



**Expression of Interest for Selection of Facilitating Agency  
through Walk-In process  
under  
“Special Programme for Promotion of Millets in Tribal Areas”  
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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. Program will be implemented in 14 districts, covering 72 blocks.

At Nuapada district, Odisha Millets Mission started in the year 2017, covering 3 tribal blocks of the district. For all the 3 blocks selection of FA was done during 2017. MOA has been renewed on annual basis as per the guideline of OMM. However, due to poor performance in **Komana** block, existing FA has been disengaged by the District level committee under chairpersonship of Collector & District Magistrate for **Komana** block of Nuapada District. Hence new FA is to

be selected. Hence in order to complete the selection of FA for **Komana** block a walk-in process will be carried out for the selection.

Interested NGOs fulfilling the mandatory criteria may participate in the selection process.

**The Mandatory criteria of the NGO to be selected as FA are mentioned below:**

1. Should be legally registered (self-attested copy if the registration certificate must be enclosed with the application)
2. Must have PAN (self-attested copy of the PAN must be enclosed with the application)
3. 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.
4. Should have a minimum of 3 years of work experience in the proposed block on Millets Production Systems with community organizations and/or farmer producer's organizations beyond capacity building or marketing. Additionally experience on millet marketing, processing, research and inclusion of millets in Nutrition programmes will be added advantage.
5. Should commit to covering the areas as determined by the ATMA Nuapada in the proposed block.
6. 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.
7. Should be willing to complete 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 one year. Date of signing of the MoA will be beginning of the contract.
8. Should have experience of working with eligible community based organisations for at least 3 years. Criteria for 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.
9. Should submit last 3 years audited balance sheet and financial reports to the concerned regulatory authorities.
10. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.

11. 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.
12. 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).
13. NGOs with experiences of working on organic agriculture especially millets 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 for Walk-In 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.**

Expression of Interest is available in word format and pdf format at the websites [www.milletsodisha.com](http://www.milletsodisha.com) and <http://ncds.nic.in> under the notice section under "Tenders & Notice" 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 2016-17, 2017-18, 2018-19 and 2019-20 (If available).
3. Previous 3 years Annual Report.
4. Fixed asset position including its present value and location.
5. Total no of professional staff of the organization.
6. Profile of Staff expected to be deputed for the project.
7. MoA/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing drought resilient agriculture activities.
8. Address of head and field offices.
9. Scoring sheet and corresponding documents of proposed CBOs.
10. Guidelines for Odisha Millets Mission may be found at [www.milletsodisha.com](http://www.milletsodisha.com) under the tab "Guidelines" for your reference. The fund will be given to the FA based on six monthly action plans. Detailed process guidelines shall be shared by Programme Secretariat with selected FAs.

Further information can be obtained at the address below during office hours [*Between 10.00 to 17.00 hours*] by writing to [ddanua.dag@nic.in](mailto:ddanua.dag@nic.in) with a copy to [omm.nuapada@gmail.com](mailto:omm.nuapada@gmail.com) and [odishamilletsmission@gmail.com](mailto:odishamilletsmission@gmail.com).

The walk-in-interview for the selection will held on dt 22-09-2020 at 11 am at Conference hall at the office of the Chief District Agriculture Officer, Nuapada.

***ATMA Nuapada retains the right to withdraw the expression of interest at any point of time without further explanation or notice.***

**Process of Selection:**

- Organisation may attend the walk-in selection along with the application as per Annexure –A for the block.
- NGOs will also submit the CBO details and panchayat details as per the specified format as per Annexure C. The criterion for selection of CBO is placed at Annexure – B.
- Presentations to be made by the Organisation on the walk-in date before District ATMA under chairmanship of Collector & District Magistrate/Representative of Collector & District Magistrate of the respective district. The presentation will be made by the Organisation as per the format given in Annexure D.
- A field verification will be made by the team based upon the information as provided by the Organisation in the presentation.
- After verification of application by Programme Secretariat, MoA will be signed between ATMA and Selected NGOs for the Programme.
- 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 and 3 blocks in the state.



**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  Others

**Financial Particulars of the Agency**

Financial Year*	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed ( yes/ no)**
2016-17				
2017-18				
2018-19				

\*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
2016-17		
2017-18		
2018-19		

- vi. **Personnel / Staff** (Current status)
- i) Total number of staff –
  - 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 Staff to be appointed for the Millet Project**

Name	Position	Engaged since (year)	Qualification

**vii. Work Experience**

- i. **Was the organisation black listed any time? If yes, provide the details.**

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- ii. District and Block (s) proposed for the program ( Max 2 Blocks per District)

District Name	Block Name

- iii. **Key Focus areas of work of the organisation in the proposed block: (Main 4 areas relevant for this program)**

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

- iv. **Three previous experiences in working with government departments in the proposed block:**

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

- v. **Experience in working with Community Based Organisations (CBO) in the proposed block:**

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

b. If yes, provide self scoring sheet and relevant proofs as Annexure :

**c. Please briefly describe your work with community organisation within the Block proposed in last 5 years?**

Block Name	CBO Name	Year	Activity	Coverge (No of HHs)	Finanical Transaction

**vi. Do you have any similar production related projects mentioned in the 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 proposed block ; Briefly describe:**

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

**Experience in working on millets; ‘**

**viii. 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 in Acres/Nos	Coverge (No of HHs)
			(SMI/ Line Transplantation /Intercropping through line sowing/Border Cropping/ Organic manure application/Other (Name)		
1	Production	2019			
		2018			
		2017			
		2016			
		2015			
			(Dehulling / Pulverising / Destoning / Grading)		
2	Processing	2019			
		2018			
		2017			
		2016			
		2015			
			(Consumption Campaigns/ Millet Menu preparation/ Value addition/ IEC material/ Participation in Melas)		
3	Consumption	2019			
		2018			
		2017			
		2016			
		2015			
			(Packaging/ Processed product (Millet Flour etc) , millet centric FPOs)		
4	Marketing	2019			
		2018			

S.No	Component	Year	Activity	Coverage in Acres/Nos	Coverge (No of HHs)
		2017			
		2016			
		2015			

**viii. What is the status of millets in the Block proposed by you?**

Block Name	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)

**ix. 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)

**x. Please mention any other achievements related Millets/Organic Farming/ System of Crop Intensification in the proposed blocks?**

**xi. Please give three reasons why your organisation is the best organisation for promotion of millets in the block?**

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## **Annexure B: Eligibility Criteria for the CBO :**

Following is the mandatory eligibility criteria for selection of Community Based Organisation (CBO) for Special programme for promotion of millets in tribal areas:

1. CBO must be functional for a minimum of 2 years. In case of recently formed FPOs/Federations/ Co operatives, member CBOs should be functioning for at least 2 years.
2. CBO must not have defaulted loans from any governmental or nongovernmental sources such as OLM, OTELP, NABARD, Micro finance etc.
3. CBO should have a president and secretary who must have minimum literacy skills. Signatories of the CBO must possess reading and writing skills in Odiya. Reading and writing skills in Hindi and English will be considered added advantage. They should be able to sign on the bank pass book.
4. CBO must have history of conducting regular meetings with documented minutes.
5. CBO meetings should have happened at least once in every quarter.
6. CBO members (At least 10 members or half of the membership whichever is less) must have collectively involved in either Interlending or some business or production related activity.
7. CBO must have maintained books and accounts and relevant registers.
8. CBO must have done transactions worth at least Rs 10000 till now.

### Annexure C.1 : Self Scoring Sheet for Community Based Organisations

S.No	Areas for Rating	Criteria	Scores	Marks
1	Years of Existence	More than 4 years	10	
		2 to 4 Years	5	
		Less than 2 years	0	
2	Size of CBOs	Above 50 members	10	
		20 to 50 members	5	
		10 to 20 members	0	
3	Landholding of Farmers	All members are small and marginal farmers	5	
		50% members are small and marginal farmers	3	
		Less than 50% of the members are small and marginal farmers	0	
4	Profile of Farmers	>80% members are Women, SC/ST Farmers	10	
		60 to 80% members are Women, SC/ST Farmers	5	
		<60% members are Women, SC/ST Farmers	3	
5	Meeting – frequency, time and place	Monthly	5	
		Quarterly	3	
		Irregular	2	
6	Attendance of members at meeting in last 10 meetings	>80%	5	
		60-80%	3	
		Less than 60%	0	
7	Rules and regulations	Everyone is involved and rules documented.	5	
		Rules are not always followed.	3	
		Verbal/ Non Existent	0	
8	Savings/Share Capital	Savings/Share Capital not compulsory for extremely poor	10	
		Mandatory Savings/Share Capital	5	
		No Mandatory Savings/Share Capital	0	
9	Production/ Marketing related activities	More than 80% of the members	10	
		50% to 80% of the members	5	
		Less than 50% of the members	0	
10	Loan repayments	80% loan repayment as per schedule	10	
		60 -80% loan repayment as per schedule	5	
		Less than 60% timely loan repayment	0	
11	Books and Accounts	Books, accounts & registers are maintained.	10	
		All records are maintained but not updated.	5	
		No maintenance of books and accounts	0	
12	Financial Transactions	Greater than 50000 per year	10	
		Between 25000 to 50000 per year	5	
		Rs 10000 to Rs 20000 per year	3	
		Less than Rs 10000	0	
		Total	100	

\*\* In case of producer groups, if members do not take any loans from the CBO , then loan section will be Non Applicable\*\*.

Annexure D: Format for presentation

CDAO cum Projector  
ATMA, Nuapada