



**Department of Water Resources
Government of Odisha
Office of the Executive Engineer,
Minor Irrigation Division, Khariar, Nuapada
Tel no:-06671-224284
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Letter no. 1413 date 17.05.2018**

REQUEST FOR PROPOSAL

Sealed proposals are invited from reputed, eligible and qualified NGO's for engagement as facilitating agency for "Lively hood enhancement and climate change in Nuapada district" in 10 months period. The detail terms and conditions along with the RFP (Request For Proposal) documents can be downloaded from the district website www.nuapada.nic.in .

The Proposal complete in all respect should reach through Speed post/ Registered post only addressed to **Office of the Executive Engineer, Minor Irrigation Division, Khariar, Nuapada (Odisha)-766107** on or before **26th May 2018 up to 13.00 Hrs** and will be opened on **28th May 2018 at 11.00AM** in O/o the undersigned. Authority in no way will be responsible for any postal delay. The selected/qualified organization will be intimated through their respective e-mail to attend for interview and presentation before the selection committee on their strategy to do the proposed project implementation in the Collector Conference hall, Nuapada on **30th May 2018** at 11.00 AM.

The undersigned reserves the right to accept/reject or cancel any or all the proposal at any stage without assigning any reason thereof.

**Executive Engineer,
M.I.Division, Khariar**

TERMS AND CONDITION WITH ELIGIBILITY CRITERIAS

1. Organization should have the minimum experience of 3 years.
2. Annual turnover should be more then 1crore in last 3 years.
3. Experience in carbon credit project in Odisha to reduce women drudgery (Evidence required).
4. Qualified and experienced staffs towards Geo hydrology activities lively hood, Agriculture, Live stock, Horticulture & Rural Management.
5. Time period allowed is 10 months only. i.e up to March 2019.

The Role of NGO

The role of NGO would be to work in collaboration with the team of Climate change program to help to meet the project objectives. Chiefly, the support of NGO is at the field level in working closely with the district administration/ MI Division , the field functionaries of Climate group and the local community groups. This is to be done through a team of 3 community outreach experts.

The responsibilities of the community outreach Experts will include the following:

- a. **Sensitizing communities and their institutions/GP level staff on climate change:** Conduct village level meetings and group discussion to assess village needs and scope of climate resilient works. Building capacity of women and other vulnerable groups the piloting blocks and villages and awareness generation of the community for adaptation of climate change.
- b. **Training of PRIs/Users group/stakeholders on climate change and planning:** Capacity building of the field functionaries at the Block and GP level to design, maintain, and manage durable, productive climate resilient structures.
- c. **Facilitate planning of climate resilient works:** conduct village level meetings and group discussion to assess village needs and scope of climate resilient works, which can be taken up under the project.
- d. **Facilitate handholding support to Climate change Factionaries in Livelihood/Wadi/women drudgery aspects:** Building up capacities of the farmers/users group in village level to design, maintain, and manage durable, productive climate resilient assets.
- e. **Introduce climate resilient livelihood practices:** sensitizing people to adopt climate resilient livelihood practices.
- f. **Ensure the deliverables completed in time and reports:** NGO shall be required to submit monthly progress reports a part from this specific deliverables.
- g. **Fruitful & Transiable Horticulture Cultivation, Paddy to non Paddy cultivation in the command area.**

- h. Lively hood, Live stock, Fisheries, Agriculture, Horticulture & Rural Management to be completed with Pre & Post documentation.**
- i. Any other responsibility assigned by Committee members of NAFCC work time to time as per the requirement of the project.**

OUT PUT

- Facilitate completion of Climate change Works taken up in FY 2018- 2019**
- Facilitate identification of worksite and finalization works.**
- Support in preparation of Detailed Project Report (DPR) for each work with livelihood plan**
- Coordinate with Climate change Team at District level.**
- Facilitate convergent activities with line department/ scheme(s) concerned for execution of work**
- Introduce climate resilient livelihood practices through developed village level assets**

DELIVERABLES

- 1- Month-wise action plan for 10 months for the operational area and Time Sheets of Community Experts**
- 2- Monthly Progress Report in the prescribed format**
- 3- Quarterly report in the prescribed format including case studies, process documentation on execution of work (with photographs), brief report on various training programs conducted at different level; and attendance sheets of personnel .**
- 4- Based on requirement, Documentation of Climate resilient prototypes.**
- 5- Annual report with process documents.**
- 6- Project-end report with process documents.**
- 7- Fruitful & Transiable Horticulture Cultivation, Paddy to non Paddy cultivation in the command area.**
- 8- Lively hood, Live stock, Fisheries, Agriculture, Horticulture & Rural Management to be completed with Pre & Post documentation.**

PRE QUALIFICATION DOCUMENTS

Sl	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Agency should be a non-profit organization registered under 1-SR act 1860 2-Indian trust act 1882 3- Company act 1956	1-Certificate of incorporation 2- Registration certificate 3-Pan No
2	Operation	The Agency should have been in operation for the past 3 years as on 28/02/18 and Field ITR for the last 3 years	Last 3 FY audited duly signed by a Chartered Accountant
3	Financial capacity	The Agency should have an average annual turnover of at least 1 cores over the last 3 FY(14-15,15-16,16-17)	Last 3 FY audited duly signed by a Chartered Accountant
4	Black list	The agency should not have been black listed by central/state government or public sector under taking or any govt.agency	Under taking by the Chief of the Organization.
5	Experience	The Agency should have the prior experience in implementing climate change activities.	Copy of work order/ sanction order/MoU etc
6	Authorized Representative	A power of Attorney/Board Resolution in the	Original Power of Attorney/Board Resolution copy

- Xerox copies with proper attestation may be attached.
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CRITERIA AND POINT SYSTEM FOR THE EVALUATION OF TECHNICAL PROPOSAL

sl	Evaluation Criteria	Max marks
1	Experience	
a	Prior Experience on Climate change and climate Resilient work	10
b	Experience of working Carbon Credit	10
c	Prior Experience of implementing WADI (mark awarded would be proportional to the years of experience and numbers of acres covered)	10
d	Under taken of WADI from government agency	10
2	Personal	
a	Livelihood Expert (preference PHD holder) full time 1	5
b	Expert in Climate Change program(Full Time 1) qualified on Applied Geology / Geo Hydrology and 15 years experience	5
c	Social Mobiliser (WADI and FPO expert)(Minimum 3 years of experience in similar field and having MSW) full time-1	5
3	Presentation of Approach, Methodology and Work plan before The Evaluation committee. (Administration/Organisation/ Pre & Post Documentation)	10
	Full mark	65

TEAM COMPOSITION

Name of Staff	Qualification	Area of Expertise	Position assigned	Task Assigned

(Xerox copies with proper attestation may be attached.)

DECLARATION

I do hereby declare that all statement made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my appointment may be cancelled terminated without any notice.

Date:

Place:

(Signature of the Applicant)