



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER: KHORDHA
Khordha- 752055, Odisha

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Letter No. 632

Date 21.4.23

Expression of Interest (Eol) for selection of Facilitating Agency (FA)
Under the scheme

"Special Programme for Promotion of Millets in Tribal Areas of Odisha
(ODISHA MILLETS MISSION), Khordha district"

Special Programme for the Promotion of Millets in Tribal Areas of Odisha known as Odisha Millets Mission (OMM) is the unique project in Agriculture Department which focuses on improved production of Nutri-cereals, local consumption, procurement under MSP and distribution through PDS. The mission is initiated from the financial year 2017-18. The mission has been successfully implemented in 19 districts. Govt of Odisha now decided to expand the programme to 177 blocks in 30 districts in next 5 years with addition of new 11 districts and 34 new blocks under the mission including Khordha district (02 blocks, namely Tangi & Banpur).

1 Objectives of the Programme:

- Increasing household consumption of millets by 25% to the baseline.
- Revalorization of millet food cultures in urban and rural areas.
- Conservation and promotion of millet landraces through seed system of landraces
- Promotion of post-harvest and primary processing enterprises on millets.
- Improving productivity of millets-based crop systems
- Promotion of millet value addition enterprises in rural and urban areas of Odisha
- Inclusion of millets in PDS, ICDS, MDM, Welfare Hostels and others.
- Facilitating the millet markets and exports of millet-based products from Odisha

This Eol for Tangi & Banpur blocks of Khordha district

Herewith, eligible Non-Governmental Organisations (NGOs) will be selected for the role of "Facilitating Agencies (FA)". Selection will be done by the Chief District Agriculture Officer-cum-Project Director, ATMA (CDAO-cum-PD ATMA), Khordha under chairmanship of the Collector & District Magistrate-cum-Chairman, OMM, Khordha District.



2 Desired responsibility of Facilitating Agency:

A Non-Governmental Organisations (NGOs) shall be selected as the Facilitating Agency (FA) with due process by the District Collector & Magistrate cum Chairman ATMA. The FA shall have the following personnel for coordination of the programme at the block level

1. One Block Programme Coordinator (Agriculture) (Full time)
2. One Additional Block Programme Coordinator (Livelihood and Institution Building) (Full time)
3. One Project Accountant (Full time)

3 Responsibilities:

1. Willing to complete all 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.
2. Block/s will be assigned to a Facilitating Agency who will work with and develop capacities of local farmers'/ Community Based Organisations (CBOs/FPOs).
3. The Facilitating Agency (FA) shall work closely with local farmers'/ Community Based Organisations (CBO/FPO) and review and monitor on a weekly basis and report compliances to the Block Agriculture Officer (BAO)/ Assistant Agriculture Officer (AAO)/ Chief District Agriculture Officer (CDAO) and Programme Secretariat.
4. The FAs shall support CBO/ FPO in preparation and submission of action plans, physical & financial reports, estimates, bookkeeping and submit to the BAO/ AAO and Programme Secretariat for further process in submission to the CDAO.
5. The FAs shall conduct capacity building programmes for the CBO/ FPO as well as for the farmers to ensure building progressive farmers in each village.
6. The FA shall ensure and support the CBO/ FPO in achieving the physical and financial targets by the programme.
7. The FA shall prepare and submit annual and six-monthly action plans endorsed by Programme Secretariat and the BAO/AAO, to DPMU based on the action plan template developed by Programme Secretariat.
8. The FA shall support the CBO/ FPO in preparation of Utilisation Certificate, Estimates, and other related documentation as required by the programme.
9. The FAs shall regularly monitor the work of CBO/ FPOs through frequent field visits and regular review and planning meetings.



10. Facilitating Agency (FA) will be responsible to ensure area coverage based on targets from the Directorate of Agriculture and Food Production on Millet promotion with diversified millet crops in addition to other project targets related capacity building, awareness, processing, enterprise establishment, and marketing etc.
11. The FA shall facilitate the process of transformation of CBO into FPO by the end of 1st Year (if the FPO is not registered in the block). It shall guide the CBO in the registration process as FPO.
12. Project Coordinators and Accountant shall be recruited by the FA on full time basis. Their recruitment will be approved by the Department and Programme Secretariat team. They will be reviewed by the BAO/ AAO and Programme Secretariat team periodically.
13. Project Coordinator should have good knowledge regarding agriculture and preferably millets and good experiences working with producers groups, FPOs and SHGs. And should have good documentation skills both in Odiya and English.
14. In the event of non-performance, FA will have to either remove or change the coordinator based on evaluation by Block/ District level ATMA and Programme Secretariat.
15. MoA shall be renewed annually based on the performance of the FA. If performance is not found satisfactory, then MoU shall not be renewed for the next year.

4 Mandatory criteria of the NGO to be selected as Facilitating Agency are mentioned below:

1. The organisation must be registered under Charitable trust or Societies Registration Act, 1860 and have valid certificates with good track records. Provide a self-attested copy of registration, MoA and PAN.
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 in the proposed Block on agriculture and allied activities with community organizations and/ or farmer producer's organizations beyond capacity building or marketing [in case of non-availability of such organisations, NGOs working in related sector in the district 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 have experience of working with community-based organisations in the district for at least 3 years.
5. Should submit last 3 years' audited balance sheet and financial reports to the concerned regulatory authorities. (Year 2019-20, 2020-21 and 2021-22)
6. 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.
7. 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.
8. Must have worked with any of the government programs related to agriculture, Natural Resource Management (NRM), farmer's organization in a substantial way (not merely in awareness or training or market linkages).
9. NGOs with experiences of working on organic agriculture especially millets will be preferred.
10. NGOs implementing projects on BT Cotton and Eucalyptus plantations in the proposed blocks will not be preferred.
11. Any other criteria needed to be added in the EOI document may be included by the concerned Chief District Agriculture Officer, with due approvals from DA&FP (O).

***The Detailed format of Eol is attached as Annexure-I.**

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 more than one block is mentioned in one "Expression of Interest", then "Expression of Interest" will be rejected.
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 Eol. (Existing NGOs 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 "Eol" respectively.



5 Mandatory Documents for submission along with Eol application:

Self-Attested Copies of the following documents need to be submitted along with the Eol 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 (2021-22, 2020-21, 2019-20)
6. Previous 3 years Income Tax Returns (2021-22, 2020-21, 2019-20)
7. Fixed asset position including its present value and location and fixed assets available in the office/ field office in the proposed block or district.
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. (last 5 years) in Agriculture or allied Department or any special projects or Govt. undertakings for implementing drought resilient agriculture activities & other Agri-allied activities. (Documents of any other programme not required)
11. Address of (a) Registered Officer and (b) Field Offices and (c) Office in the block/ District proposed.
12. Previous 3 years Annual Report - [Year 2021-22, 2020-21 and 2019-20] (self-attestation not required)
13. Self-Declaration by the authorized representative as non blacklisted Agency from any State/ Central Govt. or any other Donor Agency
14. 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, Khordha District** during office hours [Between 7.00 AM to 1.00 PM].

Interested NGOs will have to submit filled Eol with duly filled all desired details (hard copy with Photocopies of other required supporting documents) along with 3 hard copies of presentation in desired format to the **Office of the Chief District Agriculture Officer cum Project Director, ATMA, Khordha, Odisha-752055** before **1.00 PM of 08/05/2023** by no other means than Registered/ Speed Post in sealed envelop superscribed as "EOI for selection of Facilitating Agency under Odisha Millets Mission of Khordha district. The date and time of opening of Eol will be 10.00 A.M, of the day 09/05/2023.

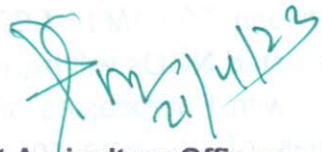


The date & time of presentation along with the required details will be intimated to the shortlisted applicants over their **email-ID mentioned in the EoI form only.**

The Chief District Agriculture Officer cum Project Director, ATMA Khordha 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.

6 Process of Selection:

- I. **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, within 5 days of EoI scrutiny.
- II. **Stage 2: Presentation of shortlisted applicants** at the decided venue and time chaired by the Collector & DM or any assigned representative. After presentation maximum 3 applicants per block will be shortlisted for further process of selection, based on the presentation scoring sheet or as decided by the Collector & DM.
- III. **Stage 3: Field verification:** Shortlisted NGO applicants will be verified physically through field verification by the District Field Verification Committee members. All Original documents, field office, field implementation/ demonstrations in community, interaction with community and community representatives etc will be verified and scored. The field visit will be organised immediately within 2 to 3 days of the presentation. Based on the field visit, the best scored applicant NGO will be selected. One NGO per block will be selected as Facilitating Agency (FA) for the Block. (One NGO can be selected as a Facilitating Agency under OMM for a maximum of 2 blocks in a district and 4 blocks across state.)
- IV. **Stage 4:** NGOs selected as FAs will produce all relevant original documents for verification again at the office of the CDAO, as per requirement before signing of MoA, immediately after field visit. Submitted Documents will be verified by Programme Secretariat and Scheme Officer/ nominated representative of the CDAO. After verification of authenticity by representatives of the CDAO and Programme Secretariat team, MoA will be signed between the CDAO cum PD ATMA, WASSAN and Selected NGOs for the Programme.


**Chief District Agriculture Officer
Cum Project Director, ATMA, Khordha**


21/4/23



Annexure-I

Expression of Interest for Partnership with Special Programme for Promotion of Millets in Tribal Areas of Odisha (Odisha Millets Mission), Khordha district

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	Gende r	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 **2019-20, 2020-21, 2021-22**
- 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)
2019-20				
2020-21				
2021-22				

*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
2019-20		
2020-21		
2021-22		



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

Details of proposed staff to be appointed for the Millet Project:

1 person as Agriculture Expert, 1 as Livelihood and Institution building Expert and one Project Accountant (Attach CV of team concerned)

Name	Position	Engaged since (year)	Qualification	Experience

vii. **About the Organisation and 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 Block and district: (4 relevant sector related to Agriculture and Natural Resource Management sector)**

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 district & proposed block (only programmes related to Agriculture and allied sector):**

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

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

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

- 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 Block/ District proposed block; Briefly describe:

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

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	2022-23			
		2021-22			
		2020-21			
		2019-20			
		2018-19			
			(Dehulling/ Pulverising/ Destoning / Grading)	Nos	



S.No	Component	Year	Activity	Coverage	No of HHs covered
2	Processing	2022-23			
		2021-22			
		2020-21			
		2019-20			
		2018-19			
			(Consumption Campaigns/ Millet Menu preparation/ Value addition/ IEC material/ Participation in Melas)	Nos	
3	Consumption	2022-23			
		2021-22			
		2020-21			
		2019-20			
		2018-19			
			(Packaging/ Processed product (Millet grains, seeds, flour etc), millet centric FPOs)	In Rs Lakh	
4	Marketing	2022-23			
		2021-22			
		2020-21			
		2019-20			
		2018-19			



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

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 to Millets/ Organic Farming/ System of Crop Intensification in the district & proposed blocks? [answer in 300 words]

v. Please give three (3) reasons why your organisation is the best organisation for promotion of millets in the block? [answer in 300 words]
