

Request for Proposal (RFP)

Selection of Resource Agency

For Providing Training Programme on Entrepreneurship
and Capacity Building Support to Local Non-Government
Organizations (LNGOs) of Meghalaya



Small Farmers' Agribusiness Consortium

5th Floor, NCUI Auditorium Building,
August Kranti Marg, Hauz Khas,
New Delhi – 11016

MAY 2014

Section 1: Invitation of Bids

Small Farmers' Agribusiness Consortium (SFAC) is a Society functioning under the administrative control of Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India. SFAC is a partner agency of the Meghalaya Basin Development Authority (MBDA), Government of Meghalaya in implementing the Integrated Basin Development and Livelihood Promotion Programme (IBDLP). SFAC is currently providing this support to Resource Agency in eight of the thirty nine blocks of Meghalaya.

Integrated Basin Development & Livelihood Promotion Program (IBDLP) launched by the Government of Meghalaya (GOM) aims to achieve the integration of public programme and service delivery within the sustainability framework, so that value maximization takes place within the same natural and financial resources. The Mission of the program is *"To promote optimal and effective development and utilization of basin resources for ensuring livelihood security and inclusive growth within a sustainable framework."*

A significant feature of this programme is specific mission mode interventions in Agriculture, Horticulture, Forest and Plantation crops, Aquaculture, Livestock, Sericulture & weaving, Agriculture, Energy, Water, Tourism, Skills, and Knowledge Management. The core objective of each of these missions is to facilitate the promotion of sustainable livelihoods for the people of the state leveraging on the opportunities and strengths of the State's natural resources. The programme seeks to achieve this by strong entrepreneurship and capacity building of the individuals as also the communities, eventually to empower the common person to enable him or her to make their own choices and decisions within a rational and sustainable framework.

Key interventions of the programme are Knowledge Management, Natural Resources Management, Enterprise/Livelihoods promotion, Institution Building and Governance aspects. The programme is managed by Basin Development Council (BDC), Basin Development Authority (MBDA), and Basin Development Units (BDU).

The Enterprise Facilitation Centre (EFC) is a unique effort to create a single point of contact for the enterprising citizens of the community to meet their needs of information, selection of opportunities, technology and finance for setting up

enterprises. EFCs through the BDU coordinate with different agencies to facilitate the inception and growth of enterprises. The EFCs are being set up in all the 39 blocks of the state to act as a single window public interface agency under the Programme at the grass root level.

The EFC model is an attempt at making delivery of development demand driven. The EFCs are manned by two Enterprise Resource Persons (ERPs) and one Enterprise Support Person (ESP), (dedicated youth who have the passion to serve in rural areas who have been trained and deployed) who provide information and other facilitation support to the partners. What differentiates the EFC from the government department is the service delivery approach (as opposed to a scheme implementation approach) and the personal rapport that the ERPs build with the partners

Based on the outcome of SFAC's work to Resource Agency so far and the need to speed up the coverage of EFC support across the state, Government of Meghalaya is planning to take the program to scale, covering all the thirty nine blocks. The process of scaling the program from the current 8 blocks to 39, capacities of local NGOs (LNGOs) need to be built to partner with the MBDA program.

SFAC seeks to appoint a suitably qualified Resource Agency to provide support to MBDA in scaling up the existing project to all blocks of the state:

The Broad responsibilities of the Resource Agency (RA) will be:

- Developing an action plan for providing capacity building support to LNGOs who in turn will provide support to the EFCs in all blocks of the state in enterprise promotion.
- Evolving criteria for selection of Local NGOs through a set of objective criteria.
- Devise a comprehensive plan for :
 - Assessing current competencies of Local NGOs
 - Training Needs Assessment
 - Developing and Rolling out focused training modules to build local capacities
 - Develop a scientific technique for identification of entrepreneurial competencies for potential partners

- Develop a mechanism of coordinating the activities between local NGOs, EFCs, and BDUs to achieve set targets
- Exposure visits and field accompaniment support to local NGOs
- Support LNGOs in preparation of action plans to help EFCs in enterprise promotion activity

A.With this background, SFAC invites bids from experienced and technically qualified organisations fulfilling following eligibility criteria:

1. Any public or private sector institution that has demonstrated experience of working with grass root level institutions in Meghalaya
2. Any institution registered as a trust, society, and cooperative that has demonstrated experience of working with grass root level institutions in Meghalaya

Provided that:

1. The institution has completed at least 3 years of functioning (financial years) as on 1st April 2014
2. The institution has substantial knowledge and experience in knowledge building (KB) and knowledge dissemination (KD) in livelihood related issues in India.
3. The institute has developed course curriculum on livelihood promotion aspects.
4. The institute has provided training and capacity building support to large number of staff of Livelihood Promoting Organizations (LPOs).
5. The institute has documented and published case studies, success stories and other relevant material on Livelihoods
6. Preference will be given to an agency which has previous experience of working with Government of Meghalaya.
7. The Organization should be registered as not-for-profit entity and registered under section 12A of the income tax Act, 1961

8. The institution has previous demonstrated experience of working with State Governments/ NRLM other livelihood related programmes of the Central or State Governments.
9. The institution should have substantial knowledge and experience of agriculture related livelihood issues, including technology, marketing, training etc. and has the necessary human resources to support these activities.
10. The institution has in depth knowledge and practical experience about the livelihood challenges of Meghalaya and must have a well-established local set up.
11. The institution is not black-listed by any Central or State agency.
12. It is in compliance of all necessary laws and statutes on the date of application.
13. Refundable Earnest Money of Rs.10,000/- (Rupees ten thousand only) is submitted in the form of a demand draft payable to “Small Farmers’ Agribusiness Consortium” at New Delhi.

Section 2: Submission of Proposal

Sealed offer under two-bid system(Part-I Technical Bid and Part I Price Bid)for the abovementioned assignment may be forwarded to Managing Director, SFAC, NCUI Auditorium Building, 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi –110016.

A. Technical Bid:

Technical bid shall consist of following documents:

- Organization’s capability (As per A of Section 1 above);
- A brief approach note to the proposed project
- Supporting documents-
 - Registration Certificate
 - Last Audited Balance sheet
 - CVs of core team for the project
 - Supporting Documents of some of the KB and KD activities

B. Price Bid:

The Price bid must mention total cost for each activity proposed to be undertaken in the form of a summary. The breakup of costs under each heading must mention total costs per day per person for training activities. In case of field support, it must mention total costs per person per field days.

Taxes will be paid extra as applicable.

Last date of submission of proposal is May 16, 2014 by close of office hours.

The Bidders must submit one 'Original' and one 'Duplicate' of the \ Technical Proposal in one envelop, which must be sealed and clearly marked "Technical Proposal". The Financial Proposal (Price Bid) must be kept in a separate envelope, which must be sealed and clearly marked "Financial Proposal". Both these envelops must then be placed in a single outer envelope, which must be sealed and addressed to the Managing Director, Small Farmers' Agribusiness Consortium (SFAC), NCUI Auditorium Building,5thFloor, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas,New Delhi-110016

Section 3: Evaluation and Procedure for Selection of the Bidder

An evaluation committee will be constituted by SFAC to evaluate the technical and financial proposals and recommend award of the consultancy assignment.

A. Points for evaluation of Technical proposals

Organisation's capability	40
Qualification and experience of key personnel	30
Previous Experience	30
Total	100

B. Financial proposals will be opened only for those bidders who obtain more than 60 points on the technical proposal;

C. 50% weightage will be assigned to Technical Bids and 50% to Price Bid;

D.The combined score of the Technical and Price bid evaluation will be used to recommend the award of the consultancy assignment;

E.The decision of Managing Director, SFAC regarding acceptance or rejection of the committee's recommendation will be final and no reason for the same will be provided.

Section 4: General Instructions

- Bids that are incomplete in any respect, or those that are not consistent with the requirements as specified in the Request for Proposal (RFP) or those that do not adhere to formats, wherever specified, may be considered non-responsive and may be liable for rejection;
- All communication and information should be provided in writing;
- SFAC reserves the right to reject any or all the Bids submitted in response to this Request for Proposals at any stage without assigning any reasons whatsoever;
- SFAC reserves the right to change any or all of the provisions of the RFP document, such changes would be intimated to all the parties participated in the Bid process;

The Authorized Signatory, as mentioned in the bid document, would be authorized to represent the Bidder in its dealing with the SFAC. In case the Bidder wish to change the Authorized Signatory from one identified at the RFP Stage, the Bidder would be required to furnish a fresh Power of Attorney in the name of new Signatory.