

**REQUEST FOR PROPOSAL (RFP) FOR EMPANELLEMENT OF THIRD PARTY
AGENCIES FOR EVALUATION OF THE CENTRAL SECTOR SCHEME
“FORMATION AND PROMOTION OF 10K FPOs”& OF LEAD INSTITUTE.**

I. Objectives:

1. Assess the progress of implementation of scheme at block, district and State level
2. Evaluation of the scheme on basis of key outcome indicators.
3. Verify process and procedures undertaken for Formation and Promotion of FPOs.

II. Scope of Work

The Scheme to be covered: -

1. Central Sector Scheme for “Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs)”

III. Scale of work:

Third party agencies shall be empanelled from all over the country for particular District(s) depending upon their Area of operation. The Third-Party Agency should have a local presence to ensure knowledge of local agriculture crops and patterns as well as local language.

The third part agencies shall be required to visit the FPOs. The Third-Party agencies shall cover about 10% of FPOs formed under the project. Thus approximately 1000FPOs across the country will be covered. The number would vary from district to district and the assessment shall depend upon the date of incorporation of FPO.FPOs shall be selected by random sampling method. The list of FPOs to be visited would be drawn and shared with agencies as soon as they are empanelled. The list will include all documentary/basic information as per National Project Management Agency (NPMA) records. The list of FPOs formed is updated every month and would be made available to third-party agencies for the State /district(s) for which they are empanelled. It is envisaged that the evaluation shall be completed within a period of six months.

IV. Lead Institute:

A Lead Institute will also be engaged to collate, analyse and also give recommendation about the scheme implementation. The copies of the report of all the third party agencies empanelled will be sent to the lead Institute as per the time schedule prescribed at point no VI. It will be the primary responsibility of the lead institute to collate the data and submit a consolidated monthly report to the SFAC. Lead Institute may be any state or central university or any other institution that will be empanelled, along with the other third party agencies

VI. Eligibility Criteria:

1. State and Central Agriculture Universities and their KVKs Network, other Central and State Government Research and Extension Institutes shall be eligible to apply.
2. The agency should have prior experience of conducting evaluation studies.

3. The Agency should have sufficient field level extension worker/ scientist staff.
4. Preference shall be given to Agency on the basis of experience and number of field level extension officials.
5. Any organizations which are associated with the 10,000 FPO scheme including being an IA or CBBO/ VCO shall not be eligible for empanelment due to conflict of interest.

VI. Reports:

The Third Party Agencies would submit monthly reports in respect of their activities undertaken during the previous month indicating the district-wise break-up of the number of FPOs and the number of FPOs visited. This would establish percentage of FPOs visited. A draft report should be submitted by the third party agencies to lead institute before 5th of the succeeding month. After collating and analyzing the reports, lead Institute along with the third party agencies shall discuss the draft report with SFAC between 5th to 10th of succeeding month. Based on the discussion, the final Report for the month will thereafter be submitted to SFAC latest by 15th of succeeding month. At the end of the completion of the evaluation exercise, a final report shall be submitted by the Lead Institute after collating, analysing and shall give recommendations about the scheme implementation and promotion.

VII. Man days and Costing:

The amount of INR 6000/FPO, which also includes all admin costs like lodging, boarding travels etc will be given to third party agencies. An amount of INR1000/FPO would be given to the Lead Institute for collating and analyzing the report.

VIII. Payment Conditions: 25% of the total amount will be released to the third party agencies as an advance, 50 percent will be released after submission of draft report and the rest 25 percent after submission and acceptance of the final report by SFAC. 50 % of the amount will be released to Lead Institute at the time of submission of the draft report to SFAC and the rest 30 percent after submission and acceptance of the final monthly report by SFAC. 20% amount shall be released after submission and acceptance of the final report by SFAC after completion of evaluation exercise.

IX. The pre-qualification and experience shall be assessed in line with the organizational needs and the decision with respect to empanelment of Agency shall remain solely with the Competent Authority i.e. Managing Director, SFAC.

X. Confidentiality of Data & Documents: The agency shall not divulge any information, data or reports/documents handled as part of their work to any party and person for pecuniary gains or even otherwise, without the prior approval of Competent Authority.

XI. Conflict of Interest: The agency shall in no case represent or give opinion or advice to others or indulge in any activity which is adverse to the interests of the SFAC.

XII. Termination of Contract: The appointment is of a temporary nature and SFAC can cancel the engagement at any time without providing any reason for it. However, in the normal course one month's notice is needed from either side.

XIII. Reservation of Rights: The SFAC reserves the right to reject any application without obligation.

XIV. Tasks

The Evaluation shall be done as per the following:-

Key Parameter	S. No.	Sub-parameter	Mode of Verification
FPOs Formation and Mobilization of Farmers	1	No. of FPO Allotted and Formed in the district	Allocation Letter, CIN Certificate and Field verification
	2	Name and date of registration of the FPO visited	CIN Certificate
	3	Address of FPO	Physical verification
	4	Number of Farmer members/shareholders	Share Certificate Issue Register
	5	Number and Percentage of landless, small and marginal farmer members/shareholders in FPO	Share Holder Register/Member Register
	6	Number and Percentage of representation of Women, SC/ST in Board of Directors .	BoD register
	7	Formation of FIG/SHG/Rythu Mitra/Farmers Group (Min. 15-20 members)	FIG/SHG/Rythu Mitra/Farmers Group Register
Governance Compliance and Capacity Building	8	Appointment of CEO	Appointment Letter and checking the Field presence
	9	Appointment of Accountant	Appointment Letter and checking field functioning
	10	Performance of the CEO (Excellent/ V. Good/Good/Poor)	Letter Certified by Chairman of the FPO to be
	11	Performance report of the Accountant	Letter Certified by Chairman of the FPO
	12	No. of Board Meetings (Quarterly Meetings)	Board Meeting Register and the copy of Minutes
	13	Shareholders' meeting/ Members' meeting	Members Meeting Register and interaction with farmers
	14	General Body Meeting held as per stipulated RoC guideline	General Body Meeting Register
	15	Audit of Accounts (Annual Audit of Accounts within prescribed time)	Audited Financial Statements with copy of the Auditors' report

	16	Annual Accounts (Filing of AOC-4 and MGT-7: Annual Return/ Accounts with the regulatory authorities within prescribed time)	Audited Financial Statements with a copy of the Auditors' report. Refer copy of AOC-4 and MGT-7 and the confirmation email received from MCA.
	17	Filing of INC-20A Commencement of business certificate	Copy of INC-20A and the confirmation email received from MCA
	18	Filing of e-KYC of directors within the prescribed time	Check the confirmation email received from MCA.
	19	Whether FPO has filed Income Tax Return within the prescribed time?	ITR Return (copy of ITR-V acknowledgment)
	20	No. of Installment of FPO Management cost applied and received	Management cost application and Bank Account Statement
	21	Training imparted by CBBOs	NO of trainings
			No. of Farmers
			No. of BoDs
			Date of Training(S)
			Training subject
	22	Training done by FPO CEO, Accountant and BoD Members on LMS	Training Register and training Certificate
	23	No. of Farmers trained through LMS	Training certificate and field verification
Equity Grant and Credit guarantee provided to the FPO	24	FPO amount of equity grant received and in how many tranches	Bank Account Statement
	25	Usage of availed equity grant for business purpose	Bank Account Statement and business transaction
	26	Quantum of Credit guarantee provided to the FPO for Credit Linkage	Bank Account Statement
	27	Loan availed for working Capital	Amount of loan
			Institution
FPO Business	28	Whether the business plan approved by BoD	Approved Business Plan and discussion in the field

29	Established MIS system for reporting	Verification of System
30	Digital Accounting and maintenance of records (Tally, ERP, etc)	Name of the Software
		Verification of system established
31	Agri-input licenses viz. Seeds, Fertilizers and Agro-Chemicals with FPO	Licenses
		Activity in the field
32	Does FPO have a mandi license for agri-commodity trading?(wherever applicable	Mandi License and use of it for FPO Transaction
33	GST Licenses with FPO	GST No. of the FPO
34	FSSAI Licenses(Processed commodity) with FPO	FSSAI No. of the FPO
35	Whether FPO has purchase channels in place for agri-inputs?	Signed Memoranda of Understanding (MoU) and or record of Transaction
36	Percentage of member farmers benefitted from Demand Aggregation for inputs (Seeds/Planting material/Fertilizers/Plant protection/Agri machinery)	Book of Accounts
37	Whether marketing channels in place for the sale of agri-commodities.	Signed Memoranda of Understanding (MoU) and bills and book of accounts
38	Whether system established for Market Intelligence	Established System
39	Percentage of member farmers benefitted from agri-output business activity	Sales register
40	Whether FPO has necessary assets and consumables in place to facilitate trading (e.g. weighing scale, gunny bags etc.)	Records
41	Trading in more than one crop	Details from Sales register

	42	Percentage of member farmers benefitted from primary processing support (Sorting, Grading, Quality Analysis)	MIS and field verification
	43	Whether Value Addition and Processing started	Verification of Unit
	44	FPO business transacted till date	1. Sales Register 2. Audited financial statements (for yearly business turnover verification)

XV. Other issues relevant to 10K FPOs implementation.

In addition to evaluation as stated at point no.8, consolidated report for the district may be submitted by the evaluating agency including:

- (i) Best practices amenable to national scaling up, facilitating learning etc.
- (ii) Overall impact & outcome.
- (iii) Any other issues relevant to 10k FPOs implementation.

Lead institute shall collate, analyse the above report & incorporate the same in recommendations.

XVI. Schedule

S.No.	Particulars	Date
1.	Publication of advertisement	05/07/2023
2.	Pre bid meeting (online)*	13/07/2023 at 3 PM
3.	Last date for submission of applications	19/07/2023 by 3 PM

* VC link shall be provided on the SFAC Website.

XVII. Submission of proposal

- (i) Separate proposal for empanelment as an evaluating agency or as lead institute may be submitted in **Annexure-I** and **Annexure-II** respectively.
- (ii) The proposal may be submitted through mail at info@sfac.in
- (iii) The last date of submission of proposal is **19th July 2023 by 3 PM.**

FORM OF APPLICATION FOR EMPANELMENT AS AGENCY

Sl. No.	Particulars	Details	
1.	Name of the Applicant Agency		
2.	Preference for district with state for which agency is applying for empanelment. Separate sheet may be attached, if required	State	District
3.	Contact Details		
4.	Constitution		
5.	Experience of the agency (in years)		
6.	No. of evaluation studies conducted		
7.	Infrastructure of Agency/No. of extension persons employed		
8.	Whether the applicant was debarred by Central/ State government. (Yes/No)		
9.	Additional information, if any.		
10.	<p style="text-align: center;">UNDERTAKING</p> <p>I,, hereby, State that the information furnished above is true and correct to the best of my/our knowledge. In the event that any concealment/distortion of facts furnished above is brought to notice of your office subsequent to empanelment/appointment by SFAC would be at liberty to terminate the said empanelment/appointment without notice or damages whatsoever. The bid shall be valid for 3 months after the last date of submission.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>(Signature)</p> <p>Date:</p> </div> <div style="width: 50%; text-align: right;"> <p>To be signed by authorized signatory</p> <p>Name & Designation</p> </div> </div>		

FORM OF APPLICATION FOR EMPANELMENT AS LEAD INSTITUTE

Sl. No.	Particulars	Details
1.	Name of the Applicant Agency	
2.	Contact Details	
3.	Constitution	
4.	Experience of the Lead Institute (in years)	
5.	No. of evaluation studies conducted	
6.	Infrastructure of Lead Institute/No. of extension persons employed	
7.	Whether the applicant was debarred by Central/ State Government. (Yes/No)	
8.	Additional information, if any.	
9.	<p style="text-align: center;">UNDERTAKING</p> <p>I,, hereby, State that the information furnished above is true and correct to the best of my/our knowledge. In the event that any concealment/distortion of facts furnished above is brought to notice of your office subsequent to empanelment/appointment by SFAC would be at liberty to terminate the said empanelment/appointment without notice or damages whatsoever. The bid shall be valid for 3 months after the last date of submission.</p> <p>(Signature) To be signed by authorized signatory</p> <p style="text-align: right;">Name & Designation</p> <p>Date:</p>	