

Adv. No: 2510/OFSDP-13/2015

Date: 02.11.2016

Expression of Interest (EOI) for Engagement of Agency for Providing Facilitation Services and Coordination Support to OFSDS for Exploring and Grounding of Partnership around IGA-Clusters in OFSDP (Phase-I) Forest Divisions

The Odisha Forestry Sector Development Society (OFSDS) invites sealed proposal from eligible Agencies for providing facilitation services and coordination support to OFSDS for exploring and grounding of partnership around IGA clusters in OFSDP (Phase-I) Forest Divisions. The proposal superscribed with **“EOI for Engagement of Agency for Providing Facilitation Services and Coordination Support to OFSDS for Exploring and Grounding of Partnership Around IGA-Clusters in OFSDP (Phase-I) Forest Divisions”** should be submitted to Odisha Forestry Sector Development Society (OFSDS), SFTRI Campus, Ghatikia, Bhubaneswar - 751029 on or before 24.11.2016 **by 17.00 hours**. The details of Terms and Reference (ToR) can be obtained from www.ofsds.in. The undersigned reserves the rights to reject any/all proposals without assigning any reason thereof.

Joint Project Director

Terms of Reference (ToR) for engagement of Agency for providing facilitation services and coordination support to Odisha Forestry Sector Development Society (OFSDS) for exploring and grounding of partnership around OFSDP Clusters (Phase-I) Forest Divisions

1. Background

Odisha Forestry Sector Development Society (OFSDS) is exploring development of innovative partnership-ecosystems to take the value-chain of about 70 commodity-clusters developed by Odisha Forestry Sector Development Projects to the next logical stage. Towards this goal, an exploratory workshop was organised in September 2016 with experienced and interested social enterprise/entrepreneur or start-ups, who are willing to involve with these clusters as market or business support partners. Some potential partners have expressed their interests to explore partnership with OFSDS through investment in terms of knowledge, financial and physical resources.

For successful grounding of the agreed partnerships, OFSDS seeks to engage a partner agency with experience and knowledge of livelihoods interventions and concepts of OFSDP Phase-I and also with relevant expertise and network, to provide facilitation services and coordination support for exploring and grounding of partnership around OFSDP (Phase-I) Forest Divisions.

2. Objective of the assignment

The objectives of the assignment are

- To coordinate the one-to-one meetings between OFSDS and potential partners as agreed in the workshop.
- To facilitate development of partnership ecosystem along with other potential partners (viz. Government, financial etc.) around the agreed upon clusters and field coordination.
- To assist partner agencies in field visits, clusters, DMU/FMU and other potential collaborating agencies level meetings and documentation and reporting of findings.
- To design and develop Terms of Reference and facilitate signing of MoU between OFSDS and the partners
- To assist grounding of partnership through required field coordination with cluster member, forest department and local stakeholders.

3. Detailed scope of work

3.1 Coordination of meetings between OFSDS and potential partners at different level (PMU, FMU, IGA Cluster etc.)

- a) Contact the partner organisations and finalize the dates and agenda for the follow up meetings in collaboration with OFSDS at PMU/FMU/Cluster level as required.
- b) Facilitate the logistic support to OFSDS in organising the meetings
- c) Document and disseminate the minutes of the meetings, outlines of findings and partner wise consolidation work plans.

3.2 Development of partnership framework for OFSDS

Based upon the OFSDS procurement procedure, develop a framework for partnership with IGA support institution, in consultation with PMU, for approval by the appropriate authority.

3.3 Facilitation of development of partnership ecosystem along with other potential partners around the agreed upon clusters

- a) Provide support in the identification of other partners that can provide necessary support to each of the partnerships

- b) Ensure communication, coordination and meetings between OFSDS, partner organisations and other partners.
- c) Provide technical support and guidance to the partnerships

3.4 Development of ToR and facilitate the process of signing of MoUs between OFSDS and partner organisations

- a) Develop Terms of Reference for each partner organisation as per agreed terms and conditions
- b) Develop and facilitate signing of MoUs between OFSDS and the partner organisation

3.5 Assistance in grounding of partnership

- a) Facilitate product specific division and cluster level meetings
- b) Liaise between OFSDS and partner organisations to undertake necessary market linkage and support interventions
- c) Facilitate information dissemination and dialogue with all stakeholders

4. Eligibility Criteria

The agencies interested for this assignment must possess the following specified criteria and to this effect must produce supportive documents /information as part of their technical proposal:

- The agency must have in consulting business with considerable experience and exposure to livelihoods sector, especially around NTFP, for more than 5 years from the date of Incorporation on the last date of submission of the proposal.
- The agency must have successfully completed at least 2 assignments of similar nature in Odisha
- The average financial turnover must be at least Rs.1.00 Cr during the last 3 financial years (2012-13 to 2014-15)
- Experience and exposure to OFSDP framework of IGA during Phase-I at conceptual and intervention levels

5. Deliverables, Time frame

The Consultant shall commence work within one week of signing of the contract and shall complete the assignment within a period of period of about **4 months**, effective from its inception date. Any change in the period of assignment will only be made after mutual consultation by both the parties.

Details of deliverables

Sl. No	Deliverables	Key Activities/Inputs
1	Organization of one to one meetings of OFSDS with five/six potential partners	Planning of the meetings Contacting and coordination with potential of partners Facilitation of meetings Recording of proceedings and preparation of follow up action plan
2	Development of Partnership framework for approval of the GB	Assessment of JICA and OFSDP procurement strategy Review of such partnership approach taken up by different projects/mission Development of draft framework for discussion Assisting presentation of final framework in GB for approval
3	Assisting in 1 st round of exploratory field visits	Prepare the visit-schedule in coordination with partners and OFSDS Coordinate sharing of the required secondary information Facilitate visit to clusters, infrastructures and interaction with communities and forest department Facilitate exposure to the commodities, quality paramters, practices

		around production/ collection, storage, aggregation, processing etc. Coordinate interaction with other relevant stakeholders viz. traders, processing institution etc. Help in finalization of activities, timelines and numbers around each partnerships
4	Development of ToRs	Development of draft ToR based on field visit feedbacks of the partners, within overall framework of partnership, approved by GB Facilitate agreements of ToR between OFSDS and partners through joint meetings Finalization of ToR in association with OFSDS and the partners
5	Finalization of Partnership Ecosystem	Identification of other support partners & areas of support in discussion with OFSDS & partners Organization of meetings with the potential support partners and agreement on roles and responsibilities
6	Signing of MoU	Facilitate signing of MoU between OFSDP and Partners Facilitate signing of MoU between OFSDP and other support-Partners as required
7	Grounding of Partnership	Assist in organization of at least 1 meeting in each division (8 DMU) for each partner agency, with all key stakeholders (viz. cluster, local resource agencies etc.) Facilitation of development of detailed action plan for each partnership Assisting in Review of progress in partnership at the end of first quarter

6. Composition of Team

The consultancy Agency should engage a suitable team of members having Post Graduation in NRM (Forestry/Agriculture)/ MBA in Rural Management/ PG in Economics for undertaking this assignment. The team members must have a minimum of 5 years of consulting experience with good understanding about OFSDP, targeted products, IGA clusters, markets, producer organisations, community microenterprise promotion with institution building, Field coordination and management etc. The project will decide the engagement of suitable candidates for the above assignment out of the CVs proposed during the submission of proposal by the Agency.

7. Proposal submission

The "Technical Proposal" and "Financial Proposal" must have to be submitted in two separate sealed envelopes as per the templates enclosed at annexure –I & II respectively. Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of the following details;

Name of the Assignment:

Dead line for submission of EOI:

Name and address of the agency:

The proposal should be submitted to Odisha Forestry Sector Development Society (OFSDS), SFTRI Campus, Ghatikia, Bhubaneswar- 751003 on or before **by 17.00 hours**. The Technical proposal should also contain copies of the following documents duly signed by the authorised signatory;

- Covering letter
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Service Tax Registration Certificate
- Copies of audited Report for the last three financial years (FY 2012-13, 2013-14 &2014-15).
- List of completed assignments of similar nature along with copies of contracts / work orders
- Experience in and contribution to OFSDP-IGA

8. Evaluation

The evaluation shall be made based on the following parameters;

Parameter	Maximum Marks
Experience of the agency in projects of similar nature, particularly in Odisha	25
Experience of the agency in OFSDP, particularly around IGA framework	25
Key Professionals with relevant experience	20
Technical Proposal	30
Grand Total	100

9. Reporting Arrangements

The Consulting Agency shall work under the direct supervision of the office of the Project Director, OFSDS.

Proposal Submission Form

Tech-1

Covering Letter

[Location, Date]

To

The Joint Project Director.
OFSDS, SFTRI
PO: Ghatikia
Bhubaneswar

Subject: Technical Proposal- Engagement of Agency for Providing Facilitation Services and Coordination Support to OFSDS for Exploring and Grounding of Partnership Around IGA-Clusters in OFSDP (Phase-I) Forest Divisions.

Dear Sir,

I, the undersigned, offer to provide service "**Engagement of Agency for Providing Facilitation Services and Coordination Support to OFSDS for Exploring and Grounding of Partnership Around IGA-Clusters in OFSDP (Phase-I) Forest Divisions**" in accordance with your Expression of Interest (EOI) No: _____, Dated. _____. We are hereby submitting our Technical proposal.

I, hereby declare that all the information and statements made in the Technical and Financial proposal are true and correct and I accept that any misinterpretation contained in it may lead to rejection of the application.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the ToR.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: _____

Tech 2
Consultant's Organisation

Sl. No	Description	Full details
1	Name of the Agency	
2	Head Office Address, Telephone E-mail	
3	State office Address, Telephone Email	
4	Year of Establishment of the Organisation	
5	Nature of the firm (proprietary/ partnership/ Limited Co/ Society	
6	Name of the authorised person signing and submitting the proposal Name: Mob: Email:	
7	PAN No.	
8	TAN No.	
9	Service Tax Registration Number	
10	Financial Strength & turnover (last 3 years 2012-13 to 2014-2015):	

Tech 3

Experience of the agency in execution of similar work (particularly in Odisha)

Title of the assignment	Name of the Client/ Donor/ Funding agency	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

Tech 4

Experience of the agency in OFSDP (particularly around IGA framework)

Title of the assignment	Name of the Client/ Donor/ Funding agency	Specific objectives & outcome	Total value of the assignment	Duration of assignment	Salient features of the assignment

Tech 5
Understanding on ToR & Description of Approach

- a. **Understanding on the Terms of Reference / Scope of Work:**

- b. **Description of Approach**

Tech 6
Team Composition

Sl. No	Name of the key professional	Position Assigned	Qualification	Experience	No of Days		
					Field	Office	Total

Tech 7
Format of Curriculum Vitae (CV) for Proposed Key Professional

Name:

Proposed Position:

Area of expertise

Profession:

Nationality:

Date of Birth:

Key Qualifications:

[Experience around the tasks on assignment, other responsibilities held during relevant previous assignments]

Education:

[College/university, year and degrees obtained.]

Employment Record:

Period:

Organization:

Role:

Designation:

Project Experience:

Project:

Client:

Responsibilities:

Period:

Role:

Financial Proposal

Fin-1
Covering Letter

[Location, Date]

To

The Joint Project Director.
OFSDS, SFTRI
PO: Ghatikia
Bhubaneswar

Subject: Financial Proposal- Engagement of Agency for Providing Facilitation Services and Coordination Support to OFSDS for Exploring and Grounding of Partnership Around IGA-Clusters in OFSDP (Phase-I) Forest Divisions.

Dear Sir,

I, the undersigned, offer to provide service **“Engagement of Agency for Providing Facilitation Services and Coordination Support to OFSDS for Exploring and Grounding of Partnership Around IGA-Clusters in OFSDP (Phase-I) Forest Divisions”** in accordance with your Request for Proposal No: _____, Dated._____. We are hereby submitting our Financial proposal.

I, hereby declare that all the information and statements made in the Technical and Financial proposal are true and correct and I accept that any misinterpretation contained in it may lead to rejection of the application.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the ToR.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: _____

Fin 2
Summary of Financial Proposal

Total

Sl. No	Particulars	Amount (INR)
1	Remuneration for Key Professionals	
2	Overhead Expenses	
3	Miscellaneous expenses	
	Total	
	Grand Total (including tax@15%)	

Fin 3
Breakdown of Remuneration for Key Professionals

Sl. No	Name of the Key Professional	Position	Unit Rate	No of Days	Total Amount (INR)
	Grand Total				
	Grand Total In Words				

Fin 4
Breakdown of Overhead Expenses

Positions	No of field visits	Per diem	Transportation	Accommodation	Total
Total					