

Request for Expression of Interest

Odisha Forestry Sector Development Project -II OFSDS, Forest and Environment Department.

Odisha Forestry Sector Development Project –II supported by Japan International Cooperation Agency (JICA) is being implemented in 12 Territory Divisions and 2 Wild Life Divisions of Odisha.

Expression of Interest (Eoi) is invited from Non Government Organisations (NGO) of national repute with prior experience in implementing projects related to participatory forest management / farm forestry / bio-diversity conservation / livelihoods enhancement / institutional capacity building etc., to be engaged as Partner NGO at Division level and to facilitate in the implementation of OFSDP – II through VSS at the allocated Field Management Unit level.

Interested NGOs may download the details of “**Terms of Reference (ToR) and the Application Form**” from www.ofsds.in. Eoi along with required documents, as sought for, shall be sent through a closed envelope super scribed as “**Expression of Interest for Partner NGO in OFSDP- II**” accompanied with a Demand Draft for Rs. 2000/- as application fees in favour of Project Director, OFSDS, payable at Bhubaneswar and should reach **The Project Director, OFSDP, SFTRI Campus, Ghatikia, Bhubaneswar- 751029, latest by 31.05.2017 at 5.00 PM**. If NGO intends to apply for more than one DMU, Separate Eoi for each DMU with application fee in shape of Demand Draft should be submitted. Eoi received after the stipulated date & time will not be entertained.

Canvassing in this regard will invite disqualification of the Eoi.

Deputy Project Director, OFSDP

Format of Proposal for P-NGO

Name of the DMU(s) bidding for:

- 1. Name of the Organisation :**
- 2. Name & Designation of the Chief Functionaries :
of the NGO:**
- 3. Address**
- 4. Phone/Fax, e-mail**
- 5. DMU for which application made :**
- 6. Office Address in the proposed Division(if any) :**
- 7. Registration Details including PAN/TAN/VAT nos:**
- 8. FCRA Regd. No and bank Account:**
- 9. If the NGO was ever black listed and reasons thereof.**
- 10. If any criminal Proceedings initiated / pending against the NGO, If yes submit in details.**
- 11. Financial turnover (last 3 years) :**

| Financial Year | Total Turnover as per Audited Statement |
|----------------|---|
| FY 2016-17 | |
| FY 2015-16 | |
| FY 2014-15 | |

12. Organization's banking information

| Sl No | Type of Account | Account No | Name of the Bank and address | Name of the authorized signatory |
|-------|-----------------|------------|------------------------------|----------------------------------|
| | | | | |
| | | | | |

13. Fixed Asset as per latest Audited Balance Sheet:

| Asst Type | Details of the Asset | Value in Rs. Lakhs | Present Location |
|-----------|----------------------|--------------------|------------------|
| | | | |

14. Experience in Project executions, funded by International Agencies / Government in last 5 Years):

| Title of the Project | Name of the Client/ Donor/Funding agency | Locations of the Project | Total value of the assignment | Duration of the project | Salient features (Pl. Specify the type* of the Project) |
|----------------------|--|--------------------------|-------------------------------|-------------------------|---|
| | | | | | |

* Type- NRM, Livelihoods, Forest Management, Empowerment, Capacity Building, Infrastructure etc.

15. Experience in Project executions, funded by International Agencies / Government on participatory forest management, farm forestry, bio-diversity conservation, livelihoods enhancement, institutional capacity building etc. or similar work (last 8 years):

| Title of the Project | Name of the Client/ Donor/Funding agency | Locations of the Project | Total value of the assignment | Duration of the project | Salient features |
|----------------------|--|--------------------------|-------------------------------|-------------------------|------------------|
| | | | | | |

16. Staff on regular employment: (Details regarding their employment in the organisation with supporting documents like EPF contribution, salary statement from bank etc needs to be enclosed)

| Sl No | Name | Position | Qualification | Experience in Years | Working in this NGO since |
|-------|------|----------|---------------|---------------------|---------------------------|
| | | | | | |

17. Experience of working with OFSDP : Yes/No (If yes provide details)

18. Brief Note on appropriateness of the NGO for the proposed assignment. (In 300 Words Max.)

Enclosures:

- (a) Annual Reports (for last five years) (**Ref: Point - 14 & 15**)
- (b) Copies of last three years' audited statements (**Ref: Point - 11**)
- (c) Copies of relevant registration certificates. (**Ref: Point 7**)
- (d) Copy of FCRA Registration Certificate. (**Ref: Point 8**)
- (e) Letters on award of Assignment / Project to the NGO (**Ref: Point - 14 & 15.**)

Declaration: Information furnished above are true to the best of my knowledge and suitable legal action can be initiated against the NGO, if any discrepancy observed in future.

Date:

Name of the Signatory

Place:

Designation

Draft Terms of Reference for Partner NGOs Rationale:

1. Rationale:

Odisha Forestry Sector Development Project, Phase - II, with the financial assistance from Japan International Cooperation Agency (JICA) will be implemented in 12 Forest Divisions (notified as Divisional Management Units – DMUs) targeting 1,200 Van Samrakshan Samitis (VSSs) and Eco Development Committees (EDCs) spread over in 50 Forest Ranges (notified as Field Management Units – FMUs). The Project Interventions will include forestry development and participatory forest management, farm forestry, biodiversity conservation, livelihood enhancement, human-wildlife conflict management, disaster risk management, institutional capacity building etc. The Project envisages working with 3,600 Self Help Groups of women for livelihood enhancement activities at the VSS/EDC level and also with the producer groups formed by these SHGs at the Cluster level for higher level livelihood enterprises. The VSS/ EDC, as the building block of the Project, will be the primary unit of project implementation. The Project intends to strengthen the VSS as an empowered democratic village institution for forestry governance. It desires to build the capacity of the VSS so that they would continue to carry out different activities for forest management within the given legal and institutional framework.

The Project emphasizes rigorous engagements with the target communities, PRIs, other Line Departments and private players for implementation of different activities through convergence. With the limited human resources and skill set for livelihood enhancement, it would be difficult for the Odisha Forest Department (OFD) to implement all the interventions planned by the Project. Hence the need for engagement with the local NGOs as partners in project implementation. The Partner NGO will complement the activities of the OFD in decentralised participatory forest management, and focus intensively on the community institution building, addressing the issues in institutional sustainability at the community level, diversification of livelihood activities and ensuring higher incomes to the forest dependent communities.

2. Scope of Work

Partner NGOs will be engaged at the DMU level (One NGO for one DMU) to deploy quality human resources for implementation of different Project activities. A team of staff from the Partner NGO will be deployed at the FMU level, which is the operating unit for the Partner NGO. The Team will work under the directions of DMU Chief and under guidance of FMU Chief. The Team will report to FMU Chief.

The key objectives of engagement of Partner NGOs are a) to ensure institutional strengthening and sustainability of VSSs, EDCs and SHGs, so that they would be managing the assets created or developed by the Project in an equitable and sustainable manner, b) to enhance the participation of VSSs, EDCs and SHGs in project planning and implementation of project activities, and c) to ensure rigorous engagement of SHGs in different livelihood activities round the year to enhance their income and to reduce the risks of livelihood insecurities.

The scope of work of the Partner NGOs will include the following:

1. Community mobilization
2. Re-organisation/ formation of VSSs, EDCs and SHGs
3. Perspective planning/ microplanning, annual planning, convergence planning
4. Capacity building of VSSs, EDCs and SHGs
5. Assistance in implementation of different project activities – afforestation, farm forestry, biodiversity conservation, livelihood enhancement, community development, building interfaces with different stakeholders etc.
6. Business/ enterprise planning for the SHGs and implementation of business/ enterprise plan
7. Plan and efforts for institutional sustainability

8. Monitoring, performance reviews/ assessment and evaluation
9. Documentations
10. Knowledge management

3. Eligibility Criteria for NGOs

3.1 Registration and other legal requirements

- The NGO should be registered under the Indian Societies Registration Act / Indian Trust Act / Company Act for a minimum of five years and shall be able to present annual reports and audit reports, when required.
- The NGO should be working in the same district in which the concerned DMU is located for at least 3 years and successfully implemented 2 projects funded by International Donors or Government Agencies (Union or State Governments).
- The turnover of the NGO for the last 3 years should be Rs. 2.5 million per year.
- An NGO blacklisted or placed under funding restriction by any Ministry or Government Department, Government Undertaking, shall not be eligible.
- NGO should not have defaulted either in works or in financial progress in any of their works with the Government Department or Government Agencies in last three years.

3.2 Minimum experience required

- Proven experience of working for 5 years in Forestry Sector, or in Wildlife Management and Biodiversity Conservation Sectors, or in other Sectors such as Environment, Natural Resources Management, Rural Livelihoods, Women's Empowerment, Community and Rural Development.
- Minimum 5 years of experience in preparation of village level development plans /Micro Plan, livelihood improvement/income generation plans for SHGs etc. The NGO should be well conversant in PRA and other participatory planning tools.
- Minimum 5 years of experience in community institution development, capacity building and building linkages between the community institutions and different opportunities in the government and market.
- Organisations having experience of working with OFSDP Phase 1 will be given preference.

4. Expected Roles/ Functions of NGO

The Partner NGO shall have the following key roles/ functions for implementation of the Project:

1. Assist the FMU in assessment of project area and selection of VSSs and EDCs for implementation of the Project.
2. Carry out multi-pronged activities for community mobilization in VSS/ EDC to efficiently and effectively
 - a. Participate in forest protection, management and biodiversity conservation
 - b. Participate in implementation of the project activities
 - c. Collaborate with PRIs and other Line Departments for carrying out different village development and livelihood improvement activities.
3. Assist the FMU in formation of VSSs, EDCs and SHGs, wherever required.
4. Assist the FMU and the target communities to reform their VSSs, EDCs and SHGs wherever required.

5. Work with the VSSs and EDCs to prepare Micro Plan following the Guidelines and Manual of the Project.
6. Assist the VSS/EDC and FMU in periodical review of the implementation of micro plan and in revisiting the micro plan.
7. Work with the VSSs and EDCs to prepare Annual Plans following the guidelines of the Project.
8. Assist VSSs, EDCs and FMU to prepare plan for convergence and facilitating linkages with PRIs, Line Departments and private sector agencies.
9. Work with DMU and FMU for planning and implementation of different capacity building activities for VSSs, EDCs and SHGs – the activities may include orientation, training, coaching, handholding, demonstrating etc. The focus shall be on institution development as well as programmes so that the VSSs, EDCs and SHGs can plan and implement different activities and can sustain the efforts even after the project period.
10. Assist the VSSs and EDCs to identify beneficiaries for different project components especially farm forestry, critical livelihood support, access to entitlements under different schemes of the Government.
11. Work with VSSs and EDCs to identify the poor and forest dependent communities in their respective villages and organize them to form Self Help Groups.
12. Assist the SHGs in building linkages with appropriate institutions for skill development, setting up of enterprises and marketing.
13. Work with other FMU Team to form clusters for promotion of livelihood activities and facilitate SHGs to become members in the cluster organisation.
14. Assist FMU and DMU in collection and compilation of data on the progress of project implementation and assist them in regular project monitoring and reviews, and preparation of periodic progress reports of the Project.
15. Assist VSSs, EDCs and SHGs to adopt standard institutional governance procedures and build their capacity to manage funds, maintain books of accounts and other records, undertake financial and social audits, and respect transparency and accountability.
16. Assist DMU and FMU in carrying out various publicity and promotional activities at VSS/EDC, Gram Panchayat, FMU and DMU level for creating public awareness on the Project and popularization of project strategies, results and best practices. The Partner NGO is expected to play role of a knowledge partner of the Project at the DMU and FMU level.

5. Composition of Team

The Team at the FMU level will constitute one Team Leader (Institution Development, Networking and Convergence), one Development Officer (Community Development and Livelihoods) and one Development Officer (NRM, Farm Forestry and Institutional Linkages). The Partner NGO will be mandated to deploy women team members - at least one Woman member will be deployed per FMU.

One of the Team Leaders will be designated by the NGO as the coordinator for interaction with the DMU. The Chief Functionary of the NGO will be responsible for delivery of outputs agreed in the ToR.

Table: Project area and indicative no. of Team Members to be deployed (to be filled in later)

| Sl. | Name of the DMU | No. of FMUs | Approximate number of VSSs and EDCs | No. of Team Leaders | No. of Development Officers (CD and Livelihoods) | No. of Development Officers (NRM and Linkages) |
|-----|-----------------|-------------|-------------------------------------|---------------------|--|--|
| 1 | Athamalik | 3 | 75 | 3 | 3 | 3 |
| 2 | Baripada | 6 | 150 | 6 | 6 | 6 |
| 3 | Boudh | 3 | 60 | 3 | 3 | 3 |
| 4 | Dhenkanal | 6 | 150 | 6 | 6 | 6 |
| 5 | Ghumsur North | 4 | 100 | 4 | 4 | 4 |
| 6 | Ghumsur South | 3 | 60 | 3 | 3 | 3 |
| 7 | Jharsuguda | 3 | 80 | 3 | 3 | 3 |
| 8 | Karanja | 5 | 100 | 5 | 5 | 5 |
| 9 | Rairangpur | 5 | 100 | 5 | 5 | 5 |
| 10 | Sambalpur | 4 | 100 | 4 | 4 | 4 |
| 11 | Subarnapur | 3 | 75 | 3 | 3 | 3 |
| 12 | Sundargarh | 5 | 150 | 5 | 5 | 5 |
| | Total | 50 | 1,200 | 50 | 50 | 50 |

6. Terms of Reference and Required Qualifications of the Team Members

The essential and desired qualifications of team members to be deployed by the Partner NGO have been given below:

Table: Key Responsibilities and Qualifications of the Team Members

| Sl. | Position | Key responsibilities | Qualification – essential | Qualification desirable |
|-----|-------------|---|--|--|
| 1 | Team Leader | <ul style="list-style-type: none"> Team management, coordination with DMU and FMU and VSSs/EDCs/SHGs. Coordination with different stakeholders, networking, building linkages with different Line Departments, Financial and Market Agencies. Planning, implementation, monitoring and reporting of project activities in the target villages. Microplanning, Annual Planning, Convergence Planning at the VSS and EDC level with the help of team members. Planning and execution of Institutional Capacity Building – VSSs, EDCs and SHGs. Planning and execution of livelihood enhancement activities. Assistance to FMU and VSSs and EDCs in implementation of afforestation and farm forestry activities. Build capacity of the Animators and guide them to work efficiently | <p>Graduate degree in Rural Development, Forestry, Rural Management, Agriculture, Social Works, Sociology, Plant Sciences, Environmental Sciences or allied areas.</p> <p>6 years of relevant work experiences with at least 5 years of work experience in rural areas for rural development and livelihood projects.</p> <p>Minimum 3 years of experience as Team Leader / Project Coordinator of a project overseeing programmes and programme support/ operations.</p> <p>Proficiency in reading, writing and speaking of Odia and English languages.</p> | <p>Work experience in participatory forestry and biodiversity conservation projects.</p> <p>Experience of working with the Projects implemented by the Government.</p> <p>Demonstrated managerial/ leadership abilities.</p> <p>Work experience in the same geography/ district.</p> |

| Sl. | Position | Key responsibilities | Qualification – essential | Qualification desirable |
|-----|---|---|--|---|
| | | <p>and effectively.</p> <ul style="list-style-type: none"> Assistance to DMU and FMU in organisation of workshops of leaders of VSSs and EDCs. Assistance to FMU in organisation of social audits. | <p>Proficiency in MS Office.</p> <p>Strong networking, communication and facilitation skills.</p> | |
| 2 | Development Officer – Community Development and Livelihoods | <ul style="list-style-type: none"> Community mobilisation, re-organisation of VSSs, EDCs and SHGs, formation of new SHGs etc. Key role in preparation of micro plan and annual plan by the VSSs and EDCs. Orientation and training of VSSs, EDCs, Animators, SHGs on institution development. Assistance in mass awareness generation among the members of VSSs, EDCs and SHGs to enhance their participation in the project activities. Assistance to FMU, VSSs, EDCs and SHGs in implementation of different project activities. Business/IGA planning with SHGs and assistance to the SHGs in implementation of IGAs. Assistance to VSSs and EDCs in revolving fund management. Building linkages between SHGs and financial institutions, market, schemes of the Government. Assistance to VSSs and EDCs and Animators in organisations of routine meetings, record maintenance, fund management, fund raising etc. Facilitation of social audits at the VSS and EDC level. Preparation of reports on project activities. Participation in review meetings at the FMU as well as DMU level. | <p>Graduate/Bachelor degree in Rural Development, Rural Management, Agriculture, Social Works, Social Sciences or allied areas.</p> <p>3 years of relevant work experiences in rural areas for rural development and livelihood projects.</p> <p>Strong training, facilitation and communication skills.</p> <p>Proficiency in reading, writing and speaking of Odia and English languages.</p> <p>Proficiency in MS Office.</p> | <p>Experience of working with the Livelihood Projects implemented by the Government.</p> <p>Demonstrated experience of working with SHGs and Producer Groups for livelihood improvement, enterprise development activities.</p> <p>Work experience in the same geography/ district.</p> |
| 3 | Development Officer – NRM, Farm Forestry and Institutional Linkages | <ul style="list-style-type: none"> Community mobilisation, re-organisation of VSSs, EDCs. Assistance in preparation of micro plan and annual plan by the VSSs and EDCs. Orientation and training of VSSs, EDCs, Animators, and SHGs on participatory forest management, sustainable harvesting of NTFPs, farm forestry etc. Assistance to FMU, VSSs, EDCs and SHGs in implementation of afforestation, farm forestry, agro-forestry, NTFP plantations, soil and water conservation etc. | <p>Graduate/Bachelor degree in Forestry, Agriculture, Environmental Sciences, Plant Sciences, Rural Management and allied areas.</p> <p>3 years of relevant work experiences in JFM/ NRM projects.</p> <p>Strong facilitation skills in community based forest management/ natural resource management.</p> | <p>Experience of working with the JFM/ Eco Development/Water shed Projects implemented by the Government.</p> <p>Demonstrated experience of working with JFMCs/EDCs for participatory forest management, convergence, farm forestry, forest</p> |

| Sl. | Position | Key responsibilities | Qualification – essential | Qualification desirable |
|-----|----------|---|---|---|
| | | <ul style="list-style-type: none"> Assistance to FMU and EDCs for implementation of eco development activities including biodiversity conservation. Convergence planning and building interface with PRIs, Line Department, and Private Sector Agencies for implementation of different activities in the VSSs and EDCs. Assistance to other team members in business/IGA planning and implementation of IGAs. Assistance to VSSs and EDCs, and Animators in organisations of routine meetings, record maintenance, fund management, fund raising etc. Facilitate the process of information and experience sharing among VSSs, EDCs and SHGs at the FMU level. Facilitation of exposure visits for the VSSs, EDCs and SHGs. Facilitation of federation building process among the VSSs and EDCs Preparation of reports on project activities. Participation in review meetings at the FMU as well as DMU level. | <p>Proficiency in reading, writing and speaking of Odia and English languages.</p> <p>Proficiency in MS Office.</p> | <p>based livelihood projects.</p> <p>Work experience in the same geography/ district.</p> |

7. Deployment period

The deployment of NGO will be for a period of 8 years. The initial period of contract will be for 5 years with an extension of further 3 years based on the need. The performance appraisal will be conducted on an annual basis and accordingly the terms and conditions of the contract will be modified annually.

8. Payments and other supports to the Partner NGOs

The Team will operate from the FMU Office and necessary office space will be provided by the FMU. One motor cycle will be provided to the Team in FMU for mobility. The Partner NGO will be provided with salary for each members, travel and coordination expenses and overheads. The payment will be made on quarterly basis.

9. Role of PMU in deployment of NGO

The Partner NGOs will be procured through local competitive bidding following quality and cost based selection method. The PMU will finalise the guidelines for procurement of Partner NGOs, which will include RFP, TOR, selection procedures (constitution of selection committee, evaluation of proposal, interviews, contract negotiations etc.), contract document, special conditions of the contract, performance appraisal etc.

The PMU will notify constitution of selection/ procurement committee to initiate the process of selection during the first year of project implementation. The committee will have members from PMU, Regional CCF, concerned DMU Chief and other Experts.

10. Role of DMU in deployment of NGO

The DMU Chief will be one of the members of the selection committee. The DMU Chief will sign the contract with the Partner NGO represented by the Chief Functionary. The Chief Functionary of NGO will be responsible for timely delivery of the outputs mentioned the contract. S/he will participate in the review meetings organised at the DMU as well as PMU level.

At DMU level, an NGO Coordination Cell will be constituted under the Chairmanship of DMU Chief with members consisting of Assistant DMU Chief, Subject Matter Specialists, one Representative of PMC and FMU Chiefs. One of the Subject Matter Specialist nominated by DMU chief will act as the Nodal Officer for coordination with NGO at the DMU level. Nodal Officer will coordinate all activities related to Partner NGO including convening the monthly review meetings, review of progress reports, maintenance all necessary records and communications etc. The Representative of PMC will assist the NGO Coordination Cell in technical coordination, monitoring and evaluation of activities of Partner NGO.

The NGO Coordination Cell will have monthly review of the progress of work by the NGO (Teams deployed by the NGO). One of the Team Leaders deployed at the FMU level will be designated by the NGO as the coordinator of the NGO to periodically interact with the DMU.

The DMU will conduct an annual performance appraisal / evaluation of the work of the NGO and the report will be shared with the PMU. Necessary feedback will be provided to the NGO by the DMU.

11. Selection Process

The Partner NGOs will be procured through local competitive bidding following quality and cost based selection method involving a three-stage selection process i.e. preliminary screening, evaluation of technical proposal and presentation/ interaction with the short-listed NGOs. The selection process will have conformity to the State Government's relevant laws and rules. Selection committee will be formed at the PMU level with members of PMU, Regional CCFs, DMU Chief, Experts etc. Announcement for RFP will be widely publicised in the local newspapers (Both local vernacular and English) and on the website of the Project / Forest Department. The suggested selection criteria with weightage of scores have been presented below:

Suggested Selection Criteria (Technical Proposal and Presentation)

| Selection Criteria | Indicators | Distribution of Scores |
|---|---|------------------------|
| Organisational capacity and experience | Reputation of the organisation, presence in the district, quality of human resources with the organisation, publications etc. | 10 |
| | Understanding of the task, proposed methodology and work plan | 10 |
| Relevant Technical Experience | Experience of working with projects on forestry, wildlife and biodiversity conservation in last 5 years | 10 |
| | Experience of working with rural livelihoods projects in last 5 years | 10 |
| | Experience of working with OFSDP Phase 1 | 10 |
| Human Resources to be deployed | | |
| Team Leader | Qualification | 5 |
| | Experience Relevant to the Position | 5 |
| Development Officer (Community Development and Livelihoods) | Qualification | 5 |
| | Experience Relevant to the Position | 5 |

| | | |
|---|--|-----|
| Development Officer (NRM, Farm Forestry and Institutional Linkages) | Qualification | 5 |
| | Experience Relevant to the Position | 5 |
| Presentation by the NGO and interaction | Clarity of tasks, work methodology, innovations etc. | 20 |
| Total | | 100 |