



**Expression of Interest for 01 (Nos) of Existing Block
[Block– (Athamallik under DMF)]
Under
“Extension of Odisha Millets Mission Programme, Angul District”**

The project “**Special Programme for promotion of Millets in Tribal Areas of Odisha**” (Odisha Millets Mission) originated from the state level consultation on the subject “Comprehensive revival of millets securing nutrition and mitigating droughts in southern Odisha” held on 27th January 2016 at NCDS, Bhubaneswar organised by Planning and Convergence Department, Government of Odisha. As a follow up on the plenary recommendations chaired by the Development Commissioner cum Additional Chief Secretary, a detailed programme framework was developed. OMM is currently under implementation 177 blocks covering all 30 districts of Odisha.

In Angul District the programme was implemented since 2020-21 in Angul, Athamallik, Chendipada, Kishorenagar, and Pallahara blocks with the support from District Mineral Foundation (DMF), Angul District. The project is sanctioned for the period from 2021-22 to 2026-27. Currently the EoI is published for vacant role of Facilitating Agency **Athamallik Block**. The present engagement of NGO as Facilitating Agency (FA) in the existing block Athamallik is for the period of 3 years from 2024-25 to 2026-27.

Major Objectives of the Programme:

- Increasing household consumption of millets by 25% to the baseline.
- Revalorization of millet food cultures in urban and rural areas.
- Conservation and promotion of millet landraces through seed system of landraces.
- Promotion of post-harvest and primary processing enterprises on millets.
- Improving productivity of millets-based crop systems.
- Promotion of millet value addition enterprises in rural and urban areas of Odisha.
- Inclusion of millets in PDS, ICDS, MDM, Welfare Hostels and others.
- Facilitating the millet markets and exports of millet-based products from Odisha.



The CDAO-cum-PD ATMA, Angul is inviting eligible Non-Governmental Organisations (NGOs) for the role of “Facilitating Agencies (FA)” for **Athamallik block** in Angul District. Selection will be done by the District Level Selection Committee under chairmanship of the Collector & DM-cum-Chairman, OMM, Angul District.

Desired Responsibility of Facilitating Agency:

A Civil Society Organisation shall be selected as the Facilitating Agency (FA) with due process by the District Collector & Magistrate cum Chairman ATMA. The FA shall have the following personnel for coordination of the programme at the block level.

1. One Block Programme Coordinator (Agriculture) (Full Time)
2. One Additional Block Programme Coordinator (Livelihood and Institution building) (Full Time)

Following are the criteria for selection of Block Coordinator and Additional Block Coordinator

- a) Diploma with 2 years of experience or Bachelor in Agriculture & Allied Science or master's in social work/ agriculture/ Tribal Development/ Rural Development/ Public Policy/ Agribusiness MBA or any other relevant degree.
 - b) Should be able to read/ write in Odia and English.
 - c) Should have good proficiency in operating MS Word/ MS Excel/ MS PPT/ Email/ Google Applications/ Mobile Data Collection Apps.
3. One Accountant (Full time)

Followings are the criteria for selection of Accountant.

- a) B. Com with minimum 2 years of experience.
- b) Should be able to read/ write in Odia and English.
- c) Should have skills of auditing, managing financial documentations and MIS.
- d) Should have good proficiency in operating MS Word/ MS Excel/ MS PPT/ Email/ Web Applications and MIS

Responsibilities:

1. The Facilitating Agency (FA) shall be assigned with OMM Block to solely facilitate the implementation process of OMM in the block.
2. It will work with and develop capacities of local farming community/ WSHGs and Farmer Producer Organisation (nodal CBOs).
3. It shall work closely with local farmers'/ Community Based Organisations (CBO/FPO) and review and monitor on a weekly basis and report compliances to the BAO/ AAO and Programme Secretariat.
4. The FAs shall support CBO/ FPO in preparation and submission of action plans, physical & financial reports, estimates, bookkeeping and submit to the BAO/ AAO and Programme Secretariat for further process.



5. The FAs shall conduct capacity building programme for the CBO/ FPO as well as for the farmers to ensure building progressive farmers in each village as per annual action and any other plan instructed by the CDAO and programme secretariat.
6. The FA shall capacitate, support, and ensure the CBO/ FPO in achieving the physical and financial targets of the programme.
7. The FA shall prepare and submit annual action plans endorsed by Programme Secretariat and the BAO/AAO, to DPMU based on the action plan template developed by DA & FP (O).
8. The FA shall internally support the maintenance of books of accounts and journals along with other financial records regularly and support the CBO/ FPO in preparation of Utilisation Certificate, Estimates, and other related documentation as required by the programme.
9. The FAs shall regularly monitor the work of CBO/FPOs through frequent field visits and fortnightly review meetings and follow up/ feedback to be shared to stakeholders concerned with copy to BAO and DPC OMM.
10. In case of unavailability of registered or eligible FPOs in programme block, the FA shall facilitate the process of FPO promotion and registration with the nodal CBO by end of the 1st Year. It shall support capacity building and mobilization process, etc.
11. Staffs with Facilitating Agency:
 - a) Block Programme Coordinators, Additional Block Coordinator and Accountants shall be recruited by the FA on a full-time basis. They will be reviewed by the BAO/ AAO and Programme Secretariat team periodically and report compliance to the CDAO-cum-PD ATMA and FA chief functionaries concerned.
 - b) The Block Coordinators, Additional Block Coordinator and Accountant of FA shall report to DPC/ ADPC of Programme Secretariat (WASSAN) and AAO/ BAO/ Scheme Officer/ CDAO for smooth programme planning, monitoring and reporting related activities.
 - c) The Block Coordinators, Additional Block Coordinator and Accountant of FA will participate in the review meetings related to programme convened by BAO/ AAO, DPC/ ADPC, District Accountant of Programme Secretariat (WASSAN) and CDAO.
 - d) FA Coordinators and Accountants will be responsible for carrying out all responsibilities of FA in the guidance of AAO/ BAO and Programme Secretariat.
12. The FA shall share the staff details in the programme with BAO/ AAO/ CDAO cum PD, ATMA and Programme Secretariat. If any staff are changed or replaced, communication should also be made accordingly within 15 days of the incident/ changes.
13. All appointment letters and information about resignation, re-allocation, transfer etc. to be intimated formally to the BAO/ AAO, ADO, CDAO and Programme Secretariat.
14. In the event of poor-performance of the Programme Coordinator, the FA will have to either remove or change the Programme Coordinator based on evaluation by Block/ District, ATMA and Programme Secretariat level.



15. The MoU shall be renewed annually based on the performance review of the FA, by the CDAO-cum-PD ATMA with support from Programme Secretariat. All FA with satisfactory performance will be signing the MoU for the upcoming year. If performance is not found satisfactory, then the CDAO can raise the concern to the Collector & DM. The Collector & DM has the authority to decide on disengagement of the FA. If one NGO is being disengaged from programme, then the NGO will not be eligible for applying further in the programme in future in any location.
16. It will undertake village/ community level sensitization meetings, convergence plans, organize awareness campaigns supporting objectives of mission through IEC activities in community etc.
17. It will facilitate fortnightly reviews by BAO/ AAO under the programme and prepare an implementation plan.
18. The FA shall fulfil roles and responsibilities as mentioned in the guidelines of the programme and amendments released time to time as per directions of the Director, Agriculture & Food Production, Odisha.
19. The FA will facilitate block level reviews by AAO/ BAO/ Programme Secretariat.
20. The FA will support expert visits to Block for different purposes under the programme.
21. The FA will submit a Monthly progress report to CDAO and Programme Secretariat by the last date of each month without fail with next month's action plan of staff members.
22. The monthly SoE and MIS along with other information on FPO, Enterprises etc must be uploaded online in the SoE portal by the last day of the month without fail.
23. FA will facilitate CBO and FA internal and external audits from time to time with support from Programme Secretariat.
24. UC along with SoE shall be submitted as per the accounting procedure of the Operational guideline issued from DA&FP (O) with support from DPMU Accountant.
25. The monthly report against the respective events will be submitted by the last day of the month to the CDAO with copies to AAO/ BAO/ADO.

Mandatory criteria of the NGO to be selected as FA are mentioned below:

1. The organisation must be registered under charitable trust or Societies Registration Act, 1860 and have valid certificates with good track records. Provide a self-attested copy of registration, MoA and PAN.
2. Should not be blacklisted by Government of India, Government of Odisha, other state governments agencies, any Indian or international donor and provide a self-declaration by the authorized representative to this effect.
3. Should have a minimum of 3 years of work experience in the proposed Block on agriculture and allied activities with community organizations and/ or farmer producer's organizations beyond capacity building or marketing [in case of non-availability of such organisations, NGOs working in related sector in the district will be preferred]. Additional experience on millet production



systems covering production, marketing, processing, research and inclusion of millets in Nutrition programmes will be an added advantage.

4. Should have experience of working with community-based organisations in the district for at least 3 years.
5. Should submit last 3 years' audited balance sheet and financial reports to the concerned regulatory authorities.
6. The Chief Functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect, an undertaking needs to be submitted.
7. 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.
8. Must have worked with any of the government programs related to agriculture, Natural Resource Management (NRM), farmer's organization in a substantial way (not merely in awareness or training or market linkages).
9. NGOs with experiences of working on organic agriculture especially millets will be preferred.
10. NGOs implementing projects on BT Cotton and Eucalyptus plantations in the proposed blocks will not be preferred.
11. Any other criteria needed to be added in the EOI document may be included by the concerned Chief District Agriculture Officer, with due approvals from DA&FP (O).

***The Detailed format of Eoi is attached as Annexure-I.**

- 1. NGOs need to apply in the specified format only.**
- 2. One "Expression of Interest" Format should be filled for only one block.**
- 3. One NGOs is eligible as Facilitating Agency for a maximum of two blocks in a district and 4 blocks in the state. Thus,**
- 4. Existing agencies engaged as FAs under OMM in 2 Blocks within the district and/ or 4 Blocks within the state, need not apply.**

Expression of Interest & Power Point Presentation format is available at the website www.milletsodisha.com under the notice section under "Eoi" respectively.

Mandatory Documents to be submitted along with the Eoi Application:

Self-Attested Copies of the following documents need to be submitted along with the Eoi form:

1. Registration certificate of NGO and PAN card.
2. Memorandum of Association & amendments if any.



3. FCRA Registration & Renewal (If registered).
4. 12A - Certificate & Renewal.
5. Previous 3 years Audited statement of accounts
6. Previous 3 years Income Tax Returns
7. Fixed asset position including its present value and location and fixed assets available in the office/ field officer in the proposed block or district.
8. Total no of professional staff of the organization, and their details in format.
9. Profile of Staff expected to be deputed for the project.
10. MoA/ agreement/ any documentary evidence of working for Govt. (last 5 years) in Agriculture or allied Department or any special projects or Govt. undertakings for implementing drought resilient agriculture activities & other Agri-allied activities. (Documents of any other programme not required)
11. Address of (a) Registered Officer and (b) Field Offices and (c) Office in the block/ District proposed.
12. Previous 3 years Annual Report - (self-attestation not required)
13. Self-Declaration by the authorized representative as non blacklisted Agency from any State/ Central Govt. or any other Donor Agency
14. Self-declaration on non-involvement or association with any political parties.

Further information can be obtained at the **office of Chief District Agriculture Officer cum Project Director, ATMA, Angul District** during office hours [*Between 10.00AM to 5.00PM*].

Interested NGOs will have to submit filled EoI with duly filled all desired details (hard copy with Photocopies of other required supporting documents) along with 3 hard copies of presentation in desired format to the **Office of the Chief District Agriculture Officer cum Project Director, ATMA, Angul, Near DIC Chhak, Hemasarpada, Dist-Angul, Pin-759122, Odisha** before 5.30 PM of 15th July 2024. The EoI Should submitted through **Registered or Speed Post Only**. The date and time of opening of EoI will be 11 AM of the day 16th July 2024. The date & time of presentation along with the required details will be intimated to the shortlisted applicants over their **email-ID mentioned in the EoI form only**.

The Chief District Agriculture Officer cum Project Director, ATMA Angul District with approval from the Collector & DM-cum-Chairman, OMM retains the right to withdraw expression of interest or change the date of presentation at any point of time without further explanation or notice.



Process of Selection:

- I. Stage 1: Publication of Expression of Interest, under Odisha Millets Mission, by the CDAO-cum-PD ATMA of the District concerned, with list of desired project block and model format for application submission and related modalities.
- II. Stage 2: After opening of the EoI - Document review as per EOI requirements - based on document review by district level committee, eligible applicants for each programme block will be shortlisted for presentation. A letter will be communicated to the applicants by mail, within 7 days of EoI scrutiny.
- III. Stage 3: Presentation of shortlisted applicants at the decided venue and time chaired by the Collector & DM or any assigned representative. After presentation maximum 3 applicants per block will be shortlisted for further process of selection, based on the presentation scoring sheet or as decided by the Collector & DM.
- IV. Stage 4: Field verification: Shortlisted NGO applicants will be verified physically through field verification by the District Field Verification Committee members. All Original documents, field office, field implementation/ demonstrations in community, interaction with community and community representatives etc will be verified and scored. The field visit should be organised immediately within 2 to 3 days of the presentation day. Based on the field visit, the best scored applicant NGO will be selected. One NGO per block will be selected as Facilitating Agency (FA) for the Block. (One NGO can be selected as a Facilitating Agency under OMM for a maximum of 2 blocks in a district and 4 blocks across state.)
- V. Stage 5: NGOs selected, and communicated as selected in the proper process followed as FAs will produce all relevant original documents for verification at the office of the CDAO. After due verification of all originals and desired legalities the NGO will be allowed for signing of the MoA. A team consisting of the CDAO or any nominated representative, Scheme Officer and member representative from Programme Secretariat, will verify all original documents of NGO selected, if found any deviations, the CDAO cum PD ATMA will write to the District Collector for cancelation of selection. On the case of such disqualifying of first selected NGO, the NGO applicant at 2nd



position may be called for same processes. In case no suitable NGO found, the EoI will be floated again for the selection, with due approval from the Collector and DM. After successful completion of selection process of FA as MoA will be signed between the CDAO cum PD ATMA, Programme Secretariat (WASSAN) and selected NGO for the programme as Facilitating Agency.

Annexure-I: Expression of Interest for Partnership with Special Programme for Promotion of Millets in Tribal Areas.

Details of the Organisation:

i. Introduction

- a. Name of the organization–
- b. Acronym of the organization, if any –
- c. Registered Office Address of the organization –
 - i) Complete Address:
 - ii) Mail:
 - iii) Landline:
 - iv) Visiting office time:
- d. Contact Person
 - i) Name –
 - ii) Designation / Title –
 - iii) Telephone No - Landline –
Mobile –
Email –
 - iv) Address, if different from (c) –

ii. Identity/ Legal Status

- i) Organization registered under
Society Act Under Trust Act
- ii) Year of registration
- iii) Since how long it is operational (No. of years)
- iv) Operational area of the organization - State/s–



(Only indicate the number)

District/s –

Block/s –

Village/s –

v) Whether organization is registered under FCRA - Yes No

vi) Whether it is registered under Income Tax - Yes No

vii) Since how many years it is operational in the Angul District Athamalik Block

(should be verifiable)

iii. Governance

i) What are VMG (vision, mission, goal) of the organization - [details with in 300 words]

ii) Are those reflected in the program undertaken by the organization: (Yes/No)

iii) Does the organization have a governing board:(Yes/No)

iv) If yes, what is the tenure of the board (in years) and Nature -

v) Give details of Board Members (current status) –

S L	Name	Address	Gender	Occupation	Position/ Designation

vi) Which of the Board members receive salary/ remuneration for services apart from the expenses for attending board meetings: (in number)

vii) Are minutes of Board meeting documented and circulated among Board members (Yes/ No)



viii) Attach annual reports for the previous 3 years

ix) What are sources of fund for the organization

Corpus - (Yes/ No)

Endowment - (Yes/ No)

Donation - (Yes/ No)

Govt. Grant - (Yes/ No)

Donor's grant - (Foreign) - (Yes/ No)

Other if other, please specify –

iv. Management / Administration

i) Briefly mention administrative set up below chief executive – **(functional hierarchy in flow chart)**

ii) Are role and responsibility of staff clearly defined: (Yes/ No)

iii) Are staff issued with letters of appointment / contact: (Yes/ No)

iv) Has organization the manual of personnel policy & administration: (Yes/ No)

[please attach relevant documents in the attachment]

v. Financial Management

i) Whether accounts are audited by external auditor: Yes No

ii) Do you have system of Financial Internal control: Yes No
(Please submit the signed organisational financial protocol, as attachment)

Financial Particulars of the Agency

Financial Year*	Turnover from Professional Services	Turnover from other Activities	Total Turnover	Income tax return filed (Status of availability)
2020-21				
2021-22				
2022-23				

*Attach copies of Receipt & Payments, Income & Expenditure and Balance Sheet for these years

**Please attach last three assessment years Income Tax Return receipt
(Kindly attach xerox copy of PAN & TAN certificate)

Audited Balance Sheet

Financial Year	Audit of Balance sheet (yes/ no)	Remarks
2020-21		



2021-22		
2022-23		

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

i) Total number of staff with details in the table below

Name	Position/ Designation	Engaged since (year)	Qualification	Category (Permanent/ Consultancy)

ii) No. of permanent staff – (M / F)

iii) No. of hired consultant/ temporary staff – (M / F)

iv) No. of technical/ professional staffs (M/ F) please specify

Details of proposed staff to be appointed for the Millet Project:

1 person as Agriculture Expert, 1 as Livelihood and Institution building Expert and one Project Accountant (Attach CV of team concerned)

Name	Position	Engaged since (year)	Qualification	Experience

vii. **About the Organisation and Experience:**

i. **Was the organisation blacklisted any time? If yes, provide the details.**

ii. **Key Focus areas of work of the organisation in the Block and district: (4 relevant sector related to Agriculture and Natural Resource Management sector)**

Block Name	Focus Area	No of Years of Experience	Coverage (No of HHS)	Partner Agency (Govt/ Donor / NABARD etc)



Three previous experiences working in Agriculture with government departments and donor agencies in Angul District and Athamallik block in last 5 years:

Block Name	Year	Project Name	Type of intervention	Name of Crop/s	Tenure of the project	Area covered (in Hectare)	No of Farm families supported

Key highlights or outcomes (in 300 words):

Three previous experiences working in other Agriculture-allied sector like Horticulture, Animal husbandry, Fishery, Soil and water conservation, Poultry, dairy farming, Agriculture Marketing, Milk-fed financial institute and Social forestry with government departments and donor agencies in Angul District and Athamallik block in last 5 years:

Block Name	Department/ Donor Agency	Project Name	Type of Intervention	Project Tenure	Treatment Area Coverage (in Acres)	Coverage (No of Farm families)

Key highlights or outcomes (in 300 words):

iii. Experience in working with Community Based Organisations (CBO) in the district & proposed block:

a. Has the organisation worked with eligible CBO in the past; Yes / No



b. If yes, please briefly describe your work with community organisations within the district & Block proposed in the last 5 years.

Block Name	CBO Name	Year	Activity	Coverage (No of HHs)	Financial Transaction

Key highlights or outcomes (in 300 words):

iv. Do you have engagements related to production and promotion of crops listed below in the district & proposed block?

- a. Hybrid Maize Production (Yes/No):
- b. BT Cotton Promotion (Yes/No):
- c. Eucalyptus Plantation (Yes/No):
- d. Lemon grass (Yes/No):
- e. Any other crop with BT seeds (Yes/No):

Experience in working on millets:

i. Briefly describe areas of work on Millets in the proposed block & district in last 5 years: If you have worked before last five years, please make changes in the year column and mention the details

Sl.No	Component	Year	Activity	Coverage	No of HHs covered
			(SMI/ Line Transplantation/ Intercropping through line sowing/ Border Cropping/ Organic manure application/ Other	Acres	
1	Production	2023-24			
		2022-23			
		2021-22			
		2020-21			
		2019-20			
			(Dehulling/ Pulverising/ Destoning / Grading)	Nos	
2	Processing	2023-24			
		2022-23			



Sl.No	Component	Year	Activity	Coverage	No of HHs covered
		2021-22			
		2020-21			
		2019-20			
			(Consumption Campaigns/ Millet Menu preparation/ Value addition/ IEC material/ Participation in Melas)	Nos	
3	Consumption	2023-24			
		2022-23			
		2021-22			
		2020-21			
		2019-20			
			(Packaging/ Processed product (Millet grains, seeds, flour etc), millet centric FPOs)	In Rs Lakh	
4	Marketing	2023-24			
		2022-23			
		2021-22			
		2020-21			
		2019-20			

ii. Please mention any other achievements related to Millets/ Organic Farming/ System of Crop Intensification in the district & proposed blocks? [answer in 300 words]

iii. Please give three (3) reasons why your organisation is the best organisation for promotion of millets in the block? [answer in 300 words]
