



**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER
KEONJHAR, ODISHA- 758001**

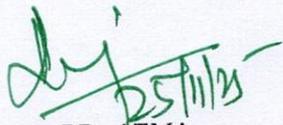
**Advertisement for inviting Expression of interest for Selection of NGO for
Piloting Person with Disability (PwD) under the Shree Anna Abhiyan, DMF
Keonjhar.**

Letter No: 7802

Date: 25/11/2025

Office of the chief District Agriculture officer, Keonjhar is looking for protentional NGO under the Shree Anna Abhiyan from Programme Blocks, herein after called as Applicants, to partner with Shree Anna Ahhiyan for undertaking Piloting pPerson with Disability (PwD) are invited to submit their proposal in sealed envelope as per the enclosed application format and self-scoring sheet in the prescribed format to the below mention address by 06.12.2025 up to 01.00 PM and the same will be opened at 03.00 PM on the same day.

**Chief District Agriculture Officer, Keonjhar
Madhapur, 758001
Keonjhar**


CDAO-cum-PD, ATMA,
Keonjhar

Expression of Interest (EOI) for Engagement of Facilitating Agencies (FA) for Piloting with Person with Disability (PWD) under the Shree Anna Abhiyan, DMF Keonjhar.

Special programme for the promotion of Millets” known as Odisha Shree Anna Abhiyan (SAA) is a flagship initiative of Government of Odisha. The programme aims comprehensive revival of millets in farms and plates to promote climate-resilient farming and contribute to addressing micronutrient deficiency with improving livelihoods of vulnerable farmers in Rainfed Areas. The programme is implemented through WSHGs/FPOs with support of NGOs and research institutions with oversight from the Department of Agriculture & Farmers Empowerment. The programme is supported through State Plan, DMF (District Mineral Fund) and OMBADC (Odisha Mineral Bearing Area Development Corporation). In line of this Chief District Agriculture Office, Keonjhar with the support of the District Mineral Foundation and in coordination with the Programme Secretariat (WASSAN), proposes to extend its engagement towards the inclusion and empowerment of Persons with Disabilities (PWDs) through the Disability Project, ensuring their participation and access to sustainable livelihoods through intervention of millets under Shree Anna Abhiyan.

1 Major Objectives of the Programme:

1. To conduct a scoping study through field visits, consultations, and exposure visits within and outside Odisha to understand and learn about different successful on and off-farm interventions for people with disability taken up by various NGOs.
2. To develop a proposal on Millet Enterprise and intervention possible in convergence with people with disability based on the learning of the scoping study.
3. Based on the learnings from the scoping study, pilot at least 2 interventions to understand the associated practical challenges.

2 Scale of the Programme

Under Shree Anna Abhiyan, WASSAN with the support of DMF will work for the Persons with Disability project in Sadar and Jhumpura block. Empaneled Non-Governmental Organisations (NGOs) will be selected for the role of “Facilitating Agencies (FA)” through EOI will serve as facilitating agency in proposed blocks of Keonjhar district, Odisha.

List of Blocks for Person with Disability under Shree Anna Abhiyan Keonjhar.			
SL No	District	Number of Blocks	Name of the Block
1	Keonjhar	2	Sadar & Jhumpura

3 The Expression of Interests (EoI)

This Expression of Interest (EOI) is invited by the Chief District Agriculture Office, **Keonjhar** from the experienced and interested NGO for engagement at block level for the blocks **Sadar-Keonjhar and Jhumpura** of Keonjhar district under the Special Programme for Promotion of Millets in Odisha (Shree Anna Abhiyan). Interested NGOs will have to submit filled EoI with duly filled all desired details (hard copy with Photocopies of other required supporting documents) and the self-scoring sheet in desired format to the **Office of the Chief District Agriculture Officer, Keonjhar, Odisha-758001** before **01.00 PM of 06/12/2025** by no other means than Registered/ Speed Post. The date and time of opening of EoI will be 03.00 PM, of the day **06/12/2025**.

The Chief District Agriculture Officer cum Project Director, ATMA Keonjhar Interested NGOs are required to submit application *in sealed envelope* super scribed as “Application for engagement of block level Implementing Agency for piloting of Person with disability under Shree Anna Abhiyan, DMF, Keonjhar” along with name of the Block as per the enclosed application format by registered/ Speed post. **Proposal through e-mail will not be entertained in this regard.** The EoI should be addressed to Office of the Chief District Agriculture Officer cum Project Director ATMA of Keonjhar. Last date for receipt of proposal is [06.12.2025] up to [1PM] and the same shall be opened on [06.12.2025] at [3PM] in the presence of authorized signatory and representatives. The Application form and details terms & condition are available in the Official websites of the district [<https://kendujhar.odisha.gov.in/>]

The Authority shall not be responsible for any sort of postal delay and proposal received beyond scheduled date & time shall not entertained and outrightly be rejected. The authority reserves the right to cancel / reject any or all the EOI without assigning any reason thereof.

4 The Eligibility Criteria for the NGO

4.1 Criteria for registered NGO:

1. Should be legally registered under Trust/ Society/ Company act or recognized by any govt agency.
2. Should provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
3. The organization should already have active groups of Persons with Disabilities (PWDs) covering different disability categories.

4. Must have at least 5 years of experience in implementing disability-related programs.
 5. Should not have been blacklisted by Government of India, state government of Odisha, other government agencies and any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
 6. Should have a minimum of 3 years of work experience in the proposed blocks. The Organisation should have very good community support group/ community-based organizations / farmer producer's Company.
 7. Should have last 3 years' Financial Reports submitted to the concerned regulatory authorities.
 8. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
 9. 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.
 10. Must have worked with any of the government program in the proposed block
- The format of EoI is in Annexure-A and The NGOs need to apply in the specified format only. Copies of the following documents need to be submitted along with the EoI form:

- Registration certificate
- Previous 3 years Audited statement of accounts for 2022-23, 2023-24, 2024-25
- Previous 3 years Annual Report 2022-23, 2023-24, 2024-25
- Fixed asset position including its present value and location.
- Profile of professional staff of the organization.
- MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings of implementing the programme of **Last Five years Only**
- Address of head and field offices.

5 **Process of Selection:**

- **Stage 1:** Shortlisting of at least three applications per for keonjhar district from the received applications after a scrutiny by a team comprised of officials from CDAO & Programme Secretariat (WASSAN). In case there are less than three applications received for keonjhar district then the application shall be taken into consideration for shortlisting with prior approval from the Chief District Agriculture Officer, Keonjhar.
- **Stage 2:** Three NGOs shall be shortlisted after the scrutinization by the team and submitted to the District Level Selection Committee chaired by the Chief District Agriculture Officer, Keonjhar for selecting one NGO through document verification and field visit.

- **Stage 3:** A Committee Shall be formed under the chairmanship of Chief District Agriculture Officer, Keonjhar for Document verification and field visit. The committee must comprise of officials from DPMU Keonjhar. The committee shall make a visit to the office of the NGO and visit the field to inspect related activities being taken up by the NGO.
- **Stage 4:** After the document verification and field visit, an assessment shall be done based on the scoring sheet and one NGO shall be recommended as the Facilitating Agency for the proposed blocks of Keonjhar district.
- **Stage 5:** After completion of selection of MoA shall will be signed between Chief District Agriculture officer Keonjhar, Programme Secretariat (WASSAN) and the selected NGO to carry out the proposed activities under Piloting with Person with Disability under Shree Anna Abhiyan DMF Keonjhar.



Annexure-I: Expression of Interest for Partnership on Poilting with Person with Disability under Special Programme for Promotion of Millets Shree Anna Abhiyan, DMF Keonjhar.

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) Organization registered under
Society Act Under Trust Act
- ii) Year of registration
- iii) Since how long it is operational (No. of years)
- iv) Operational area of the organization - State/s–
(Only indicate the number) District/s –
Block/s –
Village/s –
- v) Whether organization is registered under FCRA - Yes No
- vi) Whether it is registered under Income Tax - Yes No



iii. Governance

- i) What are VMG (vision, mission, goal) of the organization - [details with in 300 words]

- ii) Are those reflected in the program undertaken 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) –

S L	Name	Address	Gender	Occupation	Position/ Designatio n

- vi) Which of the Board members receive salary/ remuneration for services apart from the expenses for attending board meetings: (in number)
- vii) Are minutes of Board meeting documented and circulated among Board members (Yes/ No)
- viii) Attach annual reports for the previous 3 years **2022-23, 2023-24, 2024-25**
- 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 –

Financial Particulars of the Agency

Financial Year*	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed (Status of availability)
2022-23				
2023-24				
2024-25				

*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
2022-23		
2023-24		



2024-25		
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vi. **Personnel / Staff** (Current status)

i) Total number of staff with details in the table below

Name	Position	Engaged since (year)	Qualification	Category (Permanent/ Temporary)

ii) No. of permanent staff – (M / F)

iii) No. of temporary staff – (M / F)

iv) No. of technical / professional staffs (M / F) please specify

vii. **About the Organisation and Experience:**

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

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ii. **Key Focus areas of work of the organisation in the Block and district: (4 relevant sector related to working with Person with Disabilities)**

Block Name	Focus Area	No of Years of Experience	Coverage (No of PWDs)	Partner Agency (Govt/ Donor / NABARD etc)



- iii. **Three previous experiences in working with government departments in the district & proposed block (only programmes related to Person with Disabilities):**

Block Name	Department	Project Name	No of Years of Experience	Coverage (No of PWDs)

- iv. **Experience in working with Non-Government Organisations (NGO) in the district & proposed block:**

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

b. **Please briefly describe your work with community organisations within the district & proposed Blocks in the last 5 years.**

Block Name	NGO Name	Year	Activity	Coverage (No of PWDs)	Financial Transaction

- v. **Do you have any similar PWD related projects mentioned in the district & proposed block? If yes please provide the details of the project.**

- vi. **Experience in working on Person with disability in last 5 years in the proposed block; Briefly describe:**

Block Name	Year	Project Name	No of Years of Experience	Coverage (No of PWDs)



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Experience in working on millets:

- i. Briefly describe areas of work on Millets with PWDs 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	Year	Activity	Details of the Activity	No of PWDs covered
		(Capacity building training to the PWDs related to millets)		
1	2024-25			
	2023-24			
	2022-23			
	2021-22			
	2020-21			
		(Financial assistance/ Non-financial assistance to the PWDs through intervention of millets)		
2	2024-25			
	2023-24			
	2022-23			
	2021-22			
	2020-21			
		Major accomplishment with PWDs through intervention of millets		
3	2024-25			
	2023-24			
	2022-23			



S.No	Year	Activity	Details of the Activity	No of PWDs covered
	2021-22			
	2020-21			

- ii. Please mention any other achievements related to working with PWDs through intervention of Millets [answer in 300 words]

- iii. Please give three (3) reasons why your organisation is the best organisation piloting with person with disabilities through intervention of millets in the block? [answer in 300 words]