started providing irrigation.

To achieve the overall objectives of increasing production and productivity in agriculture sector, participation of farmers in all stages of pre-production, production and post-production along with O&M of canal system is of absolute necessity.

SCOPE OF THE PROJECT

The existing SHG groups formed by Water and Land Management Institute (WALMI), Odisha need to be identified and imparted training on concept of micro credit so as to build up the financial management skill through implementation of value addition services. The NGO shall have to provide detailed work plan, methodology and approach for each of the services to be rendered by them. The NGO will implement various entry point activities and provide micro credit support mechanisms to SHGs (only after preparation of business plan supported by training on proper management) through engagement of required number of agri-extension specialist, Micro-credit specialists & COs. The NGO will also provide necessary mechanism for implementing the concept of Revolving Micro Credit. All the man-power required shall be deployed by the NGOs immediately after signing of the agreement.

The experts will assess the possibilities of introducing the value addition services and will prepare a Project Report, one for Bhairpur Command area and another for Left Bank Canal(LBC)-II. Once the Project reports are approved by appropriate competent authority, processing units will be installed.

However, the NGO will perform the following activities:

1. Capacity Building of Pani Panchayats and livelihood enhancement activities.
2. Development of Business Plan for different groups.
3. Participatory Monitoring and evaluation of activities.

4. Conduct field demonstration and field days.
5. Promote Micro Credit Mechanism.

COVERAGE

The project will be implemented in 53 Pani Panchayats under Rengali Irrigation Project in Bhairpur Branch Canal and Left Bank Canal (LBC)-II. Duration of the project is two years from the date of agreement.

NGO ELIGIBILITY CRITERIA

The NGOs intending to bid shall fulfil the following minimum eligibility criteria:

- Should be registered organisations/ firms under Societies Registration Act 1860 having minimum three years of experience in crop demonstration, food processing, livelihood activities, baseline survey and management of revolving fund at Pani Panchayats level. (Credentials to be furnished)
- Should have sufficient manpower for conducting field surveys and for preparation and presentation of reports.
- The staffs of NGO may be lead by an expert in Agri. Extension with Agri. Business experience/ Agri. Economist/ Masters in Business Administration with adequate experience in the relevant field.
- Should have sufficient resources for traveling to project areas, and willing to work in project areas in close association with farmers, SHGs, WALMI, DoWR, DAO and other line Departments etc.
- Should have an annual turnover not less than one crore during last three years (2012-13,2011-12,2010-11). (Proof to be furnished in Technical Bid)
- Registered office in Odisha.(Proof to be furnished in Technical Bid)

Reporting

The NGO will provide inception report & other documents as follows:

1	Inception report focusing on entire assignment & work plan covering all items to be completed within the agreement period	Within 15 days from the date of signing the Agreement
2	Monthly progress report with all	Within 10 days of every succeeding

NGO/ Agency

	key parameters & indicators	month
3	Other Reports	As and when required.
4	Annual report / project completion report.	During last 2 weeks of the year.

Methodology

The secondary data will be collected from progress report and various documents. Interview schedule will be used for collection of primary information in addition to PRA techniques.

Appropriate tools and techniques along with logical framework has to be developed and used in the process of data collection.

Requirement of manpower

The selected NGO will have to engage 2(two) Agrl. Extension Specialists/ Agri. Economist for one year, 2(two) micro-credit & Marketing experts for two years and 12(twelve) Community Organisers (COs) from local area for two years to implement various EPA activities such as Demonstration, Field day, micro credit etc. The engagement by NGO is purely temporary. Duration of the project may extend subject to need for any additional work beyond the present scope.

NGO staff inputs

A. NGO will work in close co-ordination with AROs of WALMI for successful implementation of all the objectives specified in the scope of work.

B. The reports submitted by NGO will be scrutinized & examined by the Project Monitoring Unit consisting of multidisciplinary members of different wings of WALMI.

Specific tasks of NGO includes the followings

1. Assessment of SHGs

- Assessment of Socio-economic status of SHGs and its members formed by WALMI in 53 Nos of PP the command area of Rengali Irrigation Project. (the questionnaire will be developed by NGO to be approved by WALMI)
- Report preparation.

2. Development of micro credit principles for each SHGs with revolving fund

- Development & implementation of micro credit principles for each SHGs.
 - Preparation of credit rule for grant of loan, fixation of interest rate, repayment schedule and linkages with Banks etc.
- Monitoring & Motivation of SHG for
 - Monthly meetings, membership collection etc.
 - Bank pass books, Minute book, cash books and other records
- Training of SHG members on micro credit principles & record keeping.

3. Income generation activities (IGAs) in SHGs.

- Identification of Income generation activities (IGAs) in SHGs.
Selection of IGA will be planned through PRA Meeting on the basis of findings of the market survey with SHG members (like Diary, Fishery, Poultry, Goat & Sheep rearing, Mushroom cultivation, vermin composting & other agri-allied activities such as Value adding to the agricultural produces in consultation with the line departments & in convergence with the existing Schemes of Govt./ Private Sectors.)
- Preparation of a suitable, sustainable business plans for all SHGs.
Based on the approved business plan, provide revolving fund to Common Interest Groups, (CIGs) ensure timely recovery of the credit without interest & provide the same to the other groups.
- Establishment of Food Processing & Packaging units for value addition of agricultural products. (Approval will need to be obtained from appropriate authority)
- Linking SHGs with Financial Institutions (Banks, Co-operative Societies etc.) for providing credit facilities.
- Training & Exposure to the SHG members on value addition for food processing & packaging unit of agricultural commodities.
- Monitoring the SHGs for a sustainable business management.

4. Market linkages

- Market survey for identification of demand for agril & agri-allied products
- Identification/ selection of buyers and introduction to PP/ SHG for business deals
- Market linkage of inputs for IGAS
- Monitoring the business of products

5. Agriculture Development activities in Pani Panchayats

Increase in income of farmers by increase in yield of crops by introduction of modern package of practices and encouragement for growing high valued remunerative cash crops such as vegetables, oilseeds, fruits flowers & Spices & condiments.

- Demonstration
 - System of Rice Intensification (SRI), Line planting of paddy to boost up production in all the Pps.
 - Crop diversification/ Innovative crops in the area like fruits, vegetables, oil seeds & Cereals etc. to increase income in all the PPS.
- Modern package of practices & Training
 - Integrated Nutrient Management (INM)
 - Integrated Pest Management(IPM)
 - Integrated Weed Management (IWM)
 - other sustainable improved package of practices in all the PPS.
 - Farmers field school (FFS) in all the PPS.

6. Impact assessment and Exit Plan

- Impact assessment of Entry Point Activity & Evaluation of the socio-economic status of the SHG members at the end.
- Preparation and implementation of exit plan for sustainable SHG.

7. Report submission of NGO

- Inception report: An inception report will be submitted by the NGO reflecting the approach to the work, methodology to be followed Action plan & Activity schedule
- Monthly progress report
- Other reports as and when required.
- Final report

Monitoring & evaluation of implementation

Various activities specified in the scope of work are to be implemented by the staff of NGO and will be monitored by the ARO in-charge as coordinator on behalf of WALMI, Odisha on day to day basis. The ARO will report the activity of NGO to WALMI in proper format. The Project Monitoring Unit of WALMI & Superintending Engineer, Kamakhyanagar Irrigation Circle will conduct field visit to monitor the activities as and when required even without prior intimation. Director, WALMI has the right to disengage any staff of the NGO if his or her performances is found unsatisfactory. Director, WALMI & Chief Engineer, Brahamani Left Basin, will review the project activities every month on a fixed date/ day.

Settlement of Disputes

Any dispute or difference arising out of this Contract or in connection therewith which cannot be amicably settled between the parties shall be finally settled under the applicable law within the jurisdiction of Cuttack district.

NGO/ Agency

Director, WALMI

How to apply

The NGO/ firm has to submit the technical proposal duly filled in Tech-1 to Tech-4 and financial proposal in Fin-1 & Fin-2 in separate sealed covers to the Director WALMI on or before the scheduled date & time as specified in the EOI. The authorised signatory of the organisation has to put his signature with date on every page of the bids /proposals

Evaluation of Technical proposal

The technical proposal will be evaluated on the basis of approved narrative evaluation criteria (NEC) by the Evaluation Committee. Only shortlisted NGOs will be informed for attending the opening of Financial Bid on a specified date which will be intimated to the shortlisted bidders, well in advance. If required the bidder may be called for negotiation by WALMI.

Mode of Payment

NGO will submit monthly bill towards Remuneration & TA of professional experts and COs, contingent expenses, NGO management fee and charges for crop demonstration including training as per actual subjected to satisfactory completion of various items specified in the action plan. Taxes as applicable will be deducted at source.

Director, WALMI reserves the authority without obligation or liability to accept or reject any and all EOIs at any stage of the process to cancel or modify the process or any part thereof or to vary any of the items and conditions at any time, without assigning any reason whatsoever.

LETTER OF PROPOSAL SUBMISSION

To

The Director
WALMI,Pratap Nagari,
Telenga Pentha, Cuttack

Dear Sir,

Our organization offer to provide the Services on Assignment/job for Engagement of NGO for establishment of Micro Credit mechanism, Agriculture development under Entry Point Activities by firms/ organisations in the command area under Rengali Irrigation Project in Bhairpur Branch Canal and Left Bank Canal (LBC)-II for SHGs in 53 nos of Pani Panchayats in accordance with the EOI published in news paper The Samaj Dt.28.4.13, Dharitri Dt.28.4.13, and Times of India Dt28.4.13. We are hereby submitting our Proposal, which includes Technical Proposal and Financial Proposal sealed under separate envelopes with required documents in support of our past and present experience.

The undersigned hereby declares that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification. The offer will remain valid for 90 days from the last date of submission of proposal.

The undersigned understand you are not bound to accept any proposal you receive.

Yours sincerely,
Authorised Signature [In full and initials]
Name and Title of Signatory
Name of Firm
Address with seal

NGO'S DETAILS AND EXPERIENCE**A- Organizational profile**

Sl. No. Particular

-
1. Name of the Organization :
 - Address (Regd. Office) :
 - E-mail :
 - Telephone No& Fax :
 - Website :
 2. Chief of the Organization :
(Name and Address)
 - E-mail :
 - Telephone No. :
 3. Registration Details (Enclose :
copy of the Certificates)
 4. PAN No. (Enclose copy of :
PAN card)
 5. Activities (List of the :
activities) undertaken
earlier with year.
 6. Annual turn over (2012-13, :
2011-12,2010-11 separately
indicate and enclose copy of
audit certificate)

B- NGO's Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted for carrying out Assignment/job similar to this Assignment/job.

1. Firm's name:
 - 1 Assignment/job name:
 - 1.1 Description of Project:
 - 1.2 Approx. value of the contract (in Rupees):
 - 1.3 Location within country :
 - 1.4 Duration of Assignment/job (month)
 - 1.5 Name of Employer:
 - 1.6 Address:
 - 1.7 Total No of man-months of the Assignment/job provided by your firm under the contract (in Rupees)
 - 1.8 Approx. value of the Assignment /job provided by your firm under the contract (in Rupees)
 - 1.9 Starting date (month/year)
 - 1.10 Completion date (month/year)
 - 1.11 Name of senior professional staff of your firm involved and functions performed.
 - 1.12 Description of actual Assignment/job provided by your staff within the Assignment/job:

Note: please provide documentary evidence from the client i.e. copy of work order/ contract for each of the above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal. WALMI may verify the proof with the concerned organisation. Separate experience profile may be prepared and submitted separately for different works. The organisation may wish to add extra sheets following the same format.

TEAM COMPOSITION

Sl No	Name of Staff	Name	Qualification	Area of Expertise
a.	Professional Staff			
1	Agril. Extension Specialist			
2	Agril. Extension Specialist			
3	Micro Credit & Marketing Specialist			
4	Micro Credit & Marketing Specialist			
5	Community organiser (CO)			
6	Community organiser (CO)			
7	Community organiser (CO)			
8	Community organiser (CO)			
9	Community organiser (CO)			
10	Community organiser (CO)			
11	Community organiser (CO)			
12	Community organiser (CO)			
13	Community organiser (CO)			
14	Community organiser (CO)			
15	Community organiser (CO)			
16	Community organiser (CO)			

Name of Assignment/job or

Project: Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

12. Certification:

I the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of the candidate

Date :

Place:

[Signature with date & seal of the authorised signatory of the NGO

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To

The Director WALMI,
Pratap Nagari, Telenga Pentha, Cuttack
Odisha. Pin-754001

Dear Sir,

Our Organization offer to provide the consulting Assignment/job for Engagement of NGO for establishment of Micro Credit mechanism, Agriculture development under Entry Point Activities by firms/ organisations in the command area under Rengali Irrigation Project in Bhairpur Branch Canal and Left Bank Canal (LBC)-II for SHGs in 53 nos of Pani Panchayats in accordance with the EOI published in odia dailies dated . The attached Financial Proposal is for the sum of

[Insert amount(s) in words and figures]. This amount is inclusive of all the taxes etc. I/We hereby confirm that the financial proposal is unconditional and I/we acknowledge that my condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,
Authorised Signature [In full and initials]:
Name and Title of Signatory
Name of Firm:
Address:

Director, WALMI

NGO/ Agency

Financial bid for “Engagement of NGO for revolving micro credit and EPA in the command area of Rengali irrigation project under Bhairpur branch canal and LBC-II.

Sl. No.	Head	Quantity	Unit cost (in Rs.)	Amount (in Rs.)
1.	Remuneration & TA of Micro credit Expert (2 No of specialist for Two years)	48 man - month		
	Remuneration & TA of Agriculture/ Agriculture Extension Expert (2 No of specialist for one year)	24 man - month		
2.	Remuneration & TA of field staff (12 Nos COs for two years)	288 man - month		
3.	NGO Management fee (10% of remuneration of specialists & COs)	-	-	
4.	Crop Demonstration including training (Area – 53 hectare, ie One hectare per Pani Panchayat)	53 hectare		
5.	Sub- Total	-	-	
6.	Contingent Expenses (5% of Sub-Total)	-	-	
	Total Amount (in Rs)			

Notes : Contingent amount may be spent by the NGO for equipment, office stationeries, reporting, Xeroxing etc.