

DISTRICT RURAL DEVELOPMENT AGENCY, KALAHANDI

No:/DRDA 5643 Date: 14.11.19

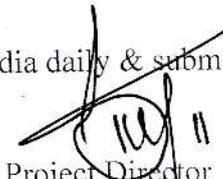
EXPRESSION OF INTEREST

Expression of Interest (EoI) is invited from interested registered NGOs/CSOs who will be engaged for a partnership with District Administration to arrest distress migration in 05 (Five) migration prone blocks namely **Bhawanipatna/ Madanpur Rampur/ Lanjigarh/ Thuamul Rampur/ Golamunda of Kalahandi District**. The details of eligibility criteria, Scope of work, Deliverables, Role and Responsibility, selection procedure of NGOs/ CSOs & other particulars are uploaded in the District Website (<https://kalahandi.nic.in>) for necessary information. The interested NGOs/CSOs, fulfilling the eligibility criteria may submit their Expression of Interest (EoI) along with all supportive documents to the Collector-cum-DPC, MGNREGA, Kalahandi, At: DRDA, KALAHANDI, PO/Dist KALAHANDI, Odisha, PIN-767001 by **01-12-2019** (till 5.30 PM) through Speed Post/ Registered Post only (no hand delivery) and the same will be opened on **02-12-2019** at 11.30 AM in the DRDA Conference Hall, KALAHANDI in presence of the Selection Committee & Representatives of NGOs/CSOs. The sealed envelope containing the EoI must be super-scribed on the top of the envelope as "**Expression of Interest (EoI) for Partnership of NGOs/CSOs with district administration to arrest distress migration in 5no block of Kalahandi district**". Any modification, alternation and date of extension, if so required will be intimated through the above District Website only. The authority reserves the right to cancel any part or the entire proposal of EoI without assigning any reason thereof.

Sd/-
Collector-cum-DPC, MGNREGA, KALAHANDI

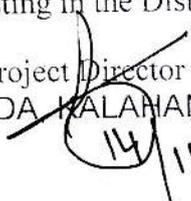
Memo No. 5644 /dt. 14.11.19 /

Copy to the Editor The Sambad/ Prameya for publication in Odia daily & submit the bill as per I & PR rate.


Project Director
DRDA, KALAHANDI

Memo No. 5645 /dt. 14.11.19 /

Copy to the District Informatics Officer, Kalahandi for web hoisting in the District Website.


Project Director
DRDA, KALAHANDI

**EXPRESSION OF INTEREST (EOI) FOR PARTNERSHIP OF NGOs/CSOs WITH DISTRICT
ADMINISTRATION TO ARREST DISTRESS MIGRATION IN 5 (Five) BLOCKS OF
KALAHANDI DISTRICT**

Expression of Interest (EOI) is invited from interested registered NGOs/CSOs who will be engaged for a Partnership with district administration to arrest distress migration in 5 (Five) migration prone blocks namely **Bhawanipatna/ Madanpur Rampur/ Lanjigarh/ Thuamul Rampur/ Golamunda of Kalahandi District**. The details of eligibility criteria, Scope of work, Deliverables, Role and Responsibility, selection procedure of NGOs/CSOs & others particulars are mentioned below.

1. Introduction

The provision of livelihood security to the rural poor through creation of quality and durable community and individual assets that provide sustainable incomes is one of the main objectives of MGNREGA. This requires participation of communities in planning, implementation and monitoring of the works. Increasing participation of women is also one of the objectives of the programme. The operational guideline of MGNREGS, 2013 have emphasized the need for involving CSOs in implementation of the programme so as to improve participation and thereby, overall effectiveness of the programme. As per chapter 17 of Master Circular, Civil Society Organisations (CSOs) can facilitate and support the administration in implementing Mahatma Gandhi NREGA through awareness building, demand registration, organisation of Gram Rozgar Diwas, mobilization support and strengthening of the capacity of workers. The CSOs can support in Training and support for capacity building, facilitating the approval of the shelf of projects in Gram Sabha at the Gram Panchayat. They can also facilitate the organisation of Labour Groups/Shramik Sanghs to coordinate the registration of demand and redressal of grievances as people's collective.

In order to arrest distress migration in the notified migration prone areas, Government have decided to build a partnership with Local NGOs/CSOs working in those migration prone areas for handholding support to the District and Block administration. The partnership with NGOs/CSOs will be covered in the following areas and modalities to be followed.

1. Area of Operation

Sl. No	District	No. of Blocks	Name of the Blocks
1	Kalahandi	05 (Five)	1. Bhawanipatna 2. Madanpur Rampur 3. Lanjigarh 4. Thuamul Rampur 5. Golamunda

2. Scope of the Partnership

The objectives of this partnership with NGOs/CSOs are to strengthen the planning and implementation of the MGNREGS programme by the Government in the migration prone blocks through active engagement of partner to play critical facilitation and capacity building roles at the grassroots-strategically mobilising workers, ensuring their participation and to check distress migration in the villages through proper planning and monitoring. It is being planned to involve 2/3 NGOs per blocks who are working in the block for long. The block will be divided into clusters with 10-15 GPs and accordingly, one cluster will be allocated to one NGO.



3. Deliverables of the NGOs/ CSOs

The identified CSOs/ NGOs should be able to deliver the following outcomes.

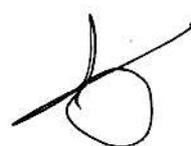
- a. Ensure 200 days' wage employment to each HH in a financial year.
- b. The monthly Persondays target and rate of participation of the Job card holder will be decided by the concerned district administration and Collector, Kalahandi.
- c. Efforts shall be made to Integrate farm-based livelihoods with all water harvesting structures for maximum utilization of water resources with support of line departments and livelihood promoting organizations. Priority treatment shall be made for creation of land-based irrigation providing individual assets/ community assets to give direct benefit to the targeted small land holders migrating to other states.
- d. Development of sustainable livelihood security plan at household level and GP level.
- e. Area saturation and cluster approach to sustainable livelihood planning.
- f. Creation of household level asset base for land holders, marginal farmers and landless families and similarly create community level asset base.

4. Selection of NGOs/CSOs

The Collector-cum-DPC, MGNREGA, Kalahandi will select the NGOs/CSOs and their area of operation with sound credibility and accountability. One NGO/ CSO will be deployed for 10 to 15 GPs i.e. one Cluster. Thus, the block can be divided into 2/3 clusters. The NGOs/CSOs should have fulfilled the following criteria.

Eligibility Criteria for selection of NGO Partner

- a. NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920/ section 25 of the Companies Act 1956/ Sec 8 of Companies Act 013 Registration section 12-A and 80G of income Tax Act 1961 for exemption, if the Agency is a non-profit organization.
- b. The NGO should have signed up in the NGO-Partnership (NGO-PS) portal of the NITI Aayog with all self-declared details. **All the registered NGOs will update their database in Portal every year.**
- c. NGO should have completed 5 years from the date of its registration. NGOs should have worked in the field of Migration/NRM/IWMP/other watershed programme in Kalahandi District preferably.
- d. NGO should have a bank account for at least three years preceding the date of filing of application. Copy of the Bank Pass Book for the last three years should be submitted.
- e. The NGO should submit Audited Report of last three years i.e. 2016-17, 2017-18 & 2018-19.
- f. The NGO should be working on the issue of migration or Natural Resources Management, IWMP or other Watershed Programme.



- g. The NGO should be located and working in the same Block for at least three years.
- h. The NGO should be working on migration issues if the NGO headquarters is located in an urban area. The area of operation of the NGO must be rural, meaning thereby a village included within the jurisdiction of a Gram Panchayat.
- i. The NGO should not have been black listed by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organisation.
- j. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
- k. NGO should comply with the requirement of Income- Tax department / GSTIN or should have at least applied for the same.
- l. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
- m. The NGO's Board Members should not have any history of criminal offence against them.
- n. If there are more than one NGOs than the number of possible clusters, then the selection may be based on the years of experience in the livelihood sector and financial viability of the NGOs.
- o. Performance of the staff and NGOs will be assessed by the Collector-cum-DPC, MGNREGA every month and may disengage the association with NGO by issuing one month notice, if performance is not found to be satisfactory.

5. Involvement of NGOs/CSOs :

- a. The NGO/CSO will provide one dedicated **Community Mobiliser** for each GP for mobilisation of the community in their cluster;
- b. To support in planning, capacity building and facilitating the INRM concept, one **INRM-cum- Livelihood Expert** will be deployed for each cluster by the NGO/ CSO. Thus, the numbers of **INRM-cum- Livelihood Expert** working in the blocks will depend on the number of clusters.
- c. One Sahayata Kendra will operate at Block which will act to facilitate the work and bridge the communication gap between the community and Administration. The Sahayata Kendra will be managed by SHG either from District Mission Shakti Federation or from NGOs/CSOs. NGOs/CSOs working in the headquarter cluster will provide the women leaders for the Sahayata Kendra.

6. Role and Responsibility of NGOs/CSOs

Sl. No	Component	Role of NGOs/CSOs
1	Mobilisation of jobcard holders	<ol style="list-style-type: none"> a) Awareness generation at village / GP level. b) Organisation of Rozgar Diwas c) Mobilising HHs to demand for work d) Organisation of Shramik Sangha e) Opening of Bank account

	Participatory Planning Exercise	<ul style="list-style-type: none"> a) Orientation/ Sensitization of SHGs/ Shramik Sangha/ community on planning process b) Sensitisation of all the key functionaries c) Facilitating preparation of Annual action plan INRM approach to address environmental risk d) Preparation of seasonality work calendar e) Selection of Projects through resource mapping, Social mapping, Livelihood analysis etc f) Mapping of distress migrants and vulnerable HHs g) HH wise sustainable livelihood plan
3	Capacity Building	<ul style="list-style-type: none"> a) Organising field level training of ShramikSangh leaders, SHGs / CBOs and Mates. b) Organising field level training of GRS and PRI members c) Providing skill building orientation training for Mates, leaders of Shramik Sangha, SHG, Barefoot technicians for measurement and worksite management d) Helping for developing IEC materials
4	Sahayata Kendra	<ul style="list-style-type: none"> a) Facilitating a Sahayata Kendra at Block premises, where all job card holders will raise their issues, grievances etc on regular basis.
5	Timely Payment of Wages	<ul style="list-style-type: none"> a) Assisting in timely payment of wages to the Job Seekers by tracking the Muster Roll b) Problem identification and dialoguing with Block Administration and concerned Bank to short out the existing problems c) Identifying the new wage seekers and helping them to open the Account
6	Monitoring & Supervision	<ul style="list-style-type: none"> a) Assisting to provide 200 days of work to all the Households b) Ensuring 65% expenditure on NRM c) Ensuring 60% expenditure on Agriculture and Allied Activities (AAA). d) Ensuring minimum 60% Women Participation e) Ensuring enhancement of ST/SC Participation f) Co-ordinating with Line Departments for convergence g) Special focus on Migrant House Holds
7	Any other works assigned by the Collector-cum-DPC, KALAHANDI from time to time.	

7. Financial Implication

The NGOs/CSOs will get the fund from MGNREGS Contingency parked at District level in the following heads/.

Sl No	Name of the Post	Quantity	Monthly cost in Rs.	Total Cost per Years
1	Community mobiliser	One per GP	7,000.00	84,000.00
2	INRM –cum- Livelihood Expert	One per Cluster	25,000.00	3,00,000.00
3	Sahayata Kendra	Four per Sahayata Kendra	16,000.00 (4000.00@each)	1,92,000.00

If the person concerned achieved 80 % of the target (Persondays, Workers Participation, NRM etc.) given by the District, then She /He will get an incentive of 10 percent of her/his monthly honorarium for that month. The persondays target will be reviewed month wise and other tasks will be reviewed time to time to be notified by the District/Block.

8. Eligibility Criteria for recruitment of Manpower

Sl.No	Name of the Post	Monthly Honorarium	Educational Qualification & Experience	Maximum Age
1	Community Mobiliser	7,000.00	10 th pass with sound health and understanding of local language.	40
2	INRM-cum-Livelihood Expert	25,000.00	Post Graduate in Social Science/ Rural Development/ MSW/ Degree in Agriculture with minimum 2 years' experience in Watershed/ INRM/ Livelihood projects	40

9. List of enclosures

The interested NGOs/CSOs should submit their Expression of Interest along with the following self-attested documents.

- Copy of the relevant registration certificate
- Bye-law or MoA of the NGO/CSO.
- Latest composition of the Managing Committee/ Executive Body
- Annual Reports of the Organisation for last 3 Years
- Copies of last three years' audited statements/ Audited accounts, Viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor's certificate and report for last three years
- Documents relating to PAN number and exemption order under 12 -A & 80-G of income tax if any
- Bank pass book reflecting the transactions for the last three years.
- The application along with willingness should be submitted accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/ Managing Committee of the NGO.
- Letters on award of Assignment/ Project to the NGO related to Migration, NRM and Convergence.
- Self-Declaration in connection to Eligibility Criteria Point No - 'a' to 'i'

N.B All the support documents (Point No. - a to i) of Eligibility Criteria must be signed by the chief functionaries of the organization, failing which, the application shall be rejected.

10. Mode of Submission

The interested NGOs/CSOs, fulfilling the eligibility criteria may submit their Expression of Interest (EoI) along with all supportive documents to the Collector-cum-DPC, MGNREGA, Kalahandi, At: DRDA, Kalahandi, PO- Bhawanipatna, Dist Kalahandi, Odisha, PIN-766001 by **01.12.2019** (till 5.30 PM) through Speed Post/ Registered Post only (no hand delivery) and the same will be opened on **2.12.2019** at **11.30** AM in the DRDA Conference Hall, Kalahandi in the presence of the Selection Committee & Representative of NGOs/CSOs. The sealed envelope containing the EoI must be super-scribed on the top of the envelope as "**Expression of Interest (EoI) for Partnership of NGOs/CSOs with district administration to arrest distress migration in 5 (Five) Blocks of KALAHANDI district**". Any modification, alternation and date of extension, if so required will be intimated through the above District Website only. The authority reserves the right to cancel any part or the entire proposal of EoI without assigning any reason thereof.

Sd/-

Collector-cum-DPC, MGNREGA, KALAHANDI

FORMAT FOR FIELD APPRAISAL OF THE ORGANISATION
(Only for shortlisted application)

Name of the District:

Name of the Organisation:

Date of visit to the Organisation:

A: Organizational Profile

- Address of the Organisation:

- Contact number with e-mail :

- Name & designation of Chief Functionary
(To be cross checked with the organization bye-law)

- Name of other office bearers & their contact numbers & address (Attach in separate sheet)
(To be cross checked with the organization bye-law)

- Act under which registered and date of the registration:

- 12 A registration number:

- 80 G registration number:

- FCRA number (if available):

- Banking details
(Account No., name & address of Bank)

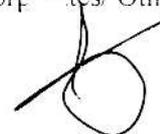
- PAN No.:

- Annual turnover during 2016-17 to 2018-19:
(Minimum Rs.10 lakh as per audited balance sheet)

- Has the organization ever been evaluated by any
External evaluating Agency? If yes, what was the report:

- Has any Government Department / Ministry Blacklisted or
Imposed or imposed funding restriction on the organization
as per the latest information?

B. Brief resume of work Experience in Govt. and other Social Development Programme
i.e. Migration, Natural Resources Management (NRM, IWMP, and other Watershed Programmes)
out of funding support from Govt. / Development Agencies/ UN Agencies/ Corporates/ Others.



Duration of operation			Funding Deptt./ Agency	Name of the Project	Area of operatic	Total Budget (Rs.)
From	To	Total year of operation				

(Attach separate sheet as per requirement)

C. Financial details

Year (last three years)	Income	Expenditure	Asset
2016-17			
2017-18			
2018-19			

D. Name of the financial records properly maintained by the organization:

E. Name of the other records maintained by the organization:

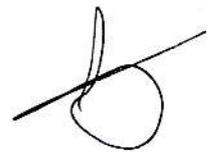
F. Major current activities of the organization:

G. Regular meeting of GB/EC of the organization:
(Mandate and no. of meeting held during 2018-19)

Type of meeting	Year	Mandated	Organised
GB			
EB			

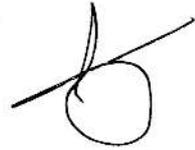
H. Details of the District/ Block/ GP level awards received by the organization for significant contribution in development of social sector:

Name of the Award	Award Issuing Institution/ Organization with date.	Remarks



Documents to be verified by the team

Sl. No	Name of the documents	Remarks
1.	Original documents relating to functioning of the office in own building / rented agreement etc.	
2.	Original registration certificate	
3.	Original 12-A registration certificate	
4.	Original 80-G registration certificate	
5.	Annual reports (2016-17/ 2017-18/ 2018-19)	
6.	Audit reports (2016-17/ 2017-18/ 2018-19)	
7.	Grant-in-aid letters from Govt. for implementation of Women and Child and any other Social Development Programmes.	
8.	Sanction letters from Other Development Agencies/ UN Agencies/ Corporate for implementation of Women and Child and any other Social Development Programmes.	
9.	MOU/ agreement copies of above work experiences.	
10.	Cash Book.Ledger,Stock, Acquittance Register, Bank Pass Book etc.	
11.	Details verification of office bearers with the organization bye-law	
12.	Human resource engagement register/file	
13.	Notice/proceeding/Membership register	
14.	Original documents relating to Awards/Recognitions	
15.	Any other	



ASSESSMENT OF NGO FOR MIGRATION PRONE BLOCK OF KALAHANDI DISTRICT

Name of the Organisation:

Sl. No	Areas of assessment		Maximum marks	Marks obtained
1	Registration & establishment (15 marks)			
	a. Society Registration Act/Indian Trust Act/Companies Act for more than 3 years	<ul style="list-style-type: none"> ▪ If yes-(4 marks) ▪ If No-(0 marks) 	4	
	b. 12 A registration	<ul style="list-style-type: none"> ▪ If yes-(1 mark) ▪ If No-(0 marks) 	1	
	c. Registered under 80 G	<ul style="list-style-type: none"> ▪ If yes-(1 marks) ▪ If No-(0 marks) 	1	
	d. Own building /rented building	<ul style="list-style-type: none"> ▪ Own building-(2 marks) ▪ Rented building-(1 mark) 	2	
	e. Governance System (Meeting & minutes of the Executive Committee/ Governing body based on bye-law & Memorandum of the Society during the year 2018-19)	<ul style="list-style-type: none"> ▪ Less than 50% meeting -0 mark ▪ 50% -75% meetings-5 marks ▪ >75%-99% meetings-6 marks ▪ 100% meetings- 7 marks 	7	
Field level Experience (40 marks)				
2	a. Experience in Govt. and other Social Development Programme i.e. Migration, Natural Resources Management (NRM, IWMP, and other Watershed Programmes) out of Govt. funding support (maximum 20 marks)	<ul style="list-style-type: none"> ▪ Less than 5 years- 5 marks ▪ >5 years-7 years 10-marks ▪ >7 years-10 years 15-marks ▪ >10 years-20 marks 	20	
	a. Experience in Govt. and other Social Development Programme i.e. Migration, Natural Resources Management (NRM, IWMP, and other Watershed Programmes) out of funding support from any other Development Agencies/UN Agencies/Corporate etc. (maximum 20 marks)	<ul style="list-style-type: none"> ▪ Less than 5 years- 5 marks ▪ >5 years-7 years 10-marks ▪ >7 years-10 years 15-marks ▪ >10 years-20 marks 	20	
Financial strength/capacity (25 marks)				
	a. Financial turn over (minimum 20 lakhs per Annum) as per audit report from last 3 year (2016-17, 2017-18 & 2018-19)	<ul style="list-style-type: none"> ▪ Less than Rs.10 lakhs - 5 marks ▪ 10 lakhs to 15 lakhs - 15-marks ▪ >15 lakhs - 20 marks 	20	
	b. Proper maintenance of books of accounts (Assessed through verification of ledger, cash book, vouchers etc.	<ul style="list-style-type: none"> ▪ If yeas-(5 marks) ▪ If No-(0 marks) 	5	



3	c. Fixed assets in the name of the organization (minimum Rs.5 lakhs)	<ul style="list-style-type: none"> ▪ Less than Rs.5 lakhs - 0 marks ▪ 5 lakhs to 10 lakhs - 5 marks ▪ > 10 lakhs 10- marks 	10	
Other strength (20 marks)				
4	a. If the organization received any District level awards from any Govt. or Govt. Agencies for significant contribution in Social Sector in the last 10 years (maximum-10 marks)	<ul style="list-style-type: none"> ▪ District level - 5 marks ▪ Block level - 3 marks ▪ GP level -2 marks 	10	
	b. Overall impression on the Organisation functioning in the district (maximum 10 marks) by the appraisal team		10	
			100	

Whether application scores 30% marks or not: Yes/No

