Odisha Livelihoods Mission
Panchayati Raj and D.W Department
Government of Odisha

EOI-Cum-RPF No: OLM/NRETP/20-21/02 **Date:02.09.2020**

Expression of Interest-Cum-Request For Proposal

Assignment Title: **"Selection of Agency for Supply of Manpower/Human Resources for National Rural Economic Transformation Project (NRETP) under Odisha Livelihoods Mission, Government of Odisha."**

1. The Odisha Livelihoods Mission (OLM) now invites eligible Agencies to indicate their interest in providing the Services. Interested Agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as per ToR.
2. Agency will be selected in accordance with Quality and Cost based Selection method set out in the Consultant Guidelines (NRLM Procurement Manual)
3. Detailed information can be obtained at the address below during office hours i.e. 10.00 to 17.30 hours and the details draft ToR and NRLM Procurement Manual can be seen and downloaded in OLM website **www.olm.nic.in.**
4. In case of any Addendum/Clarification/Corrigendum/Extension regarding this EOI, the same will be published in the above websites only.
5. Expressions of interest-Cum-Request For Propoal(EoI-Cum-RFP) must be delivered to this office (in person/ post/courier) latest by **01.10.2020 ,3 .00 pm.**
6. Authority reserves the right to accept or reject any proposal, and to cancel the procurement process and reject all proposals, at any time prior to the award of contract, without assigning any reason thereof.
7. The schedule of invitation of EoI-Cum-RFP can be seen in EoI-Cum-RFP.

Contact Person: Shri Mahendra Ranjan Sahoo (Dy CEO, Procurement)I/c
Mob No: 9832177356 / 8917664754
Odisha Livelihoods Mission (OLM)
SIRD Campus, Unit-8,
Bhubaneswar-751012,Odisha.

01/09/20

State Mission Director-Cum-CEO

EoI-cum-Request for Proposals
(EOI-Cum-RFP)

EOI-CuM-RFP No. : OLM/NRETP/20-21/02
Date : 02/09/2020

Project Name:	National Rural Economic Transformation Project (NRETP)
Method:	QCBS (Quality & Cost Based Selection)
Name of Assignment:	**Selection of Agency for Supply of Manpower/Human Resources for National Rural Economic Transformation Project (NRETP) under Odisha Livelihoods Mission, Government of Odisha.**

Issued on: 02/09/2020

Odisha Livelihoods Mission
Panchayati Raj & Drinking Water Department
Government of Odisha

SIRD & PR Campus, Unit VIII, Bhubaneswar 751012, Odisha Tel: 0674 2560169,

e-mail: smmu.olm@gmail.com, www.olm.nic.in

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PART I
Section 1. Letter of Invitation

EOI-CUM-RFP No.OLM/NRETP/20-21/02
Dated: 02/09/2020

Project: **Selection of Agency for supply of Human Resources for NRETP Project under Odisha Livelihoods Mission (OLM), PR&DW Department, Government of Odisha.**

Dear Bidders

1. This is with reference to EoI-cum –Request for Proposal, the Client OLM invites proposals from the intended agency, for **"Selection of agency for supply of Human Resources for NRETP Project under Odisha Livelihoods Mission, Odisha**".

2. The project cycle is maximum for 3 years. The Contract shall be executed initially for one year . The contract period shall be renewed annually based on the performance and need. The client reserves the right to reduce or increase the project cycle period at any point of time as per the need of the organization..

3. A firm will be selected under Quality & Cost Based Selection (QCBS), weightage shall be given 80% on Technical and 20% on financial proposal. The details are given later part of this EOI-CUM-RFP.

4. Amendments/corrigendum, if any, would be posted on the OLM website

5. The last date for submission of response to proposal is 1st October 2020

6. The EOI-CUM-RFP includes the following documents:

   Section 1 - Letter of Invitation

   Section 2 - Instructions to Agency and Data Sheet

   Section 3 - Technical Proposal (FTP) - Standard Forms

   Section 4 - Financial Proposal - Standard Forms

   Section 5 - Terms of Reference

   7. Please submit your proposal in below mentioned address by post/ speed post/ courier/ Tender box:

State Mission Director
Odisha Livelihoods Mission
SIRD & PR Campus, Unit-8
Bhubaneswar
Pin Code: 752012
E-mail: smmu.olm@gmail.com

8. detailed crucial dates for invitation of EOI-CUM-RFP for the Assignment

Schedule for Invitation	Dates
Name of the Client & Address for Submission of Proposals	OLM. SIRD&PR Campus, Unit-VII, Bhubaneswar-751012, Odisha
Issue of EOI-CUM-RFP Document	2nd September 2020
Pre-Proposal queries through the email: smmu.olm@gmail.com	8th September 2020 by 5 PM
Pre-Proposal Conference	9th September 2020 at 3 PM
Amendment/ Corrigendum of EOI-CUM-RFP to be published(If any) in OLM website.	Within 7 days of Pre-bid meeting
End Date and Time of submission of EOI-CUM-RFP	1st October 2020 by 3 PM
Tentative Time, Place and date for opening of the Technical Proposal.	1st October 2020 by at 4 PM
Tentative Time, Place and date for Technical Presentation.	Date & venue for technical presentation will be informed to the qualified bidders.
Tentative Time, Place and date for opening of the Financial Proposals	Date & venue will be informed to the technically qualified bidders.
Tentative Time, Place and date for Technical Negotiation if any;	Date & venue for negotiation will be informed to the successful bidders.
Tentative Date for signing of Contract	25th October 2020
Likely Commencement of Service	1st November 2020
Bid Validity period	120 days from the last date of submission of the proposals.
JV/ Consortium	Not allowed (Pls refer ITA General provision Para 7)
Performance Security	10% of the Contract Value in shape of BG as per the prescribed format
EMD(Refundable) & Bid Processing Fee (Non-Refundable)	**EMD- Rs. 13,00,000/- (Thirteen Lakh only) & Bid Processing fee- 11,800** (including GST) infavour of Odisha Livelihoods Mission in shape of DD/ BG as per the prescribe format.
Contact person	Sri Mahendra Sahoo , OT&AS, Dy CEO, Procurement. Contact No.: 9832177356 / 8917664754

9. Proposals or those received after specified time and date or not fulfilling the specified requirement will not be considered.

Yours Sincerely,

-Sd-
Shri Rajesh Prabhakar Patil, IAS
State Mission Director
Odisha Livelihoods Mission

Section 2. Instructions To Agency (ITA)

A. General Provisions

1. Definitions

(a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Agency.

(b) "Applicable Guidelines" means the policies of the Government of India/ Government of Odisha governing the selection and Contract award process as set forth in this EOI-CUM-RFP.

(c) "Applicable Law" means the laws and any other instruments having the force of law in the Client's country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.

(d) "Client" means the implementing agency that signs the Contract for the Services with the selected Agency.

(e) "Agency" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.

(f) "Contract" means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed in its Clause-1

(g) "Data Sheet" means an integral part of the Instructions to Agency (ITA) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITA.

(h) "Day" means a calendar day.

(i) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency and Agencies

(j) "Government" means the government of the Client's

State.

(k) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Agency's proposal.

(l) "ITA" means the Instructions to the Agency that provides the shortlisted agency with all information needed to prepare their Proposals.

(m) LOI" means the Letter of Invitation being sent by the Client to the shortlisted Agency

(n) "Non-Key Expert(s)" means an individual professional provided by the Agency or its Agency and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.

(o) "Proposal" means the Technical Proposal and the Financial Proposal of the Agency in response to the EOI-CUM-RFP.

(p) "EOI-CUM-RFP" means the Request for Proposals to be prepared by the Client for the selection of the Agency

(q) "Services" means the work to be performed by the Agency pursuant to the Contract.

(r) "TORs" (this Section 5 of the EOI-CUM-RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.

2. Introduction

2.1 The Client named in the **Data Sheet** intends to select an Agency, in accordance with the method of selection specified in the **Data Sheet**.

2.2 The Agencies are invited to submit a Technical Proposal and a Financial Proposal, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Agency.

2.3 The Agency should familiarize themselves with the local conditions and take them into account in preparing their Proposals,

including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Agency's expense.

2.4 The Client will timely provide, at no cost to the Agency, the inputs, relevant project data, and reports, ***limited to the bid document ("EOI-CUM-RFP")***, required for the preparation of the Agency's Proposal as specified in the **Data Sheet**.

3. Conflict of Interest

3.1 The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

3.2.1 Without limitation on the generality of the foregoing, the Agency shall not be hired under the circumstances set forth below:

a. Conflicting activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting assignments

(ii) Conflict among consulting assignments: The Agency (including its Experts and Agency) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Agency for the same or for another Client.

c. Conflicting relationships

(iii) Relationship with the Client's staff: The Agency (including its Experts and Agency) that has a close

business or family relationship with a professional staff of the Client who is/ are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the Contract.

(iv) Any other types of conflicting relationships as indicated in the datasheet needs to be brought into the notice of the Client.

4. Unfair Competitive Advantage

4.1 Fairness and transparency in the selection process require that the Agency or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all the shortlisted Agency together with this EOI-CUM-RFP all information that would in that respect give such Agency any unfair competitive advantage over competing Agency.

5. Corrupt and Fraudulent Practices

5.1 The Client requires compliance with its policy in regard to corrupt and fraudulent/ prohibited practices as set forth by the Govt. of Odisha (GoO)

5.2 In further pursuance of this policy, Agency shall permit and shall cause its agents, Experts, Agency, sub-contractors, services providers, or suppliers to permit the client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the client.

6. Eligibility

6.1 It is the Agency's responsibility to ensure that its Experts, service providers, and/or their employees meet the eligibility requirements as established in the TOR

7. Joint Venture/ Consortium

Bids shall be submitted by the bidders as sole bidder without any Consortium/Joint venture/sub-contracting or other similar arrangements. Bids submitted under Consortium/Joint venture/sub-contracting or other similar arrangements are liable for rejection.

B. Preparation of Proposals

8. General Considerations

8.1 In preparing the Proposal, the Agency is expected to examine the EOI-CUM-RFP in detail. Material deficiencies in providing the information requested in the EOI-CUM-RFP may result in rejection of the Proposal.

9. Cost of Preparation of Proposal

9.1 The Agency shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.

10. Language

10.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency and the Client, shall be written in the language(s) specified in the Data Sheet.

11. Documents Comprising the Proposal

11.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.

11.2 If specified in the Data Sheet, the Agency shall include a statement of an undertaking of the Agency to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).

11.3 The Agency shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).

12. Only One Proposal

12.1 The Agency shall submit only one Proposal, either in its own name. If the Agency submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This preclude consultant, or the Agency's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet.

13. Proposal Validity

13.1 The Data Sheet indicates the period during which the Agency's Proposal must remain valid after the Proposal submission deadline.

13.2 During this period, the Agency shall maintain its original Proposal without any change, including the availability of the Key

Experts, the proposed rates and the total price.

13.3 If it is established that any Key Expert nominated in the Agency's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.

a. Extension of Validity Period

13.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Agency who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

13.5 If the Agency agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.

13.6 The Agency has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

b. Substitution of Key Experts at Validity Extension

13.7 If any of the Key Experts become unavailable for the extended validity period, the Agency shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

13.8 If the Agency fails to provide a replacement of Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.

c. Sub-Contracting

13.9 The Agency shall not be entitled to sub-contract the Services unless specified in the Data Sheet

14. Clarification and Amendment of EOI-CUM-RFP

14.1 The Agency may request a clarification of any part of the EOI-CUM-RFP during the period indicated in the Data Sheet not less than 10 days prior to the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, (including an explanation of the query but without

identifying its source). Should the Client deem it necessary to amend the EOI-CUM-RFP as a result of a clarification, it shall do so following the procedure described below:

14.1.1 At any time before the proposal submission deadline, the Client may amend the EOI-CUM-RFP by issuing an amendment in writing or by standard electronic means.

14.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Agency reasonable time to take an amendment into account in their Proposals.

14.1.3 The Agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline

15. Preparation of Proposals – Specific Considerations

15.1 While preparing the Proposal, the Agency must give particular attention to the following:

15.1.1 The Client may indicate in the Data Sheet the estimated Key Expert's time input (expressed in person-month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Agency's own estimates for the same.

15.1.2 If stated in the Data Sheet, the Agency shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.

16. Technical Proposal Format and Content

16.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

16.1.1 Agency shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

16.2 Depending on the nature of the assignment, the Agency is required to submit a Full Technical Proposal as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of

the EOI-CUM-RFP.

17. Financial Proposal

17.1 The Financial Proposal shall be prepared for one year (12 Months) using the Standard Forms provided in Section 4 of the EOI-CUM-RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses in INR as indicated in the Data Sheet.

a. Price Adjustment

17.2 For this assignment a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the **Data Sheet**.

b. Taxes

17.3 The Agency and its Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in the Client's country is provided in the **Data Sheet**.

c. Currency of Proposal

17.4 The Agency may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.

d. Currency of Payment

17.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

18. Submission, Sealing, and Marking of Proposals

18.1 The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by dropping the full proposal in the tender box as prescribed in **Data Sheet**.

18.2 An authorized representative of the Agency shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

18.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

18.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the

signed original. If there are discrepancies between the original and the copies, the original shall prevail.

18.5 An EMD, in the given format, shall be placed in a separate envelope clearly marked "**EMD**", **"Selection of of Agency for supply of Manpower/Human Resources for NRETP under Odisha Livelihoods Mission (OLM."** reference number, name and address of the Agency. Unless the EMD is submitted, the Technical Proposal shall not be considered.

18.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked **"Selection of of Agency for supply of manpower/Human Resources for NRETP under Odisha Livelihoods Mission (OLM.""",** reference number, name and address of the Agency, and with a warning **"Do Not Open until [insert the date and the time of the Technical Proposal submission deadline]."**

18.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, reference number, name and address of the Agency, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**."

18.8 The sealed envelopes containing the EMD, Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, EOI-CUM-RFP reference number, the name of the assignment, Agency's name and the address, and shall be clearly marked "**DO NOT OPEN BEFORE** [insert the time and date of the submission deadline indicated in the Data Sheet]".

18.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

18.10 The Proposal must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

18.11 Late submission of tender shall be out rightly rejected. The client shall not be responsible for any matter whatsoever for

postal delay or loss of any documents by accident, theft, natural calamities (act of God).

19. Confidentiality

19.1 From the time the Proposals are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

19.2 Any attempt by Agency or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.

19.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if an Agency wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

20. Opening of Technical Proposals

20.1 The Client's evaluation committee shall conduct the opening of the EMD, Bid processing Fee and Technical Proposals in the presence of the Agency' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with OLM until they are opened in accordance with the ITA.

20.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Agency; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

21. Proposals Evaluation

21.1. Subject to provision of the ITA, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

21.2. The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

22. Evaluation of Technical Proposals

22.1. The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the EOI-CUM-RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the EOI-CUM-RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)

23.1 After the technical evaluation is completed, the Client shall notify those Agency whose Proposals were considered non-responsive to the EOI-CUM-RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Agency's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Agency that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Agency sufficient time to make arrangements for attending the opening. The Agency's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Agency's choice.

23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Agency whose proposals have passed the minimum technical score and who choose to attend. At the opening, the names of the Agency, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

24. Correction of Errors

24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

a. Time-Based Contracts

24.1.1 If a Time-Based contract form is included in the EOI-CUM-RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy

between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

b. Lump-Sum Contracts

24.2 If a Lump-Sum contract form is included in the EOI-CUM-RFP, the Agency is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITA below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.

25. Taxes

25.1 The Client's evaluation of the Agency's Financial Proposal shall exclude taxes and duties in the Client's country in accordance with the instructions in the **Data Sheet**.

26. Conversion to Single Currency

26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the **Data Sheet**.

27. Combined Quality and Cost Evaluation

a. Quality- and Cost-Based Selection (QCBS)

27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Agency achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

. 28.Negotiations

28.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the Agency's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Agency.

28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Agency's authorized representative.

a. Availability of Key

28.3 The invited Agency shall confirm the availability of all Key

Experts	Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with ITA. 28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Agency, including but not limited to death or medical incapacity. In such case, the Agency shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.
29. Award of Contract	29.1 After completing the negotiations the Client shall sign the Contract; publish the award information as per the instructions in the **Data Sheet** 29.2 The Agency is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.
30. Performance Security	30.1 Upon selection, the Consultant shall furnish to the Client, a performance security of the amount specified in Clause 31.2 below, on or before execution of the Contract to secure the due performance of the obligations of the Consultant under the Contract (the **Performance Security**). The Performance Security will be in the form of an unconditional, irrevocable and on-demand bank guarantee issued in favour of the Client in the format appended to the Contract. 30.2 The Performance Security shall be for an amount equal to **10% (Ten percent)** of the total value of the Contract.

E. Data Sheet

A. General	
SN / Clause Ref	**Reference**
1 c	Odisha, India
2.1	**Name of the Client:** Odisha Livelihoods Mission (OLM) **Method of selection:** QCBS wherein Technical and Financial evaluation shall be given a weightage of 80% and 20% respectively
	Address from where the EOI-CUM-RFPDocuments can be obtained: OLM, SIRD&PR Campus, Unit-VIII, Bhubaneswar-751012, Odisha Email ID: smmu.olm@gmail.com
	Issue of EOI-CUM-RFP Documents: 2nd September 2020 between 10 am to 5 pm during office hours and website: www.olm.nic.in
2.2	**Financial Proposal to be submitted together with Technical Proposal**: Yes **The name of the assignment is: Selection of of Agency for supply of Human**

	Resources for NRETP Project under Odisha Livelihoods Mission (OLM.)
2.3	**A pre-proposal conference will be held**: Yes Date of pre-proposal conference: 9th September 2020 Time: 3 PM Address: **OLM Conference Hall** E-mail: smmu.olm@gmail.com Contact person: Sri Mahendra Sahoo , OT&AS, Dy CEO, Procurement Contact No.: 9832177356 / 8917664754
2.4	**The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals**: As per Terms of Reference (ToR)
2.5	The project cycle is maximum for 3 years. The Contract shall be executed initially for one year . The contract period shall be renewed annually based on the performance and need. The client reserves the right to reduce or increase the project cycle period at any point of time as per the need of the organization.
2.6	Bidder participating in the bidding process must furnish an earnest money deposit **(EMD) of INR 13 lakh** in the form of a Bank Guarantee/DD in the name of **Odisha Livelihoods Mission** valid for a period of 90 days for Technical Proposal opening in the format provided in the Annexure. The EMD of bidders shall be refunded soon after final acceptance of bid and award of contract • The EMD taken from the bidder shall be forfeited in the following cases:- • When the bidder withdraws his bid proposal after opening of bids. • When the bidder does not execute the agreement after placement of order within the specified time. • When the bidder does not deposit the Performance Guarantee in the form of Bank Guarantee after the work order is placed.
B. Preparation of Proposals	
10	This EOI-CUM-RFP has been issued in the ENGLISH language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.
11.1	The Proposal shall comprise the following: **<u>FULL TECHNICAL PROPSOSAL</u>** **1st Inner Envelope with the Technical Proposal (Cover-A)** (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3

	(5) TECH-4 (6) TECH-5 (7) TECH-6 **AND** **2nd Inner Envelope with the Financial Proposal (Cover-B)** (1) FIN-1 (2) FIN-2 (3) FIN-3
11.2	Statement of Undertaking is required: **Yes**
12.1	Participation of Sub-Agencies, Key Experts and Non-Key Experts in more than one Proposal is permissible: **No**
13.1	Proposals must remain valid for 120 days calendar days after the proposal submission deadline.
13.9	The Bidder has to be a single entity. staff should be in the payroll of the Bidder.
14.1	Clarifications may be requested as per the deadline The contact information for requesting clarifications is: Address: OLM, SIRD &PR Campus, Unit- VIII,, Bhubaneswar, 751012, Odisha E-mailsmmu.olm@gmail.com Contact person: Sri Mahendra Sahoo , OT&AS, Dy CEO, Procurement Contact No.: 9832177356 / 8917664754
17.1	Time cost of the staff to be provided in the Financial Proposal All TA/DA as OLM permissible shall be additional and will be reimbursed to Agency as per the guidelines of Govt. of Odisha. Office facility shall be provided by OLM / Govt. of Odisha.
17.2	Price Adjustment- N/A.
17.3	The Financial Proposal should be quoted in INR
C. Submission, Opening and Evaluation	
18.1	The Agencies shall not have the option of submitting their Proposals electronically. The submission shall be done by dropping the full proposal consisting of three envelopes in the tender box.
18.4	**The Agency must submit the full proposal consisting of three envelopes. All envelopes should be properly marked and sealed:** (a) **EMD**: EMD in the given BG format /DD and Bid processing Fee (Demand Draft) (b) **Technical Proposal:** one (1) original and one (1) soft copy in pdf format in

	the form of CD; (c) **Financial Proposal:** one (1) original. The financial proposal should be submitted in the formats mentioned in the EOI-CUM-RFP for One year only; submission of financial proposal in any other format will be rejected.
18.7	**The Proposals must be submitted no later than:** **Date:** 1st October 2020 **Time: 3 PM** Proposal submission address is: **Odisha Livelihoods Mission** **SIRD & PR Campus, Unit- VIII,** **Bhubaneswar, 751012, Odisha**
20	**Time, Place and date for opening of the EMD and Technical Proposal (Cover-A)** **Conference Hall of OLM** **SIRD &PR Campus, Unit- VIII,** **Bhubaneswar, 751012, Odisha** **Date: 1st October 2020** **Time: 4 PM**
20.1	**An online option of the opening of the Technical Proposals is offered:** No The opening shall take place at:
20.2	In addition, the following information will be read aloud at the opening of the Technical Proposals**:** **Name of Agency**
22.1	**Criteria, sub-criteria, and point system for the eligibility and evaluation of the Technical Proposals:** **<u>Key Eligibility Criteria: (1st Stage)</u>** Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following key eligibility criteria. The bidder is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Eligibility Criteria	Supporting Documents

1.	The Applicant must be a company incorporated under the Companies Act or a limited liability Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership Act registered under relevant law	Certificate of Incorporation / Partnership Deed/ Firm registration Certificate along with PAN, GST registration certificate
2.	The average annual turnover of the Applicant in India in the last three financial years ending 31 March 2019 shall be minimum INR 200.00 Crores or above. (FY 2016-17, 2017-18, 2018-19)	Financial Details of the bidder along with copies of the audited balance sheet and Income & Expenditure Statement.
3.	The Bidder should have experience of successful completion of at least two (2) similar assignment for supply of Human Resource /Man Power or staff recruitment project in last 3 Financial years from the proposal due date where the single contract value is not less than INR 2.0 crores. (FY 2016-17, 2017-18, 2018-19)	Copy of Work Oder/MoU/Completion Certificate.
4.	The bidder should have minimum annual revenue of Rupees 20 Crores from Recruitment/ manpower during each of the last three declared financial years. (FY 2016-17, 2017-18, 2018-19)	Copy of audited financial results for last three declared financial years of recruitment/ Manpower revenue is to be attached, certified by the auditor.
5.	The bidder must have successfully supplied or recruited minimum 500 staff for Government/PSU's/Authority/Board/State / Government/ during last 3 FY. (FY 2016-17, 2017-18, 2018-19)	Self-certified certificate by authorized signatory along with Work order/agreement

- ✓ Similar assignment: Supply of Manpower/ Human Resources/ contractual staff recruiting only. The setting up PMU/TSU/ Technical Support/ PMC experiences shall not be considered for this model of assignment.

- ✓ FY: Financial Year

TECHNICAL EVALUATION CRITERIA: (2nd Stage): Evaluation of the Technical and financial proposals will be based on Quality and Cost Based Selection mode with weightage of 80% and 20% for technical and financial proposals, respectively.

1. In the first phase the qualifying documents shall be scrutinized based on the key eligibility criteria as mentioned in this TOR.
2. In the second phase the bidders which satisfy the eligibility criteria shall be given marks based on technical parametres. Accordingly, bidders will be ranked based on the marks allotted to them.

Table 1

Sl. No.	Parameters	Total / Maximum Marks
1	**Financial Capacity of the Bidder**	**10**
	Bidder's average annual turnover of the Applicant in India in the last three financial years ending 31 March 2019 shall be minimum INR 200.00 Crores or above. • For Turnover of INR >200- 300 Crores – 5 Marks • For Turnover of INR >300- 500 Crores –7 Marks • For Turnover above INR 500 Crores - 10 Marks	
2	**Proof of Experience in the last 3 years from the proposal due date.**	**30**
	The Bidder should have experience of successful completion/ongoing assignment of manpower supply project/ contractual Staff recruitment in last 3 Financial years where the single contract value is not less than INR 2.0 crores per Contract. i. For single contract value of INR >2.0 cr – 5.0 cr – 3 marks for each project. (Max 10 Project) ii. For single contract value of >INR 5.0 cr – 8.0 cr – 6 marks for each project (Max 5 projects) ii. For single contract value of more than INR 8.0 cr – 10 marks for each project (Max 3 projects) Project will be considered for evaluation only if it is accompanied with **Supporting documents like MoU/WO/Agreement Copy**	

	3	The bidder should have minimum annual revenue of Rupees 20 Crores from / supply of man power or Recruitment during each of the last three declared financial years. For turnover> 20cr -25 Cr – 5 marks For Turnover >25-30Cr – 7.5 Marks For Turnover >30Cr – 10 marks	10
	4	The bidder must have successfully supplied human resource/ recruited staff minimum 500 staff for Government/PSU's/Authority/Board/State Government in last 3 years For supplied human resource/ recruited staff of 500-750 staff – 5 marks For supplied human resource/ recruited staff of 751-1000 staff – 7.5 marks For supplied human resource/ recruited staff of above 1000 staff – 10 marks	**10**
	5.	**Presentation**	**40**
		The bidders may be invited for a Power Point presentation in front of the committee to be formed by OLM to evaluate the presentation. Presentation should highlight ; 1. Methodology for identification and selection of personnel 2. Review mechanism for performance of deployed professionals 3. Models to secure and retain professionals 4. Mechanism for handling issues and compliances	
		Total	**100**
	Note: Work Order / Completion Certificate and Terms of Reference / Experience Certificate justifying the requirements, should be submitted for each of the assignments submitted for above. **Total points for the five criteria*:* 100** **The minimum technical score (St) required to pass is*:* 70** **Financial Bid of only those Bidders will be opened who score a minimum of 70 marks**		
23	**Time, Place and date for opening of the Financial Proposal (Cover- B)** To be informed later		
25	For the purpose of the evaluation, the Client will exclude only applicable service tax / GST		

All other taxes are deemed to be included in the financial proposal.
All payments shall be made in INR. Conditions of Release of Payments to the Agency as per terms of the Contract:

Milestone & Time Line	Payment
Signing of the contract & on submission of the Annual Action Plan , KPI and Performance tracking tools.	10% of the Contract Value
Completion of 1st Quarter: On placement of 100% staff and on production of timesheets & Remarks of the staff.	20% of the Contract Value
Completion of 2nd Quarter: on production of timesheets & Remarks of the staff.	20% of the Contract Value
Completion of 3rd Quarter : on production of timesheets & Remarks of the staff.	20% of the Contract Value
Completion of 4th Quarter: on production of timesheets & Remarks of the staff.	30% of the Contract Value

Note: Contract Value includes Staff remuneration cost and Management Cost.

27.1

The mode of selection will be QCBS
The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.
The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
St= The technical score of the Bidder
Sf = 100 x Fm/ F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:
T = _____80, and
P = _____ 20

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.

D. Negotiations and Award

28.1

Expected date and address for contract negotiations and signing :
Date: 25th October 2020

	Address: OLM, SIRD Campus, Unit-VIII, Bhubaneswar-751012, Odisha
28.3	The agency may change a maximum of 10% staff with the prior consent of the Client in accordance with the Contract and in such case; a replacement staff shall have equal or better qualifications and experience as those of the originally proposed Key Expert. If the agency proposes to change more than 10% staff , a penalty of 10% of the remuneration cost fixed for that particular staff shall be deducted by the Client.
30.	**Expected date for the commencement of the Services:** 1st November 2020
31.	**Limitation of Liability** - In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). Either party shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under the Contract. **Indemnification:** Both parties shall indemnify, defend and hold harmless during the term of the Agreement from and against all liabilities, damages, losses, expenses, deaths, demands, actions, proceedings, costs and claims of any nature whatsoever, including without limitation legal fee and expenses, suffered as a result of or arising out of or in any way connected with the acts, omissions, negligence, nuisance, breach of this Agreement and failure to perform obligations hereunder of or by the licensee and its employees, agents, representatives and contractors, including the use or violation of any copyright work or literary property or patented invention, article or appliance, except to the extent that such injury, damage or loss is attributable to a negligent or willful act or omission of either of the parties.

Section 3. Technical Proposal – Standard Forms

{Notes to Agency shown in brackets { } throughout Section 3 provide guidance to the Agency to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

FORM	DESCRIPTION
TECH-1	Technical Proposal Submission Form.
Power of Attorney	No pre-set format/form.
TECH-2	Agency's Organization and Experience.
TECH-2A	A. Agency's Organization
TECH-2B	B. Agency's Experience
TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.
TECH-3A	A. On the Terms of Reference
TECH-3B	B. On the Counterpart Staff and Facilities
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
TECH-5	Work Schedule and Planning for Deliverables
TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)

All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the Agency who signs the Proposal.

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:
The State Mission Director
OLM
SIRD & PR Campus, Unit- VIII,
Bhubaneswar, 751012, Odisha

Dear Sir,

We, the undersigned, offer to provide the services for **Selection of Agency for supply of Manpower/ Human Resources for NRETP project under OLM** in accordance with your EoI-cum-EOI-CUM-RFP vide no xxxx dated xxxxxxx. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

a. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
b. Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet clause 10.
c. We have no conflict of interest as stated in the EOI-CUM-RFP
d. We meet the eligibility requirements as stated in or EOI-CUM-RFP & TOR
e. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
f. Except as stated in the ITA & Data Sheet, we undertake to negotiate a Contract on the basis of the proposed experts/staff. We accept that the substitution of Key Experts for reasons other than those stated in ITA may lead to the termination of Contract negotiations.
g. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____
Name and Title of Signatory: _____

Address: _____
Contact information (phone and e-mail): _____

Form TECH-2 (FOR FULL TECHNICAL PROPOSAL ONLY)

AGENCY'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Agency's organization and an outline of the recent experience of the Agency that is most relevant to the assignment. For each assignment, the outline should indicate the names of the Agency's Key Experts and Sub-Agencies who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a consortium, the amount paid to the Agency), and the Agency's role/involvement.

A - Agency's Organization

1. Provide here a brief description of the background and organization of your company.

2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Agency's Experience

1. List only previous similar assignments.

2. List only those assignments for which the Agency was legally contracted by the Client as a company or was one of the consortium partners. Assignments completed by the Agency's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Agency, or that of the Agency's partners or sub-Agency, but can be claimed by the Experts themselves in their CVs. The Agency should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in INR)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2018–Apr.2020}	{e.g., "technical support agency of.....": Implementation of DDU-GKY.....; }	{e.g., Ministry of ....., country}	INR…..	Define role ….. {e.g., Lead partner in a consortium if any }
	{e.g., "Support to sub-national government....." : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	INR…..	{e.g., sole Agency}

Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

a) Technical Approach and Methodology
b) Work Plan
c) Organization and Staffing}

a) ***Technical Approach and Methodology.***{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) ***Work Plan.***{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) ***Organization and Staffing.***{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

Form TECH-5 (FTP)

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables [1] (D-..)	Months											
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL
D-1	{e.g., Deliverable #1: ……												
	1) xxxxxxx												
	2) xxxxxxxx												
	3) xxxxxxxxx												
	4) xxxxxxxxx												
	5)												
	6) xxxxxxxxxxxxxxxx												
D-2	{e.g., Deliverable #2:.....}												
n													

FORM TECH-6
(CONTINUED)

CURRICULUM VITAE (CV) OF ALL STATE EXPERTS/STAFF

Position Title and No.	State Experts
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

_____

_____

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of ……, advisor/Agency to… For references: Tel……/e-mail……; Mr----------]		

Membership in Professional Associations and Publications:

_____

Language Skills (indicate only languages in which you can work): _____

_____

Adequacy for the Assignment:

Detailed Tasks Assigned on Agency's Team of Experts:	**Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Experts' contact information: (e-mail……., phone……)

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert | Signature | Date

{day/month/year}

Name of authorized Representative of the Agency (the same who signs the Proposal) | Signature | Date

Section 4. Financial Proposal - Standard Forms

{*Notes to Agency* shown in brackets { } provide guidance to the Agency to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:
State Mission Director OLM,
SIRD & PR ampus, Unit- VIII,
Bhubaneswar, 751012, Odisha

Dear Sir,

We, the undersigned, offer to provide the services for **Selection of Agency for supply of Manpower/ Human Resources for NRETP project under OLM** in accordance with your EOI-CUM-RFP XXXXXXXXX and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, *excluding of all indirect local taxes in accordance with the ITA & Data Sheet.* The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____
Name and Title of Signatory: _____
In the capacity of: _____
Address
E-mail:

FORM FIN-2 SUMMARY OF COSTS

NB: Evaluation shall be made excluding Tax

Item	**Cost**
	{Agency must state the proposed Costs in accordance with **the Data Sheet**)
	In Rupees
Cost of the Financial Proposal	
(1) Remuneration	
(2) Management Cost	
A-Total Cost of the Financial Proposal Excluding GST (to be evaluated)	
{Should match the amount in Form FIN- 1}	
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded	
B. GST	
C. Gross Total (A+B) including GST	

NOTE:

- The bidder shall quote their price bid in terms of Management cost maximum 5 % on the total annual cost of the staff remuneration as mentioned above.
- In case the bidders found tie up between the bidders in the combined score, the bidder's having highest numbers of similar assignment in the last 3 years from the proposal due date shall be considered. The contract value of each assignment/project must be greater than 2 Cr. Please refer point 2 of the technical evaluation criteria (Table-1). The bidders are requested to provide the long list of the assignment for evaluation purpose.

- In no case, the successful agency shall disburse their payment to the staff below the range of remuneration fixed. If found so later on during the contract period, their contract shall be terminated.

- No incremental cost shall be provided by the Client on the Contract Value for every successful year.

- EPF, ESI, Gratuity will be deposited by the agency by deducting from the monthly remuneration.

- No employee will claim any money at any time from OLM and the same will be responsibility of the agency.

FORM FIN-3 BREAKDOWN OF REMUNERATION (IN INR ONLY)

SN	Name of the Position	Number of Resources	Remuneration Fixed in INR per month	Total cost for 12 month
1.	Senior Technical Expert- SM & Gender	1	60000	720000
2.	Technical Expert- model CLF Strengthening	1	40000	480000
3.	Technical Expert- Capacity Building of Institutions	1	40000	480000
4.	Senior Technical Expert- Digital Finance	1	60000	720000
5.	Technical Expert- Insurance/Pensions	1	40000	480000
6.	Senior Technical Expert- Value Chain & Forward Linkage	1	60000	720000
	Technical Expert- Forward Linkage	1	40000	480000
	Senior Technical Expert- Enterprise Promotion	1	60000	720000
	Project Manager- Organic Village Cluster	1	40000	480000
	Project Manager- Livelihoods Training and Capacity Building	1	40000	480000
	Technical Expert- Enterprise Promotion	1	40000	480000
	Young Professional: 1. Model Cluster Level federation strengthening -01 2. Capacity Building of Community Institution-01 3. Social Management Framework & Gender 4. FNHW-01 5. Farm Livelihoods-05 6. Non Farm Livelihoods-01	10	35000	4200000
	District Technical Expert- Non-Farm	11	30000	3960000
	Block Technical Coordinator- Forward Linkage	41	20000	9840000

	Block Technical Coordinator-Organic Farming	41	20000	9840000
	Cluster Technical Coordinator-Organic Farming	82	10000	9840000
	Block Technical Coordinator-Financial Inclusion	41	20000	9840000
	Block Technical Coordinator-Enterprise promotion	41	20000	9840000
	Grand total fee for 12 month	278		**6,36,00,000**

IN WORDS: RUPEES SIX CRORE THIRTY SIX LAKH ONLY.

Section 5. Terms of Reference

Selection of Agency for Supply of Manpower/ Human Resources for National Rural Economic Transformation Project (NRETP) under Odisha Livelihoods Mission.

1. Introduction of the OLM:

Odisha Livelihoods Mission (OLM) is an autonomous society under the aegis of Department of Panchayati Raj and Drinking water, Government of Odisha. OLM is the nodal agency for the implementation of National Rural Livelihoods Mission Programme in the state. OLM has put in place a dedicated and sensitive support structure, to take the rural poor households out of poverty line through capacity building, financial assistance and self-reliant institutions. Through Self Help Groups, their Federation and value chain institutions like Producer Groups and Producers Company, OLM is creating a sustainable Livelihoods eco-system across the state. OLM has reached out to 30 districts in Odisha through both intensive and non-intensive modes. Herein after will be referred to as Client for convenience.

Odisha Livelihoods Mission Aims At :

- Mobilizing all the poor households into functionally effectives SHGs and their federations.
- Enhancing their access to bank credit and other financial, technical and marketing services.
- Building their capacities and skills for gainful and sustainable livelihoods development.
- Converging various schemes for efficient delivery of social and economic support services to poor with optimal results.
- More than 44 lakhs households across the state of Odisha have been mobilized by Odisha Livelihoods Mission through SHGs.
- More than 4.17 lakh SHGs formed.
- More than 29,819 Cluster Level Forums and 3839 Gram Panchayat Level Federations formed.
- 254 blocks made intensive out of total 314 blocks.
- Resource pool of more than 25132 community professionals and community resource persons created.

2. Background of the Project NRETP:

The Ministry of Rural Development with support of the World Bank has proposed "National Rural Economic Transformation Project (NRETP)" with a total outlay of USD 500 million for a period of 5 years. It is the next phase of the National Rural Livelihoods Project (NRLP) which was implemented from July 2011 to June 2018 in 13 high poverty states .

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NRETP proposes to implement higher order economic activities which are cross cutting in nature, for instance, the project design envisages that there will be an organic link between the model Cluster Level Federation (CLFs) and financial inclusion strategies, insurance and pension schemes, producer groups and organisations, product marketing and enterprise development. The financial inclusion strategy will also have a key role in financing of farm and non-farm enterprises.

3. Objective:

In this context, it is critical to deploy dedicated human resources of required technical competence at the State, District and Block level to lead the proposed activities under NRETP. In addition, the professional support is also expected to establish a link between government and private enterprises which is essential for the project to achieve its stated objectives.

NRETP –a World Bank assisted project is running by Odisha Livelihoods Mission and under the aegis of PR&DW Department , Government of Odisha . OLM is going to hire an agency for supply of Human Resources for NRETP project under OLM.

4. Scope of Work

The following summary of scope of work has been envisaged under the assignment:

- Overall monitoring of all Human Resources deployed on the project and ensures their continuity on project.
- Engagement and deployment of manpower for SMMU, DMMU and BMMU and timely payment of remuneration to the personnel through bank transfer.
- Consolidating the Quarterly Performance Reports of all Human Resources within their ambit and forwarding the same to State Mission Director, OLM in the specified format.
- The agency is expected to always keep available a reserve pool of equally skilled Human Resources that can be tapped for immediate deployment on project. In case

of any replacement, the outgoing resource must provide 2 weeks of handholding support to the fresh incumbent to ensure continuity and smooth knowledge-transfer. No post should remain vacant at any time.

- The agency is expected to provide professional, objective and impartial advise and at all times hold the interests of the State Government paramount, strictly avoid conflicts with any other assignments / jobs or their own corporate interests and act without any consideration for future work.
- In case any of the proposed Human Resources are found to be not performing or not meeting the expectations of the OLM, the agency shall find a replacement for the professionals. SMD, OLM will evaluate the replacement profile and indicate the acceptance / rejection of the profile.
- The deployed staff will work as usual office hours or as and when assigned by the appropriate authority.
- Agency must ensure that the Human Resources will not be engaged by the agency for any other activities during their term of engagement.
- The staff to be engaged by the agency shall be allowed to avail the casual leave for a maximum period of 12 days in a year. (Subject to exigencies of public Service). The 12 days leave will be in a calendar year and not to be carried over to the next year.

5. Key Eligibility Criteria and Technical Evaluation Criteria

Key Eligibility Criteria: (1st Stage)

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following key eligibility criteria. The bidder is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Eligibility Criteria	Supporting Documents
6.	The Applicant must be a company incorporated under the Companies Act or a limited liability Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership Act registered under relevant law	Certificate of Incorporation / Partnership Deed/ Firm registration Certificate along with PAN, GST registration certificate
7.	The average annual turnover of the Applicant in India in the last three financial years ending 31 March 2019 shall be minimum INR 200.00 Crores or above. (FY 2016-17, 2017-18, 2018-19)	Financial Details of the bidder along with copies of the audited balance sheet and Income & Expenditure Statement.

Sl. No.	Eligibility Criteria	Supporting Documents
8.	The Bidder should have experience of successful completion of at least two (2) similar assignment for supply of Human Resource /Man Power or staff recruitment project in last 3 Financial years from the proposal due date where the single contract value is not less than INR 2.0 crores. (FY 2016-17, 2017-18, 2018-19)	Copy of Work Oder/MoU/Completion Certificate.
9.	The bidder should have minimum annual revenue of Rupees 20 Crores from Recruitment/ manpower during each of the last three declared financial years. (FY 2016-17, 2017-18, 2018-19)	Copy of audited financial results for last three declared financial years of recruitment/ Manpower revenue is to be attached, certified by the auditor.
10.	The bidder must have successfully supplied or recruited minimum 500 staff for Government/PSU's/Authority/Board/State / Government/ during last 3 FY. (FY 2016-17, 2017-18, 2018-19)	Self-certified certificate by authorized signatory along with Work order/agreement

- ✓ Similar assignment: Supply of Manpower/ Human Resources/ contractual staff recruiting only. The setting up PMU/TSU/ Technical Support/ PMC experiences shall not be considered for this model of assignment.
- ✓ FY: Financial Year

TECHNICAL EVALUATION CRITERIA: (2nd Stage): Evaluation of the Technical and financial proposals will be based on Quality and Cost Based Selection mode with weightage of 80% and 20% for technical and financial proposals, respectively.

3. In the first phase the qualifying documents shall be scrutinized based on the key eligibility criteria as mentioned in this TOR.
4. In the second phase the bidders which satisfy the eligibility criteria shall be given marks based on technical parametres. Accordingly, bidders will be ranked based on the marks allotted to them.

Table 1

Sl. No.	Parameters	Total / Maximum Marks
1	**Financial Capacity of the Bidder**	**10**
	Bidder's average annual turnover of the Applicant in India in the last three financial years ending 31 March 2019 shall be minimum INR 200.00 Crores or above. • For Turnover of INR >200- 300 Crores – 5 Marks • For Turnover of INR >300- 500 Crores –7 Marks • For Turnover above INR 500 Crores - 10 Marks	
2	**Proof of Experience in the last 3 years from the proposal due date.**	**30**
	The Bidder should have experience of successful completion/ongoing assignment of manpower supply project/ contractual Staff recruitment in last 3 Financial years where the single contract value is not less than INR 2.0 crores per Contract. iv. For single contract value of INR >2.0 cr – 5.0 cr – 3 marks for each project. (Max 10 Project) v. For single contract value of >INR 5.0 cr – 8.0 cr – 6 marks for each project (Max 5 projects) vi. For single contract value of more than INR 8.0 cr – 10 marks for each project (Max 3 projects) Project will be considered for evaluation only if it is accompanied with **Supporting documents like MoU/WO/Agreement Copy**	
3	The bidder should have minimum annual revenue of Rupees 20 Crores from / supply of man power or Recruitment during each of the last three declared financial years. For turnover> 20cr -25 Cr – 5 marks For Turnover >25-30Cr – 7.5 Marks	10

	For Turnover >30Cr– 10 marks	
4	The bidder must have successfully supplied human resource/ recruited staff minimum 500 staff for Government/PSU's/Authority/Board/State Government in last 3 years For supplied human resource/ recruited staff of 500-750 staff – 5 marks For supplied human resource/ recruited staff of 751-1000 staff – 7.5 marks For supplied human resource/ recruited staff of above 1000 staff – 10 marks	**10**
5.	**Presentation**	**40**
	The bidders may be invited for a Power Point presentation in front of the committee to be formed by OLM to evaluate the presentation. Presentation should highlight ; 5. Methodology for identification and selection of personnel 6. Review mechanism for performance of deployed professionals 7. Models to secure and retain professionals 8. Mechanism for handling issues and compliances	
	Total	**100**

The minimum pass mark is 70 Marks to qualify in the technical proposal for next round of opening of financial proposal.

6. Contract Period: The project cycle is maximum for 3 years. The Contract shall be executed initially for one year . The contract period shall be renewed annually based on the performance and need. The client reserves the right to reduce or increase the project cycle period at any point of time as per the need of the organization.

7. Type of Contract/ Service: This is a Time based Contract. The staff shall be deployed by the agency on full time basis at Client's location. This is not a consulting services and technical support to be provided by the agency. The mode of the assignment is only to provide /supply manpower to the Client as per the requirement. This is not a setting of PMU/ TSU/TSA and technical support type of assignment.

8. Payment Modalities

Payment will be released to agency, based on periodic submission of documents as stated below:

Milestone & Time Line	Payment
Signing of the contract & on submission of the Annual Action Plan , KPI and Performance tracking tools.	10% of the Contract Value
Completion of 1st Quarter: On placement of 100% staff and on production of timesheets & Remarks of the staff.	20% of the Contract Value
Completion of 2nd Quarter: on production of timesheets & Remarks of the staff.	20% of the Contract Value
Completion of 3rd Quarter : on production of timesheets & Remarks of the staff.	20% of the Contract Value
Completion of 4th Quarter: on production of timesheets & Remarks of the staff.	30% of the Contract Value

Note: Contract Value includes Staff remuneration cost and Management Cost.

9. Penalty / Liquidated Damages on deliverables or work performance

Delay in achieving work will lead to suitable penal imposition of contract value per week up to maximum of 10% of contract value. If the penalty reaches 10% of contract value the contract will automatically be terminated or as decided by SMD-cum-CEO,OLM which will be abide by both the parties. The penalty shall be imposed from the Performance security deposited by the agency i.e 10% of Contract value.

10. Audit

The account of the agency will be audited by an Independent Chartered Accounts as per the provisions of Indian Accounts Standards in each of the financial year. The Audit report must be submitted to the OLM for information. As public money is involved , accounts will be audited by OLM/any of the Govt. bodies at the discretion of the OLM.

11. Intellectual Property:

OLM shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract.

12. Services and Facilities to be Provided by the Client

OLM will provide the following:

1. Data and other information Management support.
2. Office Space for staff
3. Team Support
4. List of OLM officials with Names and cell phone/landline numbers
5. Draft Manuals
6. The staff deployed by the agency shall be given work station in OLM Office at different location like SMMU, DMMU and BMMU (State, District and Block Level). They will be assigned by the concerned authority or any designated officer at appropriate level.

13. Review and Reporting Requirements

The Client's committee shall review the work or performance of the staff deployed at different location on quarterly basis. The State/District/Block authority or any designated officer of OLM shall furnish the timesheets and remarks of the staff based on which the payment shall be released.

14. <u>Staff requirement: The Qualification, Experience and Job Responsibilities</u>

The total 278 nos of staff initially to be deployed or positioned by the agency. The number of staff may increase or decrease at any point of time. The qualification, Experience and Job Responsibilities are fixed as per the NRETP advisory which is detailed at **Annexure-A .**

15. Fixed Remuneration Structure of the staff to be provided by the agency.

SN	Name of the Position	Number of Resources	Remuneration Fixed in INR per month per person	Total remuneration cost for 12 month in INR
7.	Senior Technical Expert- SM & Gender	1	60000	720000
8.	Technical Expert- model CLF Strengthening	1	40000	480000
9.	Technical Expert- Capacity Building of Institutions	1	40000	480000
10.	Senior Technical Expert- Digital Finance	1	60000	720000
11.	Technical Expert- Insurance/Pensions	1	40000	480000
12.	Senior Technical Expert- Value Chain & Forward Linkage	1	60000	720000
	Technical Expert- Forward Linkage	1	40000	480000
	Senior Technical Expert- Enterprise Promotion	1	60000	720000
	Project Manager- Organic Village Cluster	1	40000	480000
	Project Manager- Livelihoods Training and Capacity Building	1	40000	480000
	Technical Expert- Enterprise Promotion	1	40000	480000
	Young Professional: 7. Model Cluster Level federation strengthening -01 8. Capacity Building of Community Institution-01 9. Social Management Framework & Gender 10.FNHW-01 11.Farm Livelihoods-05 12.Non Farm Livelihoods-01	10	35000	4200000

	District Technical Expert- Non-Farm	11	30000	3960000
	Block Technical Coordinator-Forward Linkage	41	20000	9840000
	Block Technical Coordinator-Organic Farming	41	20000	9840000
	Cluster Technical Coordinator-Organic Farming	82	10000	9840000
	Block Technical Coordinator-Financial Inclusion	41	20000	9840000
	Block Technical Coordinator-Enterprise promotion	41	20000	9840000
		278		**6,36,00,000**

Notes:

- The bidder shall quote their price bid in terms of Management cost maximum 5 % on the total annual cost of the staff remuneration as mentioned above.
- In case the bidders found tie up between the bidders in the combined score, the bidder's having highest numbers of similar assignment in the last 3 years from the proposal due date shall be considered. The contract value of each assignment/project must be greater than 2 Cr. Please refer point 2 of the technical evaluation criteria (Table-1). The bidders are requested to provide the long list of the assignment for evaluation purpose.

- In no case, the successful agency shall disburse their payment to the staff below the range of remuneration fixed. If found so later on during the contract period, their contract shall be terminated.

- No incremental cost shall be provided by the Client on the Contract Value for every successful year.

- EPF, ESI, Gratuity will be deposited by the agency by deducting from the monthly remuneration.

- No employee will claim any money at any time from OLM and the same will be responsibility of the agency.

Other Terms & Conditions:

1. After selection of the agency, the Contract will be executed between OLM and Selected agency . The clauses of the Contract will be binding on the parties.

2. Amendment: The Amendment will be effected after the execution of Contract by both the parties. In this case, 30 days written notice will be served by any of the party to the other party.

3. Termination Notice: In case of termination of Contract, 30 days written notice will be served by any of the party to the other party.

4. Replacement of Staff: The agency may change a maximum of 10% staff with the prior consent of the Client in accordance with the Contract and in such case; a replacement staff shall have equal or better qualifications and experience as those of the originally proposed Key Expert. If the agency proposes to change more than 10% staff , a penalty of 10% of the remuneration cost fixed for that particular staff shall be deducted by the Client.

5. Deployment of Staff: The agency shall deplay 100 % staff as per the requirement within 30 days on execution of the Contract.

6. Disputes: In case any dispute will arise between the parties, the same shall be resolved mutually and in case the disputes further subsides , the same shall be referred to the Director, NRLM whose decision shall be treated as final and binding on the parties.

Annexure-A

NRETP Staffing Detail Requirement

Job Descriptions (indicative)

1. **Senior Technical Expert- SMF & Gender**

Location	SMMU office, State Level
Roles	To provide guidance for the implementation of SMF & Gender interventions
Reporting	CEO/Addl. CEO/Any Other Official designated by CEO
Key Responsibilities	• Develop and mainstream Social Management Framework and gender operational strategy, policies, protocols, guidelines, AAP and budget etc. • Develop pool of resource persons at state, district, block level. Also develop pool of community resource persons and community master trainers. • Develop an institutional mechanism for implementation, capacity building and monitoring of SMF and Gender intervention. • Capacity building of all mission staff on SMF and Gender. • Develop Behaviour Change Communication (BCC) strategies and resource materials for Capacity Building of community institutions and mission staff. • Represent SMMU at different forums and liaison with different line departments and NMMU related to the mission activities and reports. • Partnership management related to SMF and Gender. • Development, implementation and monitoring of MIS related to SMF and Gender. • Preparation & submission of progress reports, Best Practices, success stories, Case Studies and any other report required by the management. • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma (equivalent) preferably in Rural Development/Rural Management, Master in Social work, Women Studies and relevant academic qualification
Experience	• Minimum 7 years of relevant experience in social development, Gender, SHG Federations in rural context with experience of designing, planning

	and implementation in large scale social development projects of government/non-government organization at state level • Proven track record in working with SHGs and their federations

2. Technical Expert - Capacity Building of Community Institutions

Location	SMMU office, State Level
Roles	To support and coordinate capacity building of SHGs and their federations, community cadres and establishment of Community Managed Training centers
Reporting	SPM-IB&CB or Social Mobilization /Any Other Official designated by CEO
Key Responsibilities	• Develop Capacity building strategies for strengthening of Institution's, advisories, protocols, policies and AAPs • Support in development of capacity building strategies, protocols, policies, annual action plans and necessary advisories and guidelines for capacity building of community institutions • Develop pool of Resource Persons/Community Trainers at State/District /block level • Support in the development of mechanisms, structures and systems, for Training Needs assessment, Induction and Capacity Building of state, district, block and field teams, Community Cadres and Community Institutions • Develop protocol, advisories and guidelines for establishment of Community Managed Training centers in selected Model CLFs or Regional training centers and support Communities in its management and development of systems • Develop monitoring mechanisms for tracking the performance of Capacity building activities, community cadres, Resource pools and training centers and regular monitoring. • Support in the development of Behaviour Change Communication (BCC) strategies and materials, and Capacity Building materials for community institutions. • Documentation and preparation of case studies, best practices/ success stories etc. • Develop Customized modules and protocols shared by NMMU and if required develop state specific modules and materials • Preparation, analysis and submission of MIS and reports to state and NMMU • Any other task assigned by reporting officer

Qualification	• Post Graduate degree or diploma (equivalent) preferably in Rural Development/Rural Management, Master in Social work
Experience	• Minimum 05 years of relevant experience in development sector in designing, planning and working in large scale social development projects of government/non-government organisation at state level • Proven track record in working with SHGs and their federations

3. Technical Expert - Model CLF Strengthening

Location	SMMU office, State Level
Roles	To support in the implementation of Model CLF strategy
Reporting	SPM- IB& CB or Social Mobilization/ Any Other Official designated by CEO
Key Responsibilities	• Support in development of strategies, policies, advisories, AAPs and roll out of the same for implementation of model CLF strategy • Support in conducting state, district and block level core committee meetings • Support in coordinating with National Resource persons or Technical Support Agencies designated for the state and also developing necessary linkages and ensure on-time completion of all activities planned in model CLF strategy viz., Collection & compilation of current status of CLFs data, Vision building, Business plan development, action plans etc., • Coordinate with other thematic for integration of all activities at CLF level • Regular field visits and reviewing the performance of Model CLF for ensuring proper implementation and integration of all thematic interventions • Support in preparation of Bye-laws, registration and compliance by SHG federations • With support of Technical Expert - CB, develop pool of community master trainers/ Resource Persons at state, District and block level and CLF level and regularly coordinating and monitoring their performance • Plan, design and conduct capacity building activities for members of SHG federations, CBO staff and community cadre • Customized modules and protocols shared by NMMU and if required develop state specific modules and materials • Regularly Mentoring/monitoring/guiding concerned staff at state, district and block teams to ensure effective rollout of Model CLF strategy

	• Provide support in development and operationlization of Governance, financial and HR management systems • Identify and document of best practices, case studies and success stories etc. • Preparation, analysis and submission of MIS and reports to state and NMMU • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma (equivalent) preferably in Rural Development/Rural Management, Master in Social work
Experience	• Minimum 05 years of relevant experience in development sector with experience of design, planning and working in large scale social development projects of government/non-government organisation at state level • Proven track record in working with SHG, VO and CLF

4. Young Professional - Model CLF Strengthening at State Level

Location	• SMMU office, State Level
Roles	• To support in the implementation of model CLF strategy
Reporting	• SPM - IB&CB or Social Mobilisation /Technical Expert- Model CLF strengthening/ Any Other Official designated by CEO
Key Responsibilities	• Support in implementation of Model CLF strategy • Support in coordination with NRPs, SRPs, TSAs and concerned district and block level staff • Support in development of pool of community master trainers at state/district/block level and coordinating with them • Conduct training for community Institutions and cadre and participating in state, district and block level core committee meeting • Mentor/monitor/guide staff and community cadre to ensure effective rollout of Model CLF strategy • Support in development training modules, reporting mechanism, data analysis, documentation and reports • Documentation of best practices, case studies and success stories • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma preferably in Rural Development/Rural Management, Master in Social work
Experience	• Fresh Graduate from management institute • Preferably 1 year experience in rural development

5. Young Professional - Capacity Building of Community Institutions at State Level	
Location	• SMMU office, State Level
Roles	• To support in implementation of Capacity Building activities in NRETP blocks and development of Community Managed Training centers
Reporting	• SPM-IB&CB or Social Mobilization/Technical Expert - CB /Any Other Official designated by CEO
Key Responsibilities	• Support in implementation of Capacity Building of SHGs and their federations and Community cadres • Support in development and operationalization of policies, structure's, systems, plans, protocols, modules etc., for development of Community Managed Training centers • Support in coordination with pool of community master trainers and resource persons at state/district/block level and ensuring the completion of capacity building activities • Support in identification, grooming and deployment of cadres • Support in documentation and reporting • Support in MIS data collection and analysis and reviewing the performance of Community Managed Training centres • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma preferably in Rural Development/Rural Management, Master in Social work
Experience	• Fresh Graduate from management institute • Preferably 1year experience in rural development

6. Young Professional - Social Management framework and Gender at State Level

Location	• SMMU office, State Level
Roles	• To support in implementation of Social Management framework and gender interventions
Reporting	• Senior Technical Expert - SMF & Gender/Any Other Official designated by CEO
Key Responsibilities	• Support in development and mainstreaming of Social Management Framework and gender operational strategy, policies, protocols, guidelines, AAP and budget etc. • Support in development and coordination with resource persons at state, district, block level. • Support in rolling out of institutional mechanisms for implementation, capacity building and monitoring of SMF and Gender interventions. • Support in partnership management related to SMF and Gender.

	• Support in development, implementation and monitoring of MIS related to SMF and Gender. • Support in preparation & submission of progress reports, Case Studies and any other reports required by management. • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma preferably in Rural Development /Rural Management, Master in Social work
Experience	• Fresh Graduate from management institute • Preferably 1year experience in gender / rural development / social development issues

7. Young Professional - FNHW at State Level

Location	• SMMU office, State Level
Roles	• To support in implementation of FNHW interventions
Reporting	• SPM- IB&CB or SI&SD or FNHW Anchor person/Any Other Official designated by CEO
Key Responsibilities	• Support in development and mainstreaming of FNHW operational strategy, policies, protocols, guidelines, AAP and budget etc. • Support in development and coordination with resource persons at state, district, block level. • Support in rolling out of institutional mechanisms for implementation, capacity building and monitoring of FNHW interventions. • Capacity building of mission staff and SHGs and their federations on FNHW. • Support in partnership management related to FNHW. • Support in development, implementation and monitoring of MIS related to FNHW. • Support in preparation and submission of progress reports, Case Studies and any other reports required by management. • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma preferably in Public Health, Nutrition, extension, Rural Development/Rural Management, Master in Social work
Experience	• Fresh Graduate from management institute • Preferably 1year experience in health/ sanitation / rural development

8. Young Professional at Block Level	
Location	• Block office, Block Level
Roles	• To implement Model CLF strategy
Reporting	• Direct Reporting to Block Project Manager (BPM) and lateral reporting • to Technical Expert- Model CLF strengthening /Any Other Official designated by CEO
Key Responsibilities	• Development and rolling out of strategies, customization of VO& CLF SOPs, CLF AAPs, systems for implementation of model CLF strategy • Development and training of Community Spearhead Team and CLFs • Facilitation of activities as planned model CLF strategy viz., Collection of current status of CLFs data, Vision building, Business plan development, action plans etc., • Regular field visits and reviewing the performance of Model CLF for ensuring proper implementation and integration of all thematic interventions • Preparation of Bye-laws, registration and compliance by SHG federations • Plan, design and conduct capacity building activities for members of SHG federations, CBO staff and community cadre • Customized modules and protocols shared by State and if required develop CLF specific modules and materials • Attending CLF meetings regularly and mentoring/monitoring/guiding concerned CLF EC and staff to ensure effective rollout of Model CLF strategy • Development and operationlisation of Governance, financial and HR management systems • Identify and document of best practices, case studies and success stories etc. • Preparation, analysis and submission of MIS and reports to state • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma preferably in Rural Development Management, Master in Social work
Experience	• Fresh Graduate from management institute • Preferably 1year experience in rural development / community works

B. Digital Finance

1. Senior Technical Expert - Digital Finance Initiative

Location	SMMU office, State Level
Roles	To Provide guidance to the Mission Team for the implementation of Digital Finance Initiative
Reporting	CEO/Add. CEO/Any Other Official designated by CEO
Key Responsibilities	• Support in strengthening of Digital Finance Initiatives • Support in the development of mechanisms, structures and systems, for Induction and Capacity Building of state, district, block and field teams, Community Cadres and Community Institutions • Develop pool of community cadre/master trainers-training, deployment and management • Customized modules and protocols shared by NMMU and if required develop state specific modules and materials • Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of the activities • Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports • Facilitate planning, managing and budgeting at various levels • Provide support in programme, systems, data and fund management activities in the state • Coordinate with Corporate BC and Banks for data sharing for monitoring of Digital Finance initiatives • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma (equivalent) preferably in Rural Development Management, Master in Social work, Financial Management
Experience	• Minimum 05 years of relevant experience in related sector with experience of design, planning and working in large scale projects of government/non-government organisation at state/national Level

2. Technical Expert - insurance/pension initiatives

Location	SMMU office, State Level
Roles	To Provide guidance to the Mission Team for the implementation of insurance/pension initiatives
Reporting	CEO/Add. CEO/Any Other Official designated by CEO
Key Responsibilities	• Support in mainstreaming of insurance and pension initiatives • Develop pool of community cadre/master trainers-training, deployment and management • Customized modules and protocols shared by NMMU and if required develop state specific modules and materials • Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of the activities • Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports • Facilitate planning, managing and budgeting at various levels • Provide support in programme, systems, data and fund management activities in the state • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma (equivalent) preferably in Rural Development Management, Master in Social work, Financial Management
Experience	• Minimum 05 years of relevant experience in related sector with experience of design, planning and working in large scale projects of government/non-government organisation at state/national level

3. Block Technical Coordinator- Financial Inclusion

Location	• Block Office, Block Level
Roles	• To Provide guidance to community institution/cadre for the implementation of Financial Inclusion Initiative
Reporting	• BPM/Any Other Official designated by CEO
Key Responsibilities	• Support in strengthening of Alternate Banking Solution and Micro Insurance • Support in the identification of cadre and their trainings and deployment • Conduct training for community Institutions and cadre • Attend BLBC meeting and share the progress report, constraints (if any any) in SHG bank linkage • Support in conducting of training of Branch managers and others

	• Mentor/monitor/guide staff and community cadre to ensure effective rollout of financial inclusion activities of the Mission • Provide support in programme, systems, data and fund management and anchor Financial inclusion activities in the block • Coordinate with Bank and Corporate BC to provide technical solution to BC Sakhi • Any other task assigned by reporting officer
Qualification	• Post Graduate degree or diploma preferably in Rural Development Management, Master in Social work/Financial Management
Experience	• Fresh Graduate from management institute • Comfortable with computer/MS Office and latest android based platform

2.1 Senior Technical Expert - Value Chain and forward linkage

Role	Promote economically sustainable producer based organizations to ensure better price realization for the produce of small and marginal producers
Responsibilities	Specific tasks of the Senior Technical Expert – Value Chain and forward linkage would include: a. Development of new proposals in value chain development - Development of intervention strategy, business plan and execution plans for Value Chain development interventions b. Facilitating partnership with institutional buyers / local buyers, conducting buyer seller meets c. Planning, execution and monitoring of the sanctioned value chain development projects / SRLM interventions through regular field visit and review d. Develop appropriate institutional strategy to exploit opportunities for value chain development e. Develop -Mapping of value chains, Analyzing value chain competitiveness, project strategy, business plans, and standard operating processes for Producer Enterprises and Producer Groups. f. Maintain information regarding produce being handled by PG / PE, markets (prices and trends), commodity-wise details. g. Close handholding, capacity building and support to Producer Enterprise staff. h. Regular review of the performance of all Producer Enterprises and Producer Groups promoted by the SRLM i. Developing and executing capacity building plans for the project staff and community members on value chain development j. Develop manuals and guidelines to facilitate implementation of value chain development. Also, facilitate workshops, consultations necessary for developing the same. k. Identify and document best practices in value chain development interventions.

	l. Co-ordination with the Technical Support Agencies for development and implementation of value chain development proposals. m. Review of concerned staff at all levels n. Development of modules in MIS for monitoring and evaluation of value chain interventions
Qualifications	a. Should be a Post Graduate in Agri-business management / Rural Management / Rural Marketing or MBA in Marketing from a reputed university/institute. Candidate with UG/PG in agriculture or veterinary science is desirable.
Experience	a. Should have an experience of minimum 5 years in handling value chain development/ market linkage for agriculture produce. She/he should have experience of procurement and marketing of specific agri commodity in large scale. b. Candidates with experience in managing agriculture commodity supply chain in companies engaged in agri-business, P&L handling experience in a corporate environment would be preferred. c. Candidate with experience in enterprise promotion, business advisory services, forward and backward linkages for large agriculture based businesses would be given priority. d. Should have handled procurement / marketing / supply chain for business line / enterprise promotion of at least INR 10 crores turnover annually.

	e. Proven experience of leading professional staff and building their initiative and enable them to function as members of efficient and effective teams f. Developed and managed partnerships in market side, supply side, better technologies g. Demonstrable experience of project management, ensuring the delivery of high quality program h. Managed a team of at least 10 members
Job Related Competencies	a. Setting up a business / vertical in corporate agribusiness company/ start-up environment. b. Setting up systems and processes to increase efficiency, profitability of the business Knowledge, skills and ability to use a variety of communication methods, tools and media c. Knowledge of supply chain management, designing procurement operations, project management. d. Familiarity with mutual assistance principles, functioning of cooperatives or other community based business enterprises, governance mechanisms for Producer Companies would be preferred. e. Good data analysis and conceptualization skills f. Ability to write concept notes, proposals etc., and make effective presentations g. Ability to build and sustain effective partnerships with Government Agencies and private sector organizations h. Proven ability to coordinate the work of others and to work as part of a team and share knowledge with others i. Effective Teamwork with conflict resolution skills j. Demonstrated openness to change and ability to manage complex situations

2.2 Technical Expert – Forward Linkage

Role	Technical Expert - Forward linkage would work under the guidance of the Senior Technical Expert – Forward Linkage to promote economically sustainable producer based organizations to ensure better price realization for the produce of small and marginal producers
Responsibilities	Specific tasks of the Technical Expert - Forward linkage would include: a. Planning, execution and monitoring of the sanctioned value chain development projects / SRLM interventions through regular field visit and review b. Mapping of value chains, analyzing value chain competitiveness, project strategy, business plans, and standard operating processes for Producer Enterprises and Producer Groups. c. Maintain information regarding produce of the SHG members, markets (prices and trends), and commodity-wise details. d. Identifying institutional buyers / local buyers, conducting buyer seller meets

	e. Development of new proposals in value chain development - Development of intervention strategy, business plan and execution plans for Value Chain development interventions f. Close handholding, capacity building and support to Producer Enterprise staff. g. Timely review of the performance of all Producer Enterprises and Producer Groups promoted by the SRLM h. Developing and executing capacity building plans for the project staff and community members on farm livelihoods and value chain development i. Develop manuals and guidelines to facilitate implementation of value chain development. Also, facilitate workshops, consultations necessary for developing the same. j. Identify and document best practices in value chain development under farm livelihoods initiatives k. Co-ordination with the Technical Support Agencies for development and implementation of value chain development proposals. l. Ensuring data collection and entry into MIS for monitoring and evaluation of value chain interventions
Qualifications	a. Should be a Post Graduate in Agri-business management / Rural Management / Rural Marketing or MBA in Marketing from a reputed university/institute. Candidate with UG/PG in agriculture or veterinary science is desirable.
Experience	a. Should have an experience of minimum 3 years in handling value chain development/ market linkage for agriculture produce. She/he should have experience of procurement and marketing of specific agri-commodity in large scale b. Candidate with experience in managing agriculture commodity supply chain in companies engaged in agribusiness, P&L handling experience in a corporate environment would be preferred. c. Candidate with experience in enterprise promotion, business advisory services, forward and backward linkages for large agriculture based businesses would be given priority. d. Should have handled procurement / marketing / supply chain for vertical of at least INR 2 crores turnover annually. e. P&L handling experience for the vertical / business / product line. f. Experience of starting a business / vertical within a corporate environment would be preferred. g. Proven experience of leading professional staff and builds their initiative and enables them to function as members of efficient and effective teams h. Developed and managed partnerships in market side, supply side, better technologies i. Demonstrable experience of project management, ensuring the delivery of high quality programmes as well as managing internal learning processes across virtual teams j. Managed a team of at least 5 members

Job Related Competencies	a. Experience in setting up a business / vertical in corporate agribusiness company/ start-up environment. b. Experience in setting up systems and processes to increase efficiency, profitability of the business Knowledge, skills and ability to use a variety of communication methods, tools and media c. Knowledge of supply chain management, designing procurement operations, project management. d. Familiarity with mutual assistance principles, functioning of cooperatives or other community based business enterprises, governance mechanisms for Producer Companies would be preferred. e. Good data analysis and conceptualization skills f. Ability to write concept notes, proposals etc., and make effective presentations g. Ability to build and sustain effective partnerships with Government Agencies and private sector organizations h. Proven ability to coordinate the work of others and to work as part of a team and share knowledge with others i. Effective Teamwork with conflict resolution skills j. Demonstrated openness to change and ability to manage complex situations

2.3 Project Manager – Organic village clusters

Role	PM-organic village clusters would work under the guidance of the SPM – Farm Livelihoods to roll-out organic farming and certification in the States
Roles and Responsibilities	a. Planning, execution and monitoring of the sanctioned organic village cluster projects through regular field visit and review b. Cluster level planning and roll out of organic village cluster development activities c. Rolling out certification in the clusters d. Support the SRLMs in development of value addition and market linkage strategies for organic produce e. Development of protocols, package of practices for organic farming. Also, facilitate workshops, consultations necessary for developing the same. f. Mapping of value chains, analyzing value chain competitiveness, project strategy, business plans, and standard operating processes for Producer Enterprises and Producer Groups taking up marketing of organic produce g. Maintain information regarding produce of the SHG members, markets (prices and trends), commodity-wise details. h. Identifying institutional buyers / local buyers, conducting buyer seller meets i. Development of new proposals in organic village cluster development

	j. Developing and executing capacity building plans for the project staff and community members on farm livelihoods and value chain development k. Develop manuals and guidelines to facilitate implementation of value chain development. l. Identify and document best practices m. Co-ordination with the Technical Support Agencies for development and implementation of organic village clusters n. Ensuring data collection and entry into MIS for monitoring and evaluation
Qualifications	a. Candidate should be a Post-Graduate in Agriculture / Agri-business management/Rural Management/Rural Marketing / social sciences from a reputed university/institute
Experience	a. 5+ years in a large size livelihood development project or in reputed industry at middle management level, responsible for promotion of organic agriculture practices and allied activities based livelihoods or managing commodity business in scale, certification, sourcing, value addition, marketing etc. b. Candidate should also have minimum 3 years of experience working in any part of the value chains of organic produce. c. Should have handled procurement / marketing / supply chain for organic agricultural produce d. Experience of developing a business / vertical for promotion of organic farming, practices within an organization / corporate institution would be preferred. e. Experience of roll-out of PGS or Third party certification with at least 500 farmers. f. Proven experience of leading professional staff and builds their initiative and enables them to function as members of efficient and effective teams g. Developed and managed partnerships in market side, supply side, for technical know-how of implementation of organic farming h. Demonstrable experience of project management, ensuring the delivery of high quality programmes as well as managing internal learning processes across virtual teams i. Managed a team of at least 5 members
Job Related Competencies	a. Knowledge of organic certification standards – both third party and PGS certification systems b. Knowledge of compliances for both export and domestic markets for organic produce. c. Knowledge of organic farming methods, agro-ecological practices d. Experience in setting up systems and processes to roll-out organic farming in the States e. Good data analysis and conceptualization skills f. Ability to write concept notes, proposals etc., and make effective presentations g. Ability to build and sustain effective partnerships with Government Agencies and private sector organizations

	h. Proven ability to coordinate the work of others and to work as part of a team and share knowledge with others i. Demonstrated openness to change and ability to manage complex situations

2.4 Project Manager – Livelihoods training and capacity building

Role	PM- Livelihoods training and capacity building would work under the guidance of the SPM – Farm Livelihoods to manage the training and capacity building activities and requirements for staff, community resource persons and community.
Roles and Responsibilities	a. Developing and executing capacity building plans for the project staff and community members on farm livelihoods b. Co-ordinate with Sustainable Agriculture, Livestock, NTFP, Value Chain and organic farming teams of Farm Livelihoods to develop the training and capacity building strategy for staff, CRPs and community and identification of training needs for staff, CRP and community c. Co-ordinate development of modules / training material (print and video) with the support of NRPs / Expert organizations. d. Identify best practice sites to be developed as immersion sites / exposure visits e. Support the teams under Farm Livelihoods in development of protocols, package of practices for organic farming. Also, facilitate workshops, consultations necessary for developing the same. f. Regular documentation and publication of best practices g. Partnerships with academic institutions, capacity building agencies for providing trainings. h. Ensuring data collection and entry into MIS for monitoring and evaluation of training and capacity building activities
Qualifications	a. Candidate should be a Post-Graduate in Agriculture / Agri-business management/Rural Management/Rural Marketing / social sciences from a reputed university/institute
Experience	a. 5+ years in a large size livelihood development project or in reputed industry at middle management level, responsible for development of training materials, manuals for Staff, community resource persons and community for livelihoods activities. b. Candidate should also have minimum 3 years of experience working in development and implementation of training and capacity building programs c. Experience of designing and implementing large scale training programs at the State level for a large scale for a farm livelihoods based program d. Experience of developing training material (flipcharts, documents, posters, video etc) on sustainable agriculture, livestock, NTFP or value chain for various types of recipients (community resource persons, community, Staff). e. Experience of using innovative technologies for delivery of training

	f. Experience of building robust training architecture. g. Proven experience of leading professional staff and builds their initiative and enables them to function as members of efficient and effective teams h. Developed and managed partnerships with academic institutions, training agencies for implementation of training at various levels i. Managed a team of at least 5 members
Job Related Competencies	j. Knowledge of training needs at various level - community resource persons, community, Staff, etc k. Knowledge of training techniques, methodologies and use of technology for training delivery l. Experience in setting up systems and processes to roll-out training on various in the States m. Good data analysis and conceptualization skills n. Ability to write concept notes, proposals etc., and make effective presentations o. Ability to build and sustain effective partnerships with Government Agencies, academic institutions, training agencies etc. p. Proven ability to coordinate the work of others and to work as part of a team and share knowledge with others q. Demonstrated openness to change and ability to manage complex situations

2.5 Young Professionals

Role	Young professionals would work under the guidance of the SPM – Forward Linkage to implement value chain development interventions in the States
Roles and Responsibilities	a. Execution and monitoring of the sanctioned value chain development projects / SRLM interventions through regular field visit and review b. Analyzing value chain competitiveness, and business plans for Producer Enterprises and Producer Groups. c. Maintain information regarding produce of the SHG members, markets (prices and trends), commodity-wise details. d. Identifying institutional buyers / local buyers, conducting buyer seller meets e. Support in collection of information / data for development of new proposals in value chain development f. Support in execution of capacity building plans for the project staff and community members on farm livelihoods and value chain development g. Facilitate workshops, consultations necessary for developing manuals and guidelines to facilitate implementation of value chain development. h. Identify and document best practices in value chain development under farm livelihoods initiatives

	i. Ensuring data collection and entry into MIS for monitoring and evaluation of value chain interventions
Qualifications	a. Education - Post Graduate in Agri-business management / Rural Management / Rural Marketing or MBA in Marketing from a from a reputed university/institute
Experience	a. 0-2 years' experience in livelihoods promotion b. Experience of working in marketing / supply chain within a corporate environment would be preferred. c. Field experience of working in a large scale livelihoods promotion program
Job Related Competencies	a. Knowledge of supply chain management, designing procurement operations, project management. b. Knowledge of mutual assistance principles, functioning of cooperatives or other community based business enterprises, governance mechanisms for Producer Companies would be preferred. c. Good data analysis and conceptualization skills d. Ability to write concept notes, proposals etc., and make effective presentations e. Demonstrated openness to change and ability to manage complex situations

2.6 Block Technical coordinator – Forward Linkage

Role	Block Technical coordinator – Forward Linkage would work under the guidance of the SPM – Value Chain and Froward Linkage to implement value chain development interventions in the blocks
Roles and Responsibilities	a. Responsible for execution and monitoring of the sanctioned value chain development projects at the block level b. Continuously scout for opportunities by analyzing potential for developing value chain interventions for existing commodities being produced in the block c. Facilitate the technical support agencies in implementation of the sanctioned projects. d. Maintain information regarding produce of the SHG members, markets (prices and trends), commodity-wise details of local and block level markets. e. Identifying local buyers / local buyers, facilitating buyer seller meets at the block level f. Collection of information / data for development of new proposals in value chain development g. Execution of capacity building plans for the project staff, udyog mitra and community members on farm livelihoods and value chain development

	h. Facilitate workshops, consultations necessary for developing manuals and guidelines to facilitate implementation of value chain development. i. Identify and document best practices in value chain development under farm livelihoods initiatives in the block j. Ensuring data collection and entry into MIS for monitoring and evaluation of value chain interventions
Qualifications	a. UG (4 years course) in Ag Science, Forestry, and /or PG in Rural Development/Rural Management/social sciences
Experience	a. 1-2 years of experience of procurement and marketing of specific agri commodity in large scale, experience in managing agriculture commodity supply chain in companies engaged in agri business b. P&L handling experience for an area / product line within an agri-commodity focused corporate environment. c. Experience in procurement / marketing of agriculture commodities. d. Experience of setting up field level procurement centers e. Proven experience of leading professional staff and builds their initiative and enables them to function as members of efficient and effective teams f. Demonstrable experience of project management, ensuring the delivery of high quality programmes as well as managing internal learning processes across virtual teams g. Managed a team of at least 5 field staff
Job Related Competencies	a. Knowledge of supply chain management, execution of procurement operations, project management. b. Familiarity with mutual assistance principles, functioning of cooperatives or other community based business enterprises, governance mechanisms for Producer Companies would be preferred. c. Ability to work with government agencies, technical support partners at the block level d. Ability to work effectively with community resource persons, community and field staff to deliver results e. Effective Teamwork with conflict resolution skills f. Demonstrated openness to change and ability to manage complex situations

2.7 Block coordinator – organic farming

Role	Block coordinator – organic farming would work under the guidance of the SPM – Farm Livelihoods and be responsible for the implementation of organic farming and certification in the blocks
Roles and Responsibilities	a. Execution and monitoring of the sanctioned organic village cluster projects through regular field visit and review b. Cluster level planning and roll out of organic village cluster development activities c. Rolling out certification in the clusters and facilitate technical support agencies in implementation

	d. Continuously scout for opportunities by analyzing potential for developing value chain interventions for existing commodities being produced in the block e. Maintain information regarding produce of the SHG members, markets (prices and trends), commodity-wise details. f. Identifying local buyers, conducting buyer seller meets g. Executing capacity building plans for the project staff and community members on farm livelihoods and value chain development h. Identify and document best practices i. Ensuring data collection and entry into MIS for monitoring and evaluation
Qualifications	a. UG (4 years course) in Ag Science, Forestry, and /or PG in Rural Development/Rural Management/social sciences
Experience	a. 1-2 years in a livelihood development project responsible for promotion of organic production systems and allied activities based livelihoods b. Should have handled procurement / marketing / supply chain for organic agricultural produce c. Experience of roll-out of PGS or Third party certification with at least 100 farmers. d. Experience in setting up systems and processes to roll-out organic farming e. Demonstrable experience of project management, ensuring the delivery of high quality programmes as well as managing internal learning processes across virtual teams f. Managed a team of at least 5 field staff
Job Related Competencies	r. Knowledge of organic certification standards – both third party and PGS certification systems s. Knowledge of compliances for both export and domestic markets for organic produce. t. Knowledge of organic farming methods, agro-ecological practices u. Ability to work effectively with community resource persons, community and field staff to deliver results v. Good data analysis and conceptualization skills w. Ability to build and sustain effective partnerships with Government departments, technical support agencies and capacity building agencies x. Demonstrated openness to change and ability to manage complex situations

2.8 Cluster coordinator – organic farming

Role	Cluster coordinator – organic farming would work under the guidance of the Block coordinator – organic farming and be responsible for the implementation of organic farming and certification at the cluster level

Roles and Responsibilities	a. Cluster level planning and roll out of organic village cluster development activities b. Rolling out certification in the clusters and facilitate technical support agencies in implementation c. Maintain information regarding produce of the SHG members, markets (prices and trends), commodity-wise details. d. Executing capacity building plans for the project staff and community members on farm livelihoods and value chain development e. Identify best practices and communicate the same to the block level f. Ensuring data collection and entry into MIS for monitoring and evaluation
Qualifications	a. Diploma in agriculture from a AICTE recognized institute or UG (4 years course) in Ag Science, Forestry
Experience	a. 1+ years in a livelihood development project responsible for promotion of organic production systems and allied activities based livelihoods. In case of Diploma Agriculture, fresh graduates may be considered. b. Experience of roll-out of PGS or Third party certification would be preferred c. Experience of working with community and community mobilization for livelihoods interventions d. Experience in executing training and capacity building programs at the field level with community resource persons and community
Job Related Competencies	a. Knowledge of organic certification standards – both third party and PGS certification systems would be preferred b. Knowledge of organic farming methods, agro-ecological practices c. Ability to work effectively with community resource persons, community and field staff to deliver results

Position: Senior Technical Expert- Enterprise Promotion

Job Responsibilities

Role: The State Technical Expert (Enterprise Promotion) shall be the nodal person in the state for implementing the NRETP components including One Stop Facility (OSF) Centres, Incubators and Clusters. S/he will lead technical and field-based activities including enterprise development, business support services and capacity building support and ensure that both the quantitative and qualitative targets are met.

The responsibilities include:

1. Prepare annual action plan for non-farm livelihoods component of NRETP.
2. Prepare and evaluate project proposals to be submitted to the NRLM for funding under the NRETP.
3. Develop partnerships with Government/private sector/technical institutions on various aspects like capacity building of various stakeholders (community cadre, entrepreneurs), market support, technical assistance, technology support, enterprise management etc.
4. Work with Technical Support Agencies to meet project objectives
5. Develop an eco-system of human resources comprising of functional experts and mentors in the state for supporting enterprises development
6. Support the teams at block and district level for effective and timely implementation of the programme; conduct regular review meeting at various levels
7. Ensure that the enterprises supported under the program are sustainably financially viable within the defined timelines of the project.
8. Facilitate forward and backward linkages for the enterprises set up under the programme.
9. Facilitate and monitor the creation of competitive advantages for the enterprises supported by the SRLM, like creation of brand, compliance with statutory compliances, reaching economies of scale, access to various government schemes, convergence etc.
10. Monitor progress of the entrepreneurship development component, analyse MIS and project performance data and take necessary corrective action
11. Ensure deployment of technology platform for enterprise and cluster support and use of data analytics for performance tracking and decision making at enterprise and SRLM level

12. Develop SOPs, manuals and guidelines for various components of the programme
13. Ensure documentation of case studies, best practices, and learning notes throughout project implementation
14. Comply with necessary administrative processes to ensure smooth implementation of entrepreneurship development component in the field
15. Review the performance of the non-farm livelihoods team at all levels in the state and support them in the successful fulfilment of their responsibilities
16. Co-ordinate with the other thematic leads in the SRLM and ensure that the SRLM evolves a robust ecosystem that supports the growth of community owned and managed growth enterprises and value chains

Qualifications required

1. MBA in Finance/Rural Management/Marketing/supply chain management from an institution of repute **or** CA **or** ICWA.
2. At least 5 years of experience (after graduation) of working in non-farm livelihoods sector like micro-enterprises development, Collectives and Producer Companies **or** in the private sector in a business leadership /management role
3. Experience of providing business advisory services, developing forward and backward linkages for businesses in the non-farm livelihoods sector
4. Experience of managing /starting business and managing them for growth and profitability will be given preference
5. Demonstrable experience of project management and team management ensuring the delivery of high-quality program
6. Should have managed a team of at least 10 members

Skills and Competencies

1. Ability to plan, organize, and control resources, procedures to achieve specific goals.
2. Ability to handle several different projects/tasks at one time, successfully complete tasks assigned, and meet deadlines
3. Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design
4. Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships
5. Ability to generate commitment, excitement and excellence in others
6. Ability to get things done while exercising good judgement
7. Sound Business knowledge and skills. Specially In business analytics and management
8. Strong in communication and negotiation skills
9. Data driven, open to learning and adaptable, should be willing to adapt to ground realities
10. Ability to network with agencies and have experience of working for developing market linkages
11. Skill of managing a business, preparing business plans, evaluating financial viability and business plans, are key skills that are critical for this role.
12. Ability to think out of the box and come up with innovative solutions to business challenges and problems.
13. Should be interested to work with the rural poor to create a more inclusive society.
14. Honest, fair and objective in work
15. A Self-starter and a target-oriented person
16. Willing to travel extensively in the field for 10-15 days a month

***Position: Technical Expert- Enterprise Promotion* Job Responsibilities**

The Technical Expert – The Technical Expert will serve as one of the core team members of the organization. He/she will supervise technical and field-based activities including market linkages, business plan development (clusters and higher order enterprises) and non-farm value chain development. Key activities include:

1. Facilitate the promotion of linkages among entrepreneurs, larger businesses and govt. agencies.
2. Support the activities pertaining to development of clusters
3. Identify new business and cluster opportunities and markets for setting up enterprises
4. Maintain a database of products manufactured and services rendered by SHG-entrepreneurs along with key enterprise details and identify products / services with a larger market demand
5. Identify and on-board partners to enhance quality and standardize SHG business / cluster products (in terms of legal requirements, quality, packaging, etc.) and services as per market standards / customer demand
6. Explore different avenues for marketing products and services, including but not limited to government e-marketplace, online platforms, and other remunerative market channels
7. Explore possibilities and convene development of a brand for marketing SHG-entrepreneur products
8. Ensure business data collection, analyses, and preparation of status reports of all initiatives implemented by her / him on a monthly basis
9. Document case studies, best practices, and learning notes throughout project implementation
10. Comply with necessary administrative processes to ensure smooth implementation of entrepreneurship development component in the field
11. Ensure that the enterprises supported under the program are sustainably financially viable within the defined timelines of the project.
12. Facilitate forward and backward linkages for the enterprises set up under the programme.
13. Ensure that both the quantitative and qualitative targets are met.

1. MBA in Finance/Rural Management/Marketing from an institution of repute **or** CA **or** ICWA
2. Minimum of 3 years of experience working on sales/marketing support to clusters/micro and small enterprises. Preference will be provided to candidates with experience in private sector.
3. Experience of working in teams and managing relationships with all stakeholders *Skills and Competencies*

1. Strong in numeracy, analytical, and business skills
2. Good team player with strong ability to work in teams and with people with no direct reporting relationships
3. Strong in communication and negotiation skills
4. Data driven, open to learning and adaptable, should be willing to adapt to ground realities
5. Compassionate for the poor and willing to look at issues from their lens
6. Honest, fair and objective in work
7. A Self-starter and a target-oriented person
8. Willing to travel extensively in the field for 10-15 days a month

Position: District Technical Expert – Enterprise Promotion

Job Responsibilities

The District Technical Expert shall be responsible for overseeing all enterprise development activities in the allocated district. The specific responsibilities of the District Technical Expert are:

1. Ensure roll-out and functioning of entrepreneurship promotion activities within the district
2. Identify new business opportunities and markets for setting up enterprises
3. Coordinate with functional experts in the district for seeking their advice and services for promoting, enhancing, and improving performance of enterprises
4. Coordinate with the other domain teams in the district for effective implementation of enterprise activities
5. Ensure regular data-collection and analysis of supported enterprises (through software application, or manually, as the case may be)
6. Ensure regular monitoring and reporting of entrepreneurship development activities in the block
7. Document and share experiences of entrepreneurs and innovative practices undertaken in the field
8. Coordinate with the technical support agency cluster development activities in the district
9. Monitor the work of the Block teams and the TSAs under the program in his/her district
10. Ensure that the enterprises supported under the program are sustainably financially viable within the defined timelines of the project.
11. Facilitate forward and backward linkages for the enterprises set up under the programme.
12. Facilitate and do capacity building of the CRPs and the staff of the cluster enterprises in the district.
13. Review the financial and business parameters of the cluster and larger group enterprises in the district on a regular basis
14. Facilitate and build the capacities of the block teams, CRPs and community members in the OSF in business plan appraisal, evaluation and approvals.
15. Ensure that financial requirements of enterprises are met, both from CEF and through Formal Financial Institutions in co-ordination with the District FI team.
16. Assist the incubator appointed by the SRLM in identifying SHG women-run enterprises for incubation support
17. Provide data-driven market intelligence, support market linkages, scout for new business opportunities, and facilitate access to technology and skills
18. Ensure that both the quantitative and qualitative targets are met.
19. Roll out of technology platform for enterprise promotion, monitoring the enterprise development activities in the district, and identification and coordination with the pool of functional experts.

Qualifications required

1. MBA in Finance/Business/Rural Management/Marketing from an institution of repute **or** CA **or** ICWA.
2. Minimum of 2 years of experience of working in non-farm livelihoods promotion or in a business organisation preferably in rural based value chains.
3. Experience of working in teams and managing relationships with all stakeholders

Skills and Competencies

1. Strong in numeracy, analytical, and business skills
2. Good team player with strong ability to work in teams and with people with no direct reporting relationships
3. Strong in communication skills
4. Data driven, open to learning and adaptable, should be willing to adapt to ground realities
5. Compassionate for the poor and willing to look at issues from their lens
6. Honest, fair and objective in work
7. A Self-starter and a target-oriented person
8. Willing to travel extensively in the field and stay in a village for 15 days a month

Position: Block Technical Coordinator – Enterprise Promotion

Job Responsibilities

The Block Manager – Entrepreneurship has the responsibility of operations of the One Stop Facility (OSF) centre. She/he has to ensure that entrepreneurs in the blocks are provided the required services. The specific role is

1. Ensure provision of Business Support Services by OSF to all the entrepreneurs in the block
2. Ensure that OSF has the required technical information (information about schemes etc) for the services that need to be rendered
3. Create various data sets of enterprise and entrepreneurs in the block including the baseline survey of existing enterprises; ensure that this data is updated at regular intervals
4. Assist in preparing the necessary content for training and capacity building of various stakeholders
5. Ensure that financial requirements of enterprises are met, both from CEF and through Formal Financial Institutions
6. Coordinate amongst TSA, OSF, CBOs and project staff for effective implementation
7. Assist in identification and selection of Community Cadre and Mentors for OSF
8. Institutionalise OSF and governance mechanisms (infrastructure, opening bank-account, appointment and rotation of signatories, etc.) as per norms
9. Support the CBOs in operationalising the various activities under the programme and in building their capacities to take over all the programme elements at the end of the project period
10. Identify new business opportunities and markets for setting up enterprises
11. Ensure regular monitoring and reporting of entrepreneurship development activities in the block
12. Ensure that both the quantitative and qualitative targets are met
13. Ensure MIS and monitoring reports are submitted as per the defined timelines.
14. Provide handholding and business management support to the clusters /incubated enterprises being supported in the block.

Qualifications required

1. Post graduate in management / commerce / engineering background from an institution of repute.
2. Minimum of 0-1 years of experience of working in non-farm livelihoods promotion or in a business organisation preferably in rural based value chains.

1. Strong in numeracy, analytical, and business skills
2. Good team player with strong ability to work in teams and with people with no direct reporting relationships
3. Data driven, open to learning and adaptable, should be willing to adapt to ground realities
4. Compassionate for the poor and willing to look at issues from their lens
5. Honest, fair and objective in work
6. A Self-starter and a target oriented person.
7. Willing to travel extensively in the field and stay in a village for 15 days a month

Annexure-B

FORMAT FOR BANK GUARANTEE
BG should be obtained from Nationalized/ Scheduled Commercial Bank

DATE:

To,

State Mission Director
OLM

WHEREAS_____(Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP No _____dated_____to undertake the service_____(description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by_____(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of_____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This bank guarantee shall be valid until the_____day of_____, <Year>

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our .Bhubaneswar branch on or before Dt._____otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

……**(Signature of the authorized officer of the Bank)**
……
Name and designation of the officer
……
……
Seal, name & address of the Bank & Branch

End of the Document