

Office of the Nodal Officer

Mukhya Mantri Janajati Jeevika Mission

**Request for Proposal (RFP) : For Selection of Technical Support Agency (TSA) under
Mukhya Mantri Janajati Jeevika Mission**

Office of Nodal Officer, Mukhya Mantri Janajati Jeevika Mission, ST & SC Development, Minorities & Backward Classes Welfare Department invites Proposals for Selection of Technical Support Agency (TSA) under Mukhya Mantri Janajati Jeevika Mission.

The RFP Document along with other details can be downloaded from the website <http://www.stscodisha.gov.in/>

Sd /
Joint Secretary to Govt.
Nodal Officer, MMJJM

Last Date for submission of RFP : 10th April 2023, 5:00 PM



Request for Proposal (RFP)
For Selection of Technical Support Agency (TSA)
Mukhya Mantri Janajati Jeevika Mission

RFP No. 265

Date of Issue: 21 / 3 / 2023

Last Date of Submission : 10 / 04 / 2023

**Scheduled Tribe & Scheduled Caste Development,
Minorities & Backward Classes Welfare Department
Government of Odisha**

Scheduled Tribe & Scheduled Caste Development,
Minorities & Backward Classes Welfare Department Government of Odisha

Request for Proposal (RFP)
For Selection of Technical Support Agency (TSA)
Mukhya Mantri Janajati Jeevika Mission

RFP No. 265

Date : 21/3/2023

Integrated Tribal Development Agencies (ITDA)s are setup in the Tribal Sub Plan areas in Odisha by the ST&SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha, to provide focussed attention and enhance the socio economic conditions of the tribal communities, spread over 119 blocks, covering 13 districts of Odisha. The ITDAs implement various schemes for promotion of livelihoods, enhancing incomes and also provide critical infrastructural support to the tribal areas.

The ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha invites 'Request for Proposal', (hereinafter called "RFP") to select an Agency with prior experience for providing Technical Support for implementation of the Scheme - **Mukhya Mantri Janajati Jeevika Mission**. The empanelment will be valid for a period of one year from the date of communication by the Department. The contract may be renewed based on the performance of the Agency.

The program '**Mukhya Mantri Janajati Jeevika Mission**' is designed to work intensely with ST tribal communities and their federations in the tribal areas of Odisha for enhancement of the livelihoods of households through various interventions by increasing the household income.

The responses to this Request for Proposal (RFP) shall be deemed to have done after careful study and examination of this document and full understanding of its modalities, process of execution and items to be delivered. The proposals are to be submitted by Post (Registered / Speed) on or before the closing date in the address mentioned in the document. Detailed information regarding important dates, address for submission of proposals and other requisite is available in the Information Factsheet of this document and in the website.

Interested Agencies can download all relevant information available on the official website of ST&SC Development Department www.stsc.odisha.gov.in RFP with required documents in sealed cover should be submitted in the address - Nodal Officer, MMJJM, ST & SC Development Department, Govt. of Orissa, TDCCOL Building , 2nd Floor, Rupali Square, Bhoi Nagar, Bhubaneswar – 751022.

The sealed envelope should be super-scribed as “Request for Proposal (RFP) For Selection of Technical Support Agency (TSA) for implementation of the Scheme - **Mukhya Mantri Janajati Jeevika Mission.**

Nodal Officer, MMJJM reserves the right to cancel/alter the advertisement and reject all or any RFP without assigning any reason what so ever. Delayed receipt and canvassing in any form will lead to the rejection of RFP. The decision of the Nodal Officer, MMJJM, ST&SC Development Department in this regard will be final and binding to all concerned.

(Sri, P. Arthanari, IFS)
Nodal Officer, MMJJM
ST & SC Development Department

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A. Important Fact Sheet

Sl.	Activity	Details
1	Nature of Work	Request for Proposal (RFP) for Selection of Technical Support Agency (TSA) for implementation of the Scheme - Mukhya Mantri Janajati Jeevika Mission
2	Name of the Issuer of this Request for Proposal (RFP)	Nodal Officer, Mukhya Mantri Janajati Jeevika Mission ST & SC Development, Minorities & Backward Classes Welfare Department
3	Website for downloading documents regarding EoI	https://www.stsc.odisha.gov.in/
4	Pre Bid Meeting – Date & Time	Date: Time : 31 March 2023 Time : 4:00 PM – 6:00 PM Platform : Google Meet Virtual Meeting Link - https://meet.google.com/fae-xezy-rxx
5	Last Date of Receipt of Bids	Date : 10 April 2023 Time : 5 PM
6	Mode of Receipt of Bids	Speed Post / Registered Post / Courier
7	Address for Correspondence & Submission of Technical Proposals	Odisha Tribal Empowerment & Livelihoods Programme Plus, ST & SC Development Department, Govt. of Orissa. TDCCOL Building, 2nd Floor, Rupali Square, Bhoi Nagar, Bhubaneswar – 751022
8	Mode of Selection	Quality based Selection (QBS)
9	Validity of Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of proposal

*** Note :** The Department reserves the right to change any schedule items / dates. Please refer to the website mentioned in the EoI regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time mentioned will not be considered and will be summarily rejected without mentioning any reasons thereof. Any Addendum / Corrigendum / Cancellation of tender can also be seen in the Department website.

B. Definition and Interpretation

- a. Agreement means the Contract to be signed between the Department and the successful Agency including all the important information, guidelines, implementation modalities, requisite attachments, appendices and other documents incorporated by reference thereto together with any subsequent modifications, the RFP and all related correspondences, clarifications and notices.
- b. Department refers to Nodal Officer, MMJJM, ST & SC Development, Minorities & Backward Classes Welfare Department.
- c. Agency means any agency selected for offering the solutions, services and materials related to technical support for implementation of the Scheme - Mukhya Mantri Janajati Jeevika Mission, to the Department as mentioned in the RFP. The word Agency when used in the span of contract shall be synonymous with the Agency with whom the Department signs the agreement for providing the services, solutions and materials
- d. Committee means the group of Officers formed under the Chairpersonship of a Department Head constituted for a purpose of work / designated to perform some tasks any period of time
- e. Effective Date means the Date on which the Contract is signed
- f. Validity Period or Contract Period means the period from Effective Date to the Date which the Contract either finishes / ceases to exist / is terminated
- g. Terms of Reference means all the solutions, services and materials along with any other deliverables as required to be delivered / works to be done / services to be rendered during the Validity Period or Contract Period.
- h. Timelines means the project milestones for performance of the terms of reference & delivery of solutions, services and materials described in the RFP or Contract

C. Background & Coverage

The Department has taken many efforts and innovative practices to enhance the livelihoods of tribal communities across the state. This programme intends to increase the household income of the ST tribal beneficiaries through On farm, Off farm and Non farm activities to be undertaken in ITDA areas.

The Department, being the nodal department for the welfare of Tribal communities, is making earnest efforts to promote farming and non-farming practices. It is rooted in certain universal principles of land management, which flow from the philosophy of conservation and utilization of natural resources. The practices however are context specific. By evolving such practices based on agro-ecological principles and following them will enable farmers to conserve, sustain, and increase soil health, biodiversity, livelihoods at various scales. The Mukhya Mantri Janajati Jeevika Mission programme has following objectives:

1. Promoting ST Tribal households for undertaking On farm, Off farm and Non farm activities to be undertaken in ITDA areas
2. Increasing the cultivated area
3. Enhancement of household income through various activities
4. Producing more nutritious food and food that is safe for self-consumption and for value added markets.
5. Reducing migration of youth from villages with increased opportunities through ecological intensification of production.
6. Enhancing soil health, water conservation, regenerating ecosystems and biodiversity to provide regular ecosystem services.

Coverage and Time Period

The programme will be implemented in 119 blocks across 13 districts of Odisha, namely –Balasore, Deogarh, Gajapati, Kalahandi, Kandhamal, Keonjhar, Koraput, Malkangiri, Mayurbhanj, Nabarangapur, Rayagada, Sambalpur, Sundergarh

D. Terms of Reference

The major expectations from the agency selected from Technical Support Agency (TSA) for implementation of the Scheme - Mukhya Mantri Janajati Jeevika Mission are as follows:

1. Support the Department in the Project design, planning, on boarding of agencies, building capacities in implementation, sourcing successful innovations and enabling local innovations and, in the overall execution of the program.
2. Projecting total fund requirements every year for preparation of budget estimates, setting up systems of tracking disbursement, utilization of funds under the project
3. Monitoring and reporting on the implementation of the programmes across districts
4. Develop / revise guidelines, standard operating procedures and technical protocols as per the emerging needs of the program from time to time.
5. Provide insights and feedback loops, suggest policy changes in achieving the objectives of the programme and to ensure consistency of the program implementation with the design and objectives.
6. Promotion of Natural Resource Management and protective irrigation through convergence.
7. Awareness campaigns on Agriculture, Livelihoods and Livestock initiatives
8. Setting up post-harvest, primary processing and aggregation units through WSHGs / FPOs.
9. Project management and coordination with different departments at State and District level to enable convergence.
10. Development IT based database management systems including developing a website and communication.
11. Partnership development with various institutes/agencies in development of the strategy.
12. Deploying appropriate human resources to achieve the above and establishing the team's management systems. Managing the Human Resource support by recruitment, retention and redressal of manpower provided

In addition to providing updates on the activities undertaken during the month and the work plan for the subsequent month, the monthly progress reports must also cover a section on thematic, actionable activities and initiatives that must be undertaken by stakeholders. The Agency must assist in identification of all such initiatives well in time to ensure their timely implementation by the concerned stakeholders of the project at State and District level.

Manpower

Relevant experience of the key professional staff of the organisation who will guide the program.

State level PMU

SI	Designation	No, of Positions
1	Technical Expert (NRM)	1
2	Technical Expert (MIS)	1
3	Technical Expert (Social Mobilizer & Convergence)	1
4	Technical Expert (M & E & Documentation)	1
5	Technical Expert (Marketing)	1
6	Accountant	1
7	MIS Assistant	1

Eligibility Criteria of TSAThe mandatory shortlisting criteria for agencies are:

1. Should be legally registered as Society/Act /Trust/Section 8 Company/ Section 25 Company and provide a self-attested copy of registration, and self-attested copy of PAN card with number.
2. Should not have been blacklisted by Government of India, State Government of Odisha, any other State Governments, any Indian or International donor and provide a self-declaration by the authorized representative to this effect.
3. Should have a minimum of 5 years of work experience in providing HR & Manpower support for implementation of Schemes/ related programs in Odisha.
4. Should have minimum average annual funding of Rs 1 Crore per year for the last three financial years as reflected in the last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities.
5. The chief functionary of the institution should not be a formal member of any political party and has to furnish an undertaking to this effect.
6. Agencies with prior experience in providing HR & Manpower support for implementation of Schemes/ related programs in Odisha.

Preferred but not Mandatory criteria for agencies:

1. Agencies which have taken active part in providing HR & Manpower support for implementation of Schemes / related programs in Odisha and with proven track record in planning and designing programs at scale with the Government preferably in the State of Odisha will be given more preference.
2. Agencies with above mentioned experience in Odisha will be preferred.

Instructions for agency

Agencies are requested to kindly read the whole RFP document carefully along with the requisite terms and conditions and procedures for applying in the selection process. This section specified the procedures to be followed by agencies for the preparation and submission of their proposals. It is important that the agencies carefully read and examines all the terms and conditions of this RFP.

1. From the time of RFP advertisement to the time of selection of Agency, if any agency wishes to contact the Office of the ST & SC Development, Minorities and Backward Classes Welfare Department for any clarifications on any manner related to the RFP, it should be done in the address mentioned in Information Factsheet.
2. The Officer notified by the Department will endeavour to provide timely response to the queries. However, it is to ascertain that no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Department undertake to answer all queries that have been posed by the Agencies.
3. The Agency shall bear all costs associated with the preparation and submission of the proposals, and the Department shall not be responsible or liable for those costs, regardless of any conduct or outcome of the selection process.
4. Agency shall submit only one proposal. Multiple proposals if submitted will be tagged into a single proposal and the lowest quoted amounts will be considered as quoted value.
5. In exceptional circumstances, prior to the expiration of the validity period, the Department can extend the period of validity of their proposal.
6. Agencies need to fill Annexure- A and apply in the specified format only. Copies of the following documents need to be submitted along with the annexure-A:
 - Organization Registration certificate
 - Previous 3 years Audited statement of accounts for FY 2019 – 20, 2020–21 and 2021 - 22
 - Profile of professional staff of the organization (latest CVs attached).

Proposal Evaluation process:

- The process for empanelment of the NGOs / Agencies follows a two stage scrutiny process.
- First, desk evaluation of the received proposals by the committee constituted by the Department. The applicants have to meet the minimum qualifying criteria for further evaluation.
- Second, Technical evaluation of agencies will be carried out; the shortlisted Organizations / Agencies will be further assessed under additional criteria for prioritization to undertake the said assignment.

Sl	Criteria	No.	Marks	Maximum Marks
1	Experience in designing the programs, projecting funds, budget estimates, coordination across Departments, funds tracking systems for Central / State Government. No. of Assignments	=> 1 and <= 2	2	15
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	
2	Experience of undertaking PMU / PSU / Programme Secretariat/Lead Technical agency/Professional Agency/Assignments with Central / State Government agencies in India in sectors concerning Agriculture / Natural Resources / Horticulture / other related subjects No. of Assignments	=> 1 and <= 2	2	15
		>2 and <= 4	4	
		>4 and <= 6	6	
		>6 and <= 10	8	
		> 10	10	
3	Design and implementation experience in Agriculture / Horticulture / Livelihoods or related programs implemented with the Government programs in Odisha Years of Experience	=> 1 and <= 2	2	10
		>2 and <= 3	4	
		>3 and <= 4	6	
		> 4 and <= 5	8	
		>5	10	
4	No. of Projects executed related to Livelihoods promotion in the Tribal Areas of the State No. of Assignments	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	

Sl	Criteria	No.	Marks	Maximum Marks
5	Experience of working with FPOS / WSHGs / CBOs or their federations across districts Years of Experience	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	
6	Average Annual Turnover (Rs in Crores)	=> 1 and <= 2	3	10
		> 2 and <= 4	6	
		> 4 and <= 6	10	
7	Technical Presentation by the Agency about understanding of the Project and Implementation Modalities			30
Total				100

ContractManagement:

The selected Agency will enter an initial agreement for a duration of 1 year and based on the performance the contract may be renewed further. The Agency will sign a Memorandum of Understanding (MoU) that will spell out well-defined budget, assignments, timelines and the deliverables / annual outputs, against which the performance will be monitored and evaluated. Upon selection, the Agency will deploy in position a dedicated team of professionals/experts, as required under the scope to undertake the assignment. The team will be hired by the Agency and the composition of the team of professionals/experts will be indicated in the MoU. Selection of the professional staff will be done by the agency from the open market through a transparent process, by placing advertisements and by a Selection Committee consisting Agency representatives and officials nominated by the Department.

Checklist of Documents

SI	Description	Submitted (Yes / No)
1	Certificate of Incorporation	
2	GSTN Certificate	
3	PAN Card	
4	IT Return of 3 Financial Years FY 2019 – 20, FY 2020 – 21, FY 2021 - 22	
5	Turnover Certificate	

Application Format

1. Organization Name : _____
2. Head Office Address : _____

 District _____ State _____ Pin _____
3. Local Office Address : _____

 District _____ State _____ Pin _____
4. Contact Person
 Name : _____
 Designation : _____
 Telephone No : _____ Mobile No. _____
 E – Mail Address : _____
5. Organization Registered Under : Society Act / Trust / Section 8 Company / Section 25
 Company _____ Year of Registration: _____
 (Copy of Registration Certificate to be annexed)
6. Operational since (Year) _____ GST No. _____
7. Experience in Implementing Relevant Projects in Odisha (No. of Years): _____ Years
8. **A.Manpower Details of Experts / Technical Staff of the Organization relevant to HR and Manpower Support**

Name	Position	Qualification	Years of Experience

Note : CVs should be attached

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B. Areas of Expertise of the Organisation

SI	Thematic Areas	Areas of Core Competence	Related Projects taken up	Scale of the projects

C. Programmes / Projects undertaken by the Organization

1. Experience in designing the programs, projecting funds, budget estimates, coordination across Departments, funds tracking systems for Central / State Government (No. of Assignments)

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role played by the organization
			From	To		

2. Experience of undertaking PMU / PSU / Programme Secretariat/Lead Technical agency / Professional Agency / Assignments with Central / State Government agencies in India in sectors concerning Agriculture / Natural Resources / Horticulture / other related subjects Government (No. of Assignments)

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role played by the organization
			From	To		

3. Design and implementation experience in Agriculture / Horticulture / Livelihoods or related programs implemented with the Government programs in Odisha (No of Years)

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role played by the organization
			From	To		

4. No. of Projects executed related to Livelihoods promotion in the Tribal Areas of the State(No of Assignments)

Name of Project	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Role Played by the Organization
		From	To		

5. Experience of the agency on working with FPOS/ WSHGs or their federations across the districts. (Years of Experience)

Name of the Project	Department/ Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (District, State)	Total no. of FPOs/WSHG/WSHG Federations formed / Supported
		From	To		

Annexure: Format for Turnover indicating that the organization has financial turnover of last 3 years ending 31st March 2022

This is certify that M/s. _____ has experience of providing services for _____ years and has annual average turnover (Rs. In lakhs) is Rs. _____ in the last three years, whose details are as mentioned below

Sl	Financial Year (Ending 31 st March)	Annual Turnover from Professional Services (Rs. In Lakhs)	Annual Turnover from Other Activities (Rs. In Lakhs)	Total Annual Turnover (Rs. In Lakhs)
1	2019 – 20			
2	2020 - 21			
3	2021 - 22			
Total Turnover (Rs. In Lakhs)				
Average Turnover (Rs. In Lakhs)				

(Copy of Income Tax Return Certificate, Audited Statement, Balance Sheet of 3 years to be enclosed)

Name of the Chartered Accountant (Auditor of Organization) :

Address of the Chartered Accountant (Auditor of Organization) :

Signature of Authorized Representative

Organization / Representative Seal

Annexure : Format for Self – Declaration by Organization / Agency**Bidder Letterhead**

Date : _____

To,

Nodal Officer,
Mukhya Mantri Janajati Jibika Mission,
ST & SC Development Department, Govt. of Orissa.
TDCCOL Building , 2nd Floor, Rupali Square,
Bhoi Nagar, Bhubaneswar – 751022

Subject : Self Declaration of Non Blacklisting / Debarring for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Sir / Madam,

I / We have read and understood the terms and conditions relevant to the Request for Proposal (RFP) vide RFP No. _____ Date : _____ and have submitted the Proposal in accordance with the terms and conditions of the above mentioned notification.

In response to the above mentioned RFP, I _____, as <Designation> _____ of M/s. _____, hereby declare and certify that the Company / Organization is having unblemished past record and is not currently blacklisted / debarred or ineligible to participate for bidding by any State / Central Govt. / District Administration / Semi Government or PSU due to unsatisfactory performance, breach of general or specific instruction, corrupt / fraudulent or any other unethical business practices.

The information furnished in the proposal are true and factual and I / we clearly understand that information furnished is found to be incorrect and not factual at any point of time or any wilful misstatement described herein may lead to disqualification of the organization and PD, OTELP Plus will have the right to initiate any action as deemed fit.

Name of Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal