

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, GANJAM,  
BERHAMPUR

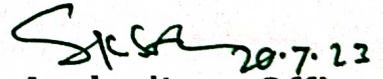
Letter No. 3276

Date: 20/7/2023

**Expression of interest (EOI) for engagement of Cluster Level Facilitating Agency under Crop diversification Programme in Mega Lift Irrigation Projects 2023-24 of Govt. of Odisha**

Expression of interest is invited by the Chief District Agriculture Officer, Ganjam, Berhampur from the experienced and interested organizations for engagement of Facilitating Agencies for selected cluster of Ganjam district under Crop Diversification Programme in Mega Lift Irrigation Projects 2023-24. Interested organizations/agencies are required to submit the EoI in sealed envelope superscribed as **Application for engagement of Cluster Level Facilitating Agency under Crop diversification programme in mega lift irrigation project of Ganjam district** as per enclosed application format by registered/Speed post. Proposals in E-Mail would not be entertained in this regard. The EOI should be addressed to office of the Chief District Agriculture Officer, Ganjam, Berhampur, At- Baidyanath Nagar, PIN-760001. Last date for receipt of EoI is 29.07.2023 upto (2 PM) and the same shall be opened on the same day at (4 PM) in presence of authorized signatory and representatives. The application form and detail terms & conditions are available in the official website of <https://ganjam.nic.in/>.

The authority shall not be responsible for any sort of postal delay and the EoI received beyond scheduled date and time shall not be entertained and out right to be rejected. The authority reserves the right to cancel/reject any or all the EOI without assigning any reason thereof.

  
Chief District Agriculture Officer,  
Ganjam, Berhampur

## **MODEL DRAFT EOI FOR SELECTION OF FACILITATING AGENCY UNDER CDP-MLIP**

### **Expression of interest for engagement of facilitating agency at Cluster level for implementation of Crop diversification programme under Mega lift Irrigation Projects, 2023-24.**

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Government of Odisha has initiated Crop Diversification Programme in different districts including Mega Lift Irrigation Ayacut Areas. Crop Diversification is one of the focus areas of the State Agriculture Policy – 2020, SAMRUDHI. Crop Diversification program in Mega Lift Irrigation Projects has been implemented by Department of Agriculture & Farmers Empowerment, Govt. of Odisha with an objective to diversify upland and medium land paddy areas to non-paddy crops under the ayacut & periphery areas of mega lift irrigation projects. Directorate of Agriculture & Food Production (DA&FP), Department of Agriculture and Farmers Empowerment (DA&FE), Govt. of Odisha intends to implement the programme in Ganjam district during kharif 2023 with following objectives:

1. Diversification from paddy to non-paddy crops with focus on pulses & oilseeds and Horticultural crops in upland/medium land in Kharif.
2. Improving soil health through promotion of crops with heavy biomass and less chemical Input requirement.
3. Integration with livestock and fisheries.
4. Cluster based promotion of post-harvest, primary processing, value addition & marketing through CBOs like FPOs/WSHG/PPs and agri-entrepreneur for higher income.
5. To create awareness, capacity building and community mobilization of farmers on sustainability of cropping pattern and diet diversification.
6. Inclusion of produce of non-paddy crops in different Government schemes such as ICDS, MDM, PDS and ST SC Welfare hostels.

#### **Roles and Responsibilities of Facilitating Agency (FA)**

Facilitating Agencies (FAs) shall have the following roles and responsibilities for smooth implementation of the programme;

1. FA will facilitate identified CBOs at Cluster level and would support CBOs in preparation and submission of yearly plans, relevant reports, estimates,

- book keeping, technical support, capacity building etc.
2. FA will regularly monitor the work of CBOs. He will be responsible for delivery of outputs of CBOs.
  3. FA will be responsible for submission of all the reports and documents related to CBOs (Estimates, Utilisation certificates etc.) as requested by CDAO/DPMU.
  4. FA will be responsible for formation and strengthening of Farmer Producer Organizations at cluster level (one FPO per cluster). Each FPO will be comprising of more than 300 farmer members and will be registered/ incorporated as a Producer Company under Section 581 (C) of the Indian Companies Act, 1956, as amended in 2013. FA will be responsible for baseline study, DPR preparation, sensitization & mobilization of farmers in the production clusters for formation of farmer interest groups and formation of FPO, completion of formalities for registration of FPO, Establishment of FPO, and Inclusion of new members, share capital mobilization, Capacity Building, Business plan development and market linkages. Management and governance aspects of the FPO shall be looked after by the FA.
  5. Block level officials of line departments shall support and monitor the FAs in the implementation.
  6. The FA will perform any other work as assigned by the higher authority and as per the operational guideline/Modalities of CDP-MLIP program.

**Scale and duration:**

The project will be implemented as a part of the initiative of Department of Agriculture & Farmer Empowerment, Government of Odisha in for the financial year 2023-24. It may be extended for coming years and the MoU may be renewable on satisfactory performance of the selected Facilitating Agency.

Details of target area and clusters under CDP-MLIP for 2023-24 in which FAs to be selected are mentioned below.

Sl. No.	Name of the District	Name of CDP Blocks	Targeted area under CDP For 2023-24 Kharif (In Ha)	No. of clusters	No of FA to be selected
1	Ganjam	1. Sorada 2. Belaguntha+Bhanjanagar 3. K.S Nagar+ Digapahandi	1440 1520 1440	3	1 no per cluster

N. B.: Cluster Size varies from 500 Ha to 1500 Ha. So minimum area to be allotted is 500 Ha to a FA. Area may be allotted to a FA up to the achievement of diversification of 1500 Ha in a FY.

### **Eligibility Criteria:**

- Any active organization/Agency/Local NGO working inside the district preferably from blocks where CDP will be carried out will be selected as facilitating agency for implementation of the programme.
- The members of FA must be literate, can read and write Odia and have a basic understanding of mathematical calculations.
- The FA should not be a defaulter of any bank loan.
- The FA should arrange infrastructure such as land, building, electricity, water supply and working capital.
- The FA must be willing to agree to the terms led down and signed in the agreement.

### **The Mandatory criteria to be selected as FA are as follows:-**

1. Should be legally registered under Society/Trust/ Company act.
2. Should provide a self-attested copy of registration, PAN card.
3. Should not have been blacklisted by Government of India, Government of Odisha, other government agencies and any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
4. Should have a minimum of 3 years of work experience in the proposed blocks on Rainfed Agriculture production systems. Such experience may include crop diversification, soil and water conservation, climate resilient cropping system, horticulture, agro-forestry, livestock husbandry, capacity building of community based organizations/farmer producers' organizations, promotion of value addition, processing and marketing of Agri and allied commodities.
5. The FA should have the experience in promotion of FPO and implementation of agriculture-based livelihood programme.
6. Should have last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities.
7. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
8. Should not have more than one-third of the Governing Body members related to each other and no staff members related to each other should be supervising each other.
9. Must have worked with any of the government program related to

agriculture, NRM, water management, farmer's organization in a substantial way.

10. One Organization/agency is eligible for applying for one cluster only.

The format of EoI is given in **Annexure-A** and Organizations need to apply in the specified format only. Copies of the following documents need to be submitted along with the EoI form:

- Registration certificate of NGO
- Audited statement of accounts for 2020-21, 2021-22 & 2022-23
- Annual Report 2020-21, 2021-22 & 2022-23
- Fixed asset position including its present value and location.
- Profile of professional staff of the organization.
- MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing drought resilient agriculture activities of last three years only.
- Address of head and field offices.

The EoI should come in sealed envelope super-scribed as "**APPLICATION FOR ENGAGEMENT OF CLUSTER LEVEL FACILITATING AGENCY UNDER CROP DIVERSIFICATION PROGRAMME IN MEGA LIFT IRRIGATION PROJECT OF GANJAM DISTRICT**" as per the enclosed application format by registered/speed post to the below mentioned address.

To,

**The Chief District Agriculture Officer,**

**At -Baidytanatha Nagar, Ganjam, Berhampur-760010**

**Process of Selection:**

**Stage 1:** Short listing of at least three applications from the received applications after desk assessment by screening committee.

**Stage 2:** Presentations by shortlisted organizations before "District Committee under chair person ship of Collector & District Magistrate or appointed representative". This will be followed by a field visit by members of selection committee.

**Stage 3:** One Organization per cluster will be selected as Facilitation Agency (FA) by the committee through presentation and field visit. Selected FA will be approved by the Collector & District Magistrate.

**Stage 4:** Organization selected as Facilitating Agency will submit all relevant documents for verification.

**Stage 5:** After completion of selection of FA, MoU will be signed between CDAO, Professional Agency and selected FA.

## Annexure-A

### Expression of interest for engagement of facilitating agency at Cluster level for implementation of Crop diversification programme under Mega lift irrigation projects

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#### Details of the Organization:

#### 1. Introduction

- a. Name of the Organization:
- b. Acronym of the organization, if any-
- c. Address of the Organization
  - i. Mailing/Correspondence office:
  - ii. Visiting office
- d. Contact Person
  - i. Name-
  - ii. Designation/Title-
  - iii. Telephone No-
    - a. Landline-
    - b. Mobile-
    - c. E-Mail-
  - iv. Address if different from (c)

#### 2. Identity/Legal Status

- a. Is the Organization Registered-Yes No
- b. If yes-
  - Under Society Act
  - Under Trust Act
  - Under Company Act (Section 25)
  - If Any other, Please Specify
- c. Year of Registration-
- d. Since how long it is operational(No of years)-
- e. Operational area of the Organization  
(Please indicate the number) State(s)-  
District(s)-  
Block(s)-  
Village(s)-

f. Whether Organization is registered under FCRA-Yes/No

g. Whether it is registered under income tax-Yes/No

**3. Management/Administration:**

a. Briefly mention administrative setup below chief executive(Flow Chart)

b. Are roles and responsibilities of staff clearly defined-Yes/No

c. Are staffs issued with letters of appointment/Contract- Yes/No

**4. Financial Management:**

a. Whether accounts are audited by external auditor-Yes/No

b. Do you have system of internal control? Yes/No

c. If yes, specify

d. What financial statements are prepared at Organization:

Balance Sheet Receipt/Payment

Income/ Expenditure

Others (please specify)

Financial particulars of the agency:

Financial Year	Turnover from professional services	Turnover from other activities	Total Turnover	Income tax return filed(Yes/No)
2020-21				
2021-22				
2022-23				

\*Attach copies of receipt and payment, income and expenditure and balance sheet for these years

\*\* Please attach last three assessment years income tax return receipt (Please attach Xerox copies of PIN and TIN certificate.

Audited balance sheet of the agency:

Financial year	Audit of balance sheet(Yes/No)	Remarks
2020-21		
2021-22		
2022-23		

**5. Personnel/Staff(Current status)**

- a. Total numbers of staff-  
 b. No of technical/Professional staff(M/F) Please specify-  
 Details of Technical/Professional staff

Name	Position	Engaged since(Year)	Qualification

**6. Work Experience**

- a. Was the organization blacklisted anytime? If yes provide the details  
 b. Experience in working with Community Based Organizations (CBOs) in proposed block  
 i. Has the organization promoted any CBO in the past? Yes/No    
 ii. If yes specify below

GP Name	Block	Type of CBO/FPO	Nos	Year of Engagement with CBO	Activity/Business carried out	Coverage(No of HHs)	Annual Business Turnover of CBO/FPO in Rs Lakh

- c. Experience in promotion of Farmers Producer Organisations (FPO)

- i. Has the organization promoted any CBO in the past? Yes/No    
 ii. If yes specify below

Name of the FPO	Block	District	Year of registration	Total no of farmers Members	Activity/business carried out by the FPO	Annual Business Turn Over of FPO in Rs Lakh	Funding Agency/Client for FPO promotion

d. Please share your Organization experience on Agriculture & allied activities in the Block for last 5 years

Activity	GP	Block	Crop	Year	Donor/Client	Area coverage in Ha.	Coverage of HHs (in Nos)

I declare that all the information given above is true and correct.

**Signature and seal of the competent authority**