



**DEPUTY DIRECTOR OF HORTICULTURE,  
SUNDARGARH  
INVITES EXPRESSION OF INTEREST  
FOR  
SPECIAL PROGRAM ON PROMOTION OF  
AGRICULTURE PRODUCTION CLUSTERS(APC) IN  
TRIBAL REGIONS OF ODISHA  
UNDER  
DMF, SUNDARGARH**

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**DEPUTY DIRECTOR HORTICULTURE, SUNDARGARH.**



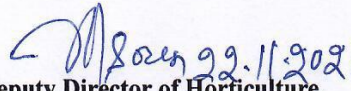
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**No: - L 2459**

**Dated - 22<sup>nd</sup> November 2021**

1	Office of the Deputy Director of Horticulture, Sundargarh on behalf of Government of Odisha invites application from NGO/TRUSTs towards Expression of Interest to involve in the programme of <b>SPECIAL PROGRAM ON PROMOTION OF AGRICULTURE PRODUCTION CLUSTER (APC) PROJECT</b> in selective 10 Nos of Blocks i.e. Hemgir, Lephripada, Tangarpali, Sundargarh, Badagaon, Rajgangpur, Nuagaon, Lathikata, Koida, Gurundia under DMF, Sundargarh from the year 2021-22 to 2026-2027 (5 Years). The EOI of the NGO/TRUSTs should be submitted to the <b>OFFICE OF THE DEPUTY DIRECTOR OF HORTICULTURE, RANIBAGICHA, SUNDARGARH-770001</b> in <b>prescribed form with necessary enclosures on or before 07<sup>th</sup> December 2021</b> by SPM through register-post/speed post and by no other means.  For Application Form & Details please visit <a href="http://www.sundargarh.nic.in">www.sundargarh.nic.in</a> , <a href="http://www.apcodisha.net">www.apcodisha.net</a> )		
2	Last date of receipt of bid	:-	07 <sup>th</sup> December 2021
3	Date of opening of EOI and Presentation	:-	On 09.12.2021 (10.00 A.M.) In the Collectorate Conference Hall, Sundargarh.
4	Mode of Receipt of EOI	:-	Through Speed Post/ Registered Post (India Post) and in no other means.

  
**Deputy Director of Horticulture,  
Sundargarh**



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## About the Project:

The project “Special Program on Promotion of Agriculture Production Clusters (APCs) in tribal regions of Odisha” originated from a partnership between Department of Agriculture and Farmers’ Empowerment in collaboration with Panchayati Raj and Drinking Water Department, Govt. of Odisha for promotion of Agriculture Production Clusters in tribal regions in partnership with Bharat Rural Livelihoods Foundation (BRLF), an independent society promoted by Govt. of India and PRADAN (Professional Assistance for Development Action), a national level NGO. The available schemes with Directorate of Horticulture, Agriculture, OLM, Mission Shakti, ST & SC Development Department, OAIC, OLIC, MGNREGS, APICOL, FARDD, ATMA and other relevant departments will be converged for creation of livelihood infrastructures in the proposed regions.

The project will trigger growth in farm sector with the objective of sustainably doubling income of one lakh small and marginal farmers by establishing Agriculture Production Clusters (APCs) in 40 backward blocks of 12 highland districts in the state.

The program was launched with signing of the afore mentioned 4 party MOU on 6<sup>th</sup> November 2018 in the auspicious presence of Honorable Chief Minister of Odisha. **The detail of the APC project can be found in the website: [www.apcodisha.net](http://www.apcodisha.net) in the quick link section of Directorate of Horticulture website: [www.odihort.nic.in](http://www.odihort.nic.in).**

**District Administration of Sundargarh** is now expanding the APC program to Hemgir, Tangarpalli, Lephripada, Badagaon, Sundargarh, Rajgangpur, Nuagaon, Lathikata, Koida, Gurundia blocks of Sundargarh District funded by District Mineral Foundation funds as per the MOU Signed on 18<sup>th</sup> November 2021.

In accordance with the approval from Directorate of Horticulture, DA & FE vide letter no 9193 dated 11-11-2020, and the MOU signed at the district, **DDH Sundargarh** under the program is inviting eligible and interested Non-Government Organization (NGOs) for the role of “Facilitating Agency”. Selection will be done by District level selection committee for APC program under the Chairmanship of Collector Cum Managing Trustee DMF.



### **Criteria for Selection:**

The mandatory criteria of the NGO to be selected as partner agency are mentioned below:

- 1) Should be legally registered and provide a self-attested copy of registration, PAN number and self- attested copy of PAN card
- 2) Should not have been blacklisted by Government of India, Government of Odisha, other state governments agencies, any Indian or international donor and furnish a self-declaration by the authorized representative of organization to this effect.
- 3) Should have minimum of 3 years of work experience in Odisha on agriculture with community organizations and/or Farmer Producer Organizations with the capacity of marketing around agricultural promotional activities. Additionally, experience in horticulture/vegetable production systems covering production, marketing, processing, and research will be counted upon.
- 4) Should commit to implement the project deliverables as per the timelines in their respective blocks as mentioned in the EOI and further agreed upon in the MOA signed for the purpose
- 5) Date of signing of the MoA will be the beginning of the contract
- 6) Should have experience of working with relevant community based organizations for at least 3 years. NGO has to submit the relevant documents around intervened CBOs by them.
- 7) Should submit last 3 years' audited balance sheet and financial reports prepared by the concerned regulatory authority.
- 8) The chief functionary of the institution should not be formal member of the political party and would furnish an undertaking to this effect.
- 9) The organization should have good governance practices on-board, governed by independent persons with no more than one third persons in the Governing body are related to one another.
- 10) Must have worked with any of the government program related to agriculture, NRM, farmer's organization in a substantial manner. (not limited to awareness or training or market linkage)
- 11) NGO with experience of Livelihood promotion especially Agriculture, livestock will be preferred.
- 12) NGOs with experience of project under District Mineral Foundation in the district or other adjacent districts would be preferred.





### **Instruction to submit the EOI :**

The detailed format for submitting EOI is attached as Annexure –A

- 1) NGO need to apply in the specified format only.
- 2) One NGO will fill only one “Expression of Interest” format
- 3) Information furnished with “Expression of Interest” should be accompanied by facts and documents of any related activities implemented by the NGO within the state of Odisha.

Expression of interest is available in the district website [sundargarh.nic.in](http://sundargarh.nic.in) and in <https://www.apcodisha.net/> under the circular section.

Copies of the following documents need to be submitted along with the EoI form:

1. Registration certificate of NGO/TRUSTs
2. Previous 3 years Audited statement of accounts of 2017/18, 2018/19 and 2019/20
3. Fixed asset positioning including its present value and location
4. Total no of professional staff in the organization
5. Profile of staff supposed to be designated to the project
6. MoA/Agreement or any documentary evidence of working for Government projects or special projects or Government undertakings for implementing resilient agriculture activities.
7. Address of head offices and field offices
8. Previous 3 years Annual Report
9. All the pages of filled EOI along with documents furnished should be duly signed by the authorized representative of the NGO to authenticate their claims.
10. Self Declaration of Non Black listed by any Govt./ Semi Govt./ Donor Agencies.

Filled Expression of Interest with all relevant documents in a sealed Envelope superscribed in Capital letters **“EOI FOR APC IN SUNDARGARH DISTRICT UNDER DMF”** shall be received by speed post/registered post and by no other means to the **Office of Deputy Director of Horticulture, Ranibagicha, Sundargarh-770001** on or before date **7<sup>th</sup> December 2021 by 5PM.**

Interested NGOs may arrive with copy of filled EOI and PowerPoint presentation in the suggestive format available with DDH, Sundargarh, Sundargarh NIC and APC Odisha website (covering the aspects of EOI presentable in 20 min) at the office of **Collectorate conference hall, Sundargarh** on **9<sup>th</sup> December 2021 at 10.00AM** and register for presentation.

Deputy Director Horticulture retains the right to withdraw the expression of interest or change the date of presentation at any point of time without citing explanation to the notice.



### **Deliverables of NGO partners for one sample block**

- 3000 Smallholder farmers would be mobilized into Producer Groups (PG)&Producer Companies (PC)
- At least 25 PGs would be formed out of which 80% would meet Grade A & Bcategory
- High value crops would be selected and would cover at least 1000 acres per block per year
- At least 20 Agriculture Entrepreneurs (AEs) would provide critical quality services
- 400 acres of area would be brought under irrigation
- 200 acres of area would be brought under new horticulture plantation
- Grading, Sorting &Packaging would be done at the PG level.
- Around 2100 farmers would have access to farm mechanization
- 40% of farmers would adopt Non-Pesticide Management (NPM) practices
- 1000 families would take up improved livestock rearing out of which 750 families would have sheds with intensive rearing
- Income would be doubled for 2100 families (70% of the total families)
- Promoted PC would be vibrant and providing services to its members

Note: Additional components may be converged from other relevant sources as per the requirement.



### **Process of Selection:**

- Stage 1: Presentation by NGOs before District Level Selection Committee (DLSC) under the Chairmanship of the Collector / Representative of the Collector & District Magistrate, Sundargarh through Walk in interview as per the terms in the EOI
- Stage 2: One NGO per block will be selected as Partner agency for the block. One NGO can be selected for maximum of 2 blocks in a district under this EOI.
- Stage 3: Shortlisted NGOs will submit all relevant documents. Submitted documents will be verified by DLSC.
- Stage 4: After due verification of the documents submitted by NGOs and qualify in selection process, MOU will be signed between DDH and selected NGO for partnering in implementation of the program in respective block.





**Annexure A:**

**Expression of Interest for NGOs for partnership under Special Program for Promotion or APC in tribal regions of Odisha.**

1. Introduction

- a. Name of the Organization
  - b. Acronym of the Organization, If any:
  - c. Address of the Organization
    - i. Mailing/Correspondence office
    - ii. Visiting office
  - d. Contact Person
    - i. Name
    - ii. Designation/Title
    - iii. Telephone no
- Landline  
Mobile  
Email

2. Identity/Legal status

- a. Is Organization registered- Yes  No
- b. If yes, Under Society Act  Trust Act   
Company Act (Sec.8/ Sec. 25)   
If any other, Specify
- c. Year of registration
- d. Since how long it is operational, (No of years)
- e. Operational area of the Organization - State/s  
(Indicate Numbers) District/s  
Block/s  
Village/s
- f. Whether Organization registered under FCRA -  
Yes  No
- g. Whether it is registered under Income tax  
Yes  No

- h. Was the Organization blacklisted any time by Government of India, Government of Odisha, other state governments, agencies, any Indian or international donor? If yes, provide the details along with its effective dates.



3. Governance of the Organization-

a. Vision, Mission, Goal of the Organization – Attach Annual reports for the previous 3 years 2017-18, 2018-19, 2019-20

b. Sources of fund for the Organization-

Corpus  Endowment  Donation

Govt. Grant  Donor's grant

Others specify- (Foreign)

4. Management/Administration:

a. Briefly mention administrative set up below the Chief Executive- (Flow chart)

b. Are role and responsibility of staff clearly defined? Yes  No

c. Are the records of human resources properly maintained including their appointment letters/Contract? Yes  No

5. Financial Management

a. Whether accounts are audited by external auditor annually. Yes  No

b. Do you have system of internal control? Yes

c. If yes, specify

d. What financial statements are prepared for the Organization?

Balance sheet  Receipt & Payment  Income and 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)
2017-18				
2018-19				
2019-20				

\*Attach copies of receipt and payments, Income and expenditure and Balance Sheet for these years

\*\* Please attach the concerned assessment years Income tax receipts



Audited balance sheet

Financial year	Audit of balance sheet (yes/no)	Remarks
2017-18		
2018-19		
2019-20		

6. Personnel / Staff (Current status)

- Total number of staff-
- No. of permanent staff-
- No. of temporary staff-
- No. of technical/professional staffs (M/F) please specify

Details of staff to be appointed for the APC project

Name	Position	Engaged Since (Year)	Qualification

7. Work experience

- District and blocks where NGO have been functional in last 5 years

District name	Block name	No of GP	No of Villages

- Key areas of work of the organization in Odisha:

(Main 4 areas relevant to this program/EOI)

District name	Block name	Key areas	No of years (experience of working in the block)	Coverage (No. of HHs)	Partner/Donor agency name/Govt. dept.

- Previous experiences in working with Government departments in the state\*

(add rows for relevant experiences):

District name	Block name	Department	Project name	No. of years of experience	Coverage in acres	Coverage (No of HHs)



\*Please provide relevant verifiable supporting documents (MOU/Agreement/project evaluation report/Project Assessment report/Annual report/UC/similar any other applicable documents etc.)

- d. Experience of working with Community based organizations (CBOs) in the state\*
  - i. Has the organization worked with eligible CBOs in the past (Yes/ No) (Please see Annexure B for eligibility of CBOs)
  - ii. If yes, provide verifiable documents in Annexure
  - iii. Briefly describe your work with Community organizations (Refer Annexure – B)

District name	Block name	Name of CBO	Year since promoting	Activities	Coverage (No of households)	Financial turnover

\*Please provide relevant verifiable supporting documents (MOU/Agreement/project evaluation report/Project Assessment report/Annual report/UC /similar any other applicable documents, etc.)

- e. Do you have any similar livelihood projects (around agriculture and livestock) in the State. Explain about the product and technology used.

- f. Experience of working in agriculture/horticulture in last five years\*.

District name	Block name	Years of engagement	Project	Crops	Coverage in acres	No. of HHs

\*Please provide relevant verifiable supporting documents (MOU/Agreement/project evaluation report/Project Assessment report/Annual report/UC/similar any other applicable documents etc.)



g. Experience of awareness campaign in agriculture/horticulture in last five years\*.

District name	Block name	Name of themes	Content	No. of events	No. of participants

\*Please provide relevant verifiable supporting documents (MOU/Agreement/project evaluation report/Project Assessment report/Annual report/UC/similar any other applicable documents etc)

h. Briefly describe areas of work in agriculture /horticulture in last five years by your organization (Please add table for giving details of more than one block)\*

**Name of block:**

**Name of district:**

Sr no	Component	Year	Activity	Coverage in no	Coverage (No of HHs)
1	<b>Pre-production management</b>		Experience on working on Seed Conservation/ Commercial nursery (more than 250 sq meter)/ Seed Production/ Participatory Varietal Selection/Seed Bank formation/ animal breed conservation or improvement	<b>(No of such units)</b>	
		<b>2020</b>			
		<b>2019</b>			
		<b>2018</b>			
		<b>2017</b>			
		<b>2016</b>			
	<b>Production</b>		Promotion of any prominent agronomic practices (Single-line trellis/mulching/ micro irrigation/shed net cultivation/poly greenhouse cultivation/ SRI/Line transplantation or any other) in Vegetables/ Pulses/ Millets/Rice/ etc. (at least 500 acres)	<b>(Acres)</b>	



SUNDARGARH

2		2020			
		2019			
		2018			
		2017			
		2016			
3	Processing		Setting up Vegetables / Pulses/ Rice/ Millet / /processing (cold storage/cold room/ drying unit/Pack house (sorting- grading)/de-huller/de-stoner/ grader/cleaner/de-seeders/sorting) unit and promotion of processing in the state or management of cold chain or veterinary services system setting	(No of such units)	
		2020			
		2019			
		2018			
		2017			
		2016			
4	Marketing		Experience of marketing & value addition of Vegetable/ Pulses/ Rice/ Millet/ through registered private agencies/ORMAS/any other agencies or experience in marketing of livestock	(Sales turnover in Rs)	
		2020			
		2019			
		2018			
		2017			
		2016			

\*Please provide relevant verifiable supporting documents (MOU/Agreement/project evaluation report/Project Assessment report/Annual report/UC/similar any other applicable documents etc.)

Please give 3 reasons why your organization is the best organization for taking up APC program in the proposed block





## Annexure B

**Followings are the criteria for reporting of CBOs (For filling up in 7D-iii).**

1. CBO must be functional for a minimum of 2 years. In case of recently formed FPOs/Federations/Cooperatives, member CBOs should be functional.
2. CBO must not have defaulted loans from any governmental or non-governmental sources such as OLM, OTELP, NABARD, Micro Finance Agency, 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 Odia. Reading and writing skills in Hindi and English will be an added advantage. They should be able to sign on the bank passbook.
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 inter lending or some business or production related activity.
7. CBO must have maintained books and accounts and related registers.
8. CBO must have done transactions worth at least Rs 10,000 till now.