

By e-mail

OFFICE OF THE DEPUTY DIRECTOR OF AGRICULTURE
KEONJHAR RANGE, KEONJHAR

Letter No. 4294 //Dt. 18.12.18

To

The Dist. Informationn Officer,
NIC,Keonjhar

Sub:-

Uploading of Draft Expression of Interest for advertisement for selection of facilitating agencies for special programme for promotion of Millets in tribal areas in Keonjhar District in the district portal

Sir,

With reference to the subject cited above, please find enclosed herewith the Draft of Expression of Interest (Eoi) for advertisement for selection of facilitating agencies for special programme for promotion of Millets in tribal areas in Keonjhar District for your information and necessary action. The same may kindly be uploaded in **Keonjhar District Portal** for information of all concerned.

Encl : As above

Yours faithfully,


Deputy Director of Agriculture,
Keonjhar Range, Keonjhar

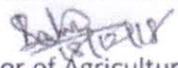
Memo No. 4295 //Dt. 18.12.18

Copy forwarded to the Project Director,ATMA,Keonjhar for information and necessary action.


Deputy Director of Agriculture,
Keonjhar Range, Keonjhar

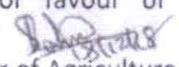
Memo No. 4296 //Dt. 18.12.18

Copy forwarded to the Programme Secretariat,WASSAN,Bhubaneswar for information and necessary action.


Deputy Director of Agriculture,
Keonjhar Range, Keonjhar

Memo No. 4297//Dt. 18.12.18

Copy submitted to the Collector & Trustee,DMF,Keonjhar for favour of kind information and necessary action.


Deputy Director of Agriculture,
Keonjhar Range, Keonjhar

Memo No. 4298//Dt. 18.12.18

Copy submitted to the Director of Agriculture & Food Production,Odisha,Bhubaneswar for favour of kind information and necessary action.


Deputy Director of Agriculture,
Keonjhar Range, Keonjhar

Apologies . I did not attach the EoI. PFA

Regards
Dinesh

On Fri, Dec 14, 2018 at 12:49 PM Odisha Millet Mission

<specialprogrammemilletsodisha@gmail.com> wrote:

Letter No 289/WSN/2018 19

Date: 14-12-2018

To,

The Deputy Director cum Project Director,
ATMA, Keonjhar

Subject: Draft Expression of Interest for advertisement for selection of facilitating agencies for Special Programme for promotion of millets in tribal areas in Keonjhar District.

Sir,

With respect to subject captioned above, Please find draft of Expression of Interest for advertisement for selection of facilitating agencies for Special Programme for promotion of millets in tribal areas in the 7 blocks of Keonjhar District. Based on the discussion on 13.12.2018, 4th January 2018 is proposed for the walk-in interview for the selection of facilitating agencies for the project. We request your good offices to confirm the date so advertisement can be given accordingly in the newspapers. Before giving the date, we request your good offices to upload the EoI and guidelines in your website.

Draft of EoI and guidelines of OMM are attached for your reference.

Thanks & Regards

Dinesh Balam, Programme Secretariat (WASSAN)

Special Programme for Promotion of Millets in Tribal Areas

Copy marked to

1. The Director, Agriculture & Food Production, Odisha
2. The Director, NCDS, Bhubaneswar.
3. Collector & Trustee, DMF, Keonjhar District.
4. The Joint Director, NFSM Cell, DoA & FP, Odisha.
5. PMU, DMF Keonjhar.

Expression of Interest for “Special Programme for Promotion of Millets in Tribal Areas”

* * *

The project “**Special Programme for promotion of Millets in Tribal Areas of Odisha**” 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 value added markets
- 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 will be implemented in 13 districts covering 65 blocks.

District Administration of Keonjhar District is now expanding the Odisha Millets Mission to 7 blocks in the Keonjhar District namely Joda, Champua, Sadar, Banspal, Harichandanpur, Hatadihi and Jhumpua. This expansion is funded through District Mineral Fund. Guidelines may be found at www.milletsodisha.com under the tab “Guidelines” for reference.

In accordance with approval of high powered committee under chairmanship of 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 District Agricultural Technology Management Agency (ATMA) under chairmanship of Collector cum Trustee DMF.

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 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 in the proposed blocks on agriculture with community organizations and/or farmer producer's organizations beyond capacity building or marketing. 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 implementing at least 500 Hectares under improved agronomic practices over five years in the proposed block. This target may be revised by the Collector & District Magistrate.
5. The area to be covered under improved agronomic practices should not be under forest department or any government department. Land titles given under FRA are eligible for the coverage.
6. Should be willing to complete pre project work such 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 Project Director, ATMA in consultation with the selected FA and Programme Secretariat. MoA shall be signed only after the submission of the farmer data for the first year. Date of signing of the MoA will be beginning of the contract.
7. Should have experience of working with eligible community based organisations for atleast 3 years. Criteria of eligible community organisations is attached at Annexure D. NGO has to submit the self-scoring sheet and relevant documents along with EoI to for the proposed CBO for the project.
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.
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 program 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 with experience of working on projects funded by District Mineral Fund will be preferred.
14. 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 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 maximum of two blocks. Each block will have separate EoI.**

Expression of Interest is available in word format and pdf format at the websites 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 years Audited statement of accounts for 2015/16, 2016/17 and 2017/18.
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. Scoring sheet and corresponding documents of proposed CBOs.
9. Previous 3 years Annual Report (Optional). NGOs submitting the report will be preferred.

Guidelines may be found at www.milletsodisha.com under the tab "Guidelines" for your reference. Further information can be obtained at the address below during office hours [Between 1000 to 1700 hours]. Filled Expressions of interest may be sent via email to ddakeonjhar.dag@nic.in , ddakeonjhar@yahoo.in, ncds_bbsr@dataone.in with a copy marked to specialprogrammamilletsodisha@gmail.com .

Interested NGOs may arrive with filled EoI and presentation format at the office of Deputy Director cum Project Director, ATMA on January 4th 2019 at 9 AM and register accordingly. Interested FAs are requested to confirm with the office of Deputy Director cum Project Director ATMA three working days beforehand on the date of presentation.

Deputy Director cum Project Director ATMA 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: Presentations by organizations before District ATMA under chairmanship of Collector & District Magistrate/Representative of Collector & District Magistrate of the respective district through Walk in interview on 4th January 2019.

Stage 2: Maximum of three NGOs will be shortlisted for field verification. 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 3: 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 Programme Secretariat.

Stage 4: After verification by Programme Secretariat, MoA will be signed between ATMA and Selected NGOs for the Programme.

Annexure-A: Expression of Interest to 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. 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
 - (Section - 25)
 - Any other
 - 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- Attach annual reports for the previous 3 years 2014/15, 2015/16, 2016/17
- 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 thers y

Financial Particulars of the Agency

Financial Year*	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed (yes/ no)**
2015-16				
2016-17				
2017-18				

*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 PIN & TIN certificate)

Audited Balance Sheet

Financial Year	Audit of Balance sheet (yes/ no)	Remarks
2015-16		
2016-17		
2017-18		