REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR CONSULTANCY SERVICES FOR “ESTABLISHMENT OF COMMUNITY AGRICULTURE BUSINESS INCUBATION CENTRE (CABIC)” UNDER MKSP.

Jharkhand State Livelihood Promotion Society (JSLPS) invites “Expression of Interest” from eligible consultancy agencies to submit their interest for providing consulting services for undertaking “Establishment of Community Agriculture Business Incubation Centre (CABIC)” under the MKSP Project in Jharkhand.

Interest agencies may submit their “Expression of Interest” in a sealed envelope clearly superscripted as Expression of Interest for “Hiring of consulting services for Establishment of Community Agriculture Business Incubation Centre (CABIC)” under MKSP” latest by 15:30 hours on 25th March, 2019. The agencies may obtain further information and procedures for submitting the “Expression of Interest from the official website of JSLPS i.e www.jslps.org.

Sd/-
Chief Executive Officer
REQUEST FOR EXPRESSIONS OF INTEREST FOR “ESTABLISHMENT OF COMMUNITY AGRICULTURE BUSINESS INCUBATION CENTRE (CABIC)” UNDER MSKP PROJECT.

(CONSULTING SERVICES – FIRM SELECTION)

Assignment Title: Consultancy Services for “Establishment of Community Agriculture Business Incubation Centre” (CABIC) under MKSP.

Reference No: MKSP/CS/2018-19/26/QCBS

National Rural Livelihood Mission, Ministry of Rural Development, Govt. of India has provided funds toward the cost of the MKSP and its allied activities in the State and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include establishment of Community Agriculture Business Incubation Centre (CABIC) for JSLPS for a period of two years. The details activities are mentioned in the draft Terms of Reference as enclosed in Annexure-I.

Jharkhand State Livelihood Promotion Society (JSLPS), now invites eligible consulting firms (“Consultants”) to indicate their interest for providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short-listing criteria are as follows.

a) The agency should have an independent legal existence, registered under the applicable Act and have accreditation and validations for Good Governance, Systems and Process [Submit proof of Registration Certificate, Articles and Memorandum of Association, required certifications]
b) The agency or consortium should have prior experience & expertise in promotion/market access support of at least 2 - 3 years in the field of Producer Organizations (preferably Farmer Producer Company).

c) The agency or consortium should have prior experience & expertise in promotion/ technical support of at least 1 – 2 Producers companies. [Relevant documents viz, audited financial statements and a certificate from Charted Accountant in support of satisfying the criteria should be submitted].

d) Experience of implementing large scale livelihood projects engaging exclusively small and marginal women farmers in value chain and market linkage approach.

e) The agency should have prior experience and expertise of at least 2 - 3 years’ in training and capacity building of FPCs, BoD of FPCs etc. (Provide relevant document)

f) The agency should have empanelled or providing support to different agencies/ Govt. agencies on promotion of farmer Producer Company.

g) The Agency should have an annual average turnover of minimum **Rs. 2.00 Crore** or more during last three financial years and preferably a positive net worth. [Relevant documents viz, audited financial statements and a certificate from Charted Accountant in support of satisfying the criteria should be submitted].

h) The agency should have experience of working in other states with similar conditions of Jharkhand shall be preferred.

i) The agency should have adequate knowledge resources on Producer Organization Promotion for Standard Operating Practices (SoP), Training Manuals and Materials, IEC Materials etc.

j) Minimum 2 - 3 years of experience of using ICT including video based models for behaviour change communication in community.
Interested firms may submit their application expressing interest in the prescribed Performa annexed herewith [Annexure A] in sealed envelope with each page of the application signed by an authorised signatory, including the pages comprising the annexure.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications. The submission should clearly indicate the type of association whether a JV or sub consultancy

A Consultant will be selected in accordance with the Quality & Cost Base Selection (QCBS) method set out in the Consultant Guidelines.

Expressions of interest must be delivered in a written form to the address below by person or through postal/courier services latest by 15.30 hours of March, 2019 at the following address.

Address:
The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
3rd Floor, Shantideep Tower, Off. Hotel Maharaja,
Radium Road, Ranchi-834001
Phone No. 0651-2360142/2360038
Email – jslps.ranchi@gmail.com

Annexure-A

Attachment 1: Format for Submission of Information to JSLPS, Ranchi towards Establishment of Community Agriculture Business Incubation Centre” (CABIC) under MKSP.

Submission Requirements

<table>
<thead>
<tr>
<th>A - Consultant’s Company Profile [Maximum 2 Pages]</th>
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</thead>
<tbody>
<tr>
<td>1. Organizational</td>
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</table>
2. Financial: (Minimum average annual Turnover of at least **Rs.2.0 Crore** during last three financial years required.

Provide the turnover of the on the basis of the audited accounts of the previous three financial years in Indian Rupees.

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<tr>
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<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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B - Consultant's Experience [Maximum 15-20 pages]

1. Experience of working in Government or any other externally funded agencies in India.
   At least 2-3 years’ experience required.
   Please provide details of up to 10 such assignments (add more rows, if required)

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Services provided</th>
<th>Client and Country</th>
<th>Duration of Assignment</th>
<th>Value of Contract (in INR)</th>
</tr>
</thead>
</table>

2. Experience in Community Agriculture Business Incubation Centre'' (CABIC) work in India.
   At least 2-3 projects' experience required.
   Please provide details of up to 10 such assignments (add more rows, if required)

<table>
<thead>
<tr>
<th>Name of the Client (GoI/Externally Aided Project)</th>
<th>Nature of the assignment (Community Agriculture Business Incubation Centre” (CABIC) or similar type assignment )</th>
<th>Location and coverage (entire state, country, etc.)</th>
<th>Duration of Assignment (In month)</th>
<th>Value of Contract (Rs. In Lakh)</th>
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</table>

Please enclosed copy of the contract as evidence

3. Two Experts to be proposed with experience Development Sector or Externally Aided Project on Community Agriculture Business Incubation Centre” (CABIC) or similar nature of works at-least for a period of 3 years. Detailed CVs are not required at REOI stage, which will be submitted if the agency qualify for RfP stage.
Among other information, the brief CVs should include the following information in the following format:

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<th>Name of the proposed Expert</th>
<th>Designation</th>
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</table>

Experience of 3 years in Development Sectors or any externally aided projects

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Community Agriculture Business Incubation Centre (CABIC) or similar type of works experience.</th>
<th>Client and State</th>
<th>Duration of Assignments (In month)</th>
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If the Consultant has formed a consortium, all the above details of each member of the consortium and the name of the lead partner, shall be provided.

Annexure-I

Draft Term of Reference (ToR) towards hiring of consulting firms for “Establishment of Community Agriculture Business Incubation Centre (CABIC) under MKSP Project

1) Background:
The livelihood of the farmers is mostly dependent upon various production systems, however agriculture has a greater importance in their livelihood in Jharkhand. Most farming households are engaged in subsistence farming under adverse and risky climatic conditions and often engaged in low return non-agricultural activities. The livelihood basket consists of agriculture (mostly food security only for few months), income from forest (fuel wood and NTFP), livestock, and wage labour (local as well as migration). Women are engaged in all types of livelihood activity with their male counterpart.

The primary objective of the MKSP under JSLPS is to empower women as farmers in agriculture by making systematic investments in community based organizations to enhance their participation and productivity, also create and sustain agriculture based livelihoods. The project focus to increase income of small and marginal women farmers through capacity building around sustainable agriculture as majority of them are involved in subsistence farming, using indigenous technologies, resulting in low yield and high labor cost.

Looking at the present scenario, JSLPS MKSP intervened in Agriculture sector in which various steps has been taken to increase the production through adoption of new technology, change in the cropping pattern and induce new varieties so that substantial additional income is generated for rural household.

The large proportion of marginal and small holders with low yields, predominantly grain-oriented cropping pattern and subsistence farming, results in inadequate surplus. Hence it does not incentivize the majority of the cultivators, to make capital investments in their farms. Poverty levels are likely to be still higher among agricultural and non-agricultural laborers than marginal and small farmers.

The key issues in agriculture includes dominance of marginal and small holdings, challenging terrain, poor soil conditions for high soil erosion, erratic rainfall and inadequate irrigation coverage, mono-cropping, low crop productivity for sub-optimal input use, limited adoption of modern and scientific practices, weak extension services and supply Chain constraints.

2) About Community Agriculture Business Incubation Centre - CABIC:
Community Agriculture Business Incubation Centre is a cluster level agriculture promotion centre to work around capacity building, practical demonstration of modern agriculture practices / technology based intervention and use of scientific system of drudgery reduction tools with value chain approach under aegis of a farmers Producers Company.

It is observed that the farmers of Jharkhand suffer, due to poor crop planning, growing common vegetable / horticulture and not getting right price and not adoption of modern agriculture practices, as access to these, an important issue in their area. The farmers are reluctant / slow to adopt modern techniques. Lack of irrigation facility has consolidated their faith that “nothing can be done in farming”. Similarly, research institutions and other agencies are unable to focus on needs of individual farmers. So it is envisaged that the farmers can come forward and learn new research findings from CABIC to change their agriculture and get good earning out of the agriculture intervention.

CABIC can be a solution to the above stated problems related to sustainable agriculture. The CABIC will work on 6 thematic models to come out of many of the problems the state is facing. CABIC is one of the bodies of farmers Producers Company (FPC) so a CABIC level planning will be done which include HH level livelihood plan on sustainable agriculture, cultivation of Kharif and Rabi Crops in patches for better market access. The plan of CABIC will be later consolidated at block level PC. CABIC will be working on value chain approach hence from PoP to harvesting protocol will be maintained to enhance yield, minimizing cost by introducing NPM and better market access.

Following are the six models:

Initially CABIC will be established one in each block and gradually CABIC controlled and Horticulture livelihood prototype models will be demonstrated in each of the villages.

**CABIC 6 MODELS**

| CABIC MODEL NO 1 | Controlled demonstration site Model :CABIC has a demonstration plot of 30-100 decimal land size for demonstrating different livelihood model.- Already mentioned in the policy |

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CABIC MODEL NO 2 | CABIC has Community managed demonstration model
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CABIC MODEL NO 3 | CABIC has a Training centre
CABIC MODEL NO 4 | CABIC has an aggregation and selling Centre for vegetable and horticulture produce
CABIC MODEL NO 5 | CABIC has a Custom hiring centre
CABIC MODEL NO 6 | Innovation and Technology Based Intervention : Agri App, Remote sensing centre, Soil testing Kit, Pico Projectors, IVRS Centre, MIS Upgradation
CABIC ENABLER / SUPPORT SERVICES

CAM | CAM- CABIC has dedicated persons to operate on business model, the person would be called as COMMUNITY AGRICULTURE MANAGER (CAM)
Solar Dryer | Establishing Solar dryer with the capacity of 100 Kg
Solar Cool chamber | Establishing Solar cool chambers with a capacity of 4 MT (Size 5ft X 5ft X 5ft)
Other Services | Business plan preparation
| Linkages for fund with Banks and other financial institutions
| Market linkages for produces

3) NEED OF TECHNICAL SUPPORT AGENCY:
The project requires Technical Support Agency (TSA) to support the project in roll out plan to establish and effective functioning of 6 CABICs with all its thematic models in the 6 selected Blocks of 5 Districts. The Agency will deploy his team for establishment of CABIC and make functional all the models under CABIC. Block team along with CAM will be the support hand of the TSA for joint implementation of the CABIC. The TSA will build the capacities of MKSP Teams to create a pool of resource persons for further implementation of CABIC post project period. To achieve the aforementioned objectives, the project will hire the services of reputed technical agencies/civil society organizations/consortium.

4) OBJECTIVES OF THE ASSIGNMENT
CABIC is a support system to the farmers at cluster level which will cater capacity building, input supply and market support to the farmers on cost basis. As capacity building unit, CABIC has mandate to do the following:
a) To demonstrate various livelihood model / PoP in the village for capacity building
b) To create learning atmosphere for farmers from practical demonstration sites.
c) To replicate and up-scale demonstrated livelihood model in the villages.
d) To actively engage farmers in transfer of technology, sharing of knowledge for better understanding on best cropping management.
e) To create sustainable livelihood and food security for Mahila Kisan through various sustainable agriculture livelihood prototype based interventions

5) **AREA OF WORK:**
The MKSP will have coverage of around 60000 farmers in 6 selected blocks of 5 Districts. The CABIC will be established in each of the MKSP AAP blocks. The following is the details of the AAP Blocks:

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<th>S.No</th>
<th>District</th>
<th>MKSP AAP Blocks</th>
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<td>1</td>
<td>Ranchi</td>
<td>Bundu</td>
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<td>2</td>
<td>Ranchi</td>
<td>Namkom</td>
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<td>3</td>
<td>Pakur</td>
<td>Maheshpur</td>
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<td>4</td>
<td>Giridih</td>
<td>Bengabad</td>
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<tr>
<td>5</td>
<td>Simdega</td>
<td>Kolibera</td>
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<td>6</td>
<td>Latehar</td>
<td>Latehar</td>
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6) **Scope Of Work & Duration:**
The proposed assignment will cover 10000 farmers under 6 CABIC in 6 selected blocks of 5 Districts in two years (2018-20). The initial contract period will be for a period of one year with an annual renewal term on the basis of the performance each year from the date of signing of the contract. The contract may be extended for further scale-up and support on the basis of successful completion of the task with the desired quality. However, it would also depend on the need of the project.
The interested agencies have to apply for the establishing and functioning of 6 CABIC with the costing for the same.

The following would be the scope of work for the selected TSA:
6.1 Establishment, development, implementation and sustaining Community Agriculture Business Incubation centre (CABIC)

a) Support in establishing and strengthening of the 6 CABIC in 6 MKSP AAP Block with help of CAMs and Block team of JSLPS.
b) Handhold the MKSP and the CABIC staffs through intensive capacity building and exposures on the operational, management and governance functions of the CABIC
c) Support in identification of demo location, catchment, business planning and system development for the enterprises to be promoted along the selected value chains linked with the CABIC
d) Support in system establishment to cater need of 10000 farmers on direct benefits of technology and innovation based intervention viz: Soil Testing, Weather Forecast, Mandi related information, IVRS, Mobile Application and drone monitoring system.
e) Support to 10000 family for availing direct benefit through high quality input on specific crops with PoP through CABIC
f) Ensuring implementation of value chain based aggregation and collectivization centre by establishment of 18 Custom Hiring Centre (CHC) at CABIC/cluster level and establishing 150 subsidiary CHC in 150 Villages of 6 Blocks.
g) To assist in conducting 30 Farmers Field School (fortnightly/Monthly) to a catchment of 10 Villages from 6 CABIC centres.
h) To assist in creating sustainable livelihood and food security for Mahila Kisan through various sustainable agriculture livelihood prototype based interventions
i) To assist in replication of Agro horticulture Livelihood demonstration prototypes with another 300 farmers
j) To assist in aggregation of Vegetables, Potato, Pigeon pea with 10000 farmers under 6 CABIC
k) Ensuring a well-established functional CABIC with Livelihood demonstration prototypes with training, input /aggregation facility and custom hiring centre.
l) Ensuring a well-established sustainable agriculture based business centre generating revenue sustainably under the active leadership of community members with professional acumen.
m) CABIC is successfully supported to create and work under Farmers Producers Company.
7) **KEY OUTCOMES & OUTPUTS**

The outcome of the proposed assignment in two years is as follows;

a) 1 CABIC in each of the 6 blocks is established, total 6 CABIC in 6 MKSP AAP Block covering 150 farmers directly and 10000 farmers indirectly.

b) Agro horticulture Livelihood demonstration prototypes replicated with 300 farmers

c) 6 Aggregation centre established in 6 villages of 6 blocks.

d) Total 30 Farmers Field School (fortnightly/monthly) organised in a year to a catchment of 10 Villages from 6 CABIC centres.

e) 18 Custom Hiring Centre (CHC) at CABIC/cluster level and 150 subsidiary CHC in 150 Villages of 6 Blocks.

f) Aggregation of Vegetables, Potato, Pigeon pea with 10000 farmers under 6 CABIC

g) More than 10000 farmers got direct benefit of technology and innovation based intervention viz: Soil Testing, Weather Forecast, Mandi related information, IVRS, Mobile Application and drone monitoring system.

h) More than 10000 family directly benefitted through high quality input on specific crops with PoP through CABIC

i) Solar dryer established in each CABIC and further utilized for business purpose

j) Solar cool chambers established and further utilized for business purpose
8) **EXPECTED TEAM COMPOSITION, HR REQUIREMENTS AND SKILL REQUIREMENTS:**

The nature of assignments demands very specialized inputs in order to achieve the objectives of the assignment. Hence, the following would be the desired HR composition and requirements of TSA for the assignment:

<table>
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<tr>
<th>Professional required</th>
<th>Experience &amp; Qualification</th>
<th>Persons month</th>
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<tr>
<td><strong>Sr. Technical Experts – Agri Business Marketing / FPC promotion [one position]</strong></td>
<td>A professional with a Master’s Degree in Development studies/Agriculture/Marketing/Agri-business/PGDRD/Rural Management/Social Science with at least 4 - 6 years’ experience in marketing of agriculture and allied produce preferably with some Producer Organization. Sound knowledge on commodity market, price fixation, pulse of price trends and fluctuations, existing market systems and regulations, price negotiation and sales realization. Some leading experience of developing marketing strategies for commodities, market development work. He should also have experience in Value Chain Development, understanding the issues of value chain, identification of the gaps in the chain, analyzing and developing effective strategies for Pro-poor Value Chain development and enterprise promotion. Also have good understanding on FPC / PG and other community institution.</td>
<td>24 months.</td>
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<tr>
<td><strong>Technical Experts – FPC &amp; Agri-business promotion (three position)</strong></td>
<td>A professional with a Master’s Degree in Development studies/ Agriculture / Marketing/Agri-business / PGDRD/ Rural Management /Social science with at least 1-2 years' experience in promoting &amp; supporting large scale - Producer Organizations, Developing systems for governance and management, developing market readiness in Producer Organizations, experience of developing trainings modules for Producer Organizations, providing capacity building support to Producer Organizations, accessing</td>
<td>72 months</td>
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institutional finances for Producer Organizations, developing tracking methods for the progress of the Producer Organizations, organizing Workshops & Conferences, Develop Knowledge Resources. Also have experience working on agri-business promotion.

**Note:** Costing has to be rationalized on the basis of deputation of staffs in concurrence to the phasing of institutions. One Block level person will have responsibility for working and handholding of two MKSP AAP blocks. Time to time senior level team members of TSA will visit the project location (At least for 2-3 days in a month) for proper handholding and guidance of field team.
### 9) Timeline Matrix:

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<td>Signing of agreement with JSLPS</td>
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<td>Orientation meeting on CABIC and its operational plan with JSLPS team</td>
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<td>Establishment of CABIC (Building repaired, training centre established)</td>
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<td>Training on concept of CABIC and its important areas of work (Its components, operational, management and governance functions of the CABIC)</td>
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<td>Establishment and functioning of aggregation center</td>
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<td>Establishment of CHC (RSC/Panchayat level)</td>
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<td>Training on management of CHC</td>
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<td>Establishment of Solar cool chambers</td>
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<td>Training on establishment &amp; Management of horticultural plants / models</td>
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<td>Establishment of horticultural models</td>
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<td>Conducting fortnightly/monthly training at FFS through CAM</td>
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<td>Training of community/AKM/CAM on various component of agriculture including specific value chains (Pigeon pea, Potato, Wheat, etc) at CABIC</td>
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<td>Aggregation and marketing of agricultural produces (Pigeon pea, potato, Wheat, Mustard) at CABIC</td>
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<td>Preparation of business plan of CABIC</td>
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<td>Block review meeting on CABIC</td>
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<td>State level review meeting on CABIC</td>
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(Note: Timeline to be revisit in every 6 months)
10) DATA SERVICES AND FACILITIES TO BE PROVIDED BY MKSP/JSLPS

a) The list of blocks and villages will be provided to the TSA that will be selected in the procurement process. The member of the Village Organizations will jointly select the Community Professionals (CAM) and the process will be facilitated by MKSP Team.

b) The training cost of the farmers will be transferred to Producer Groups Bank/RSC/CABIC/ILDC Account. The training will be conducted by Community Professionals with the technical assistance of the TSA; MKSP team will facilitate the process along with organizing facilities like venue, accessories, training materials (however the training of Community Professionals will be the responsibility of the TSA and fund will be provided to TSA).

c) The output based honorarium of Community Professionals will be transferred to the PG’s/CABIC account; however MKSP team will facilitate the process. It will be the responsibility of MKSP Team to facilitate that the Community Professionals should work in accordance with the plan of action & the supervision of Producer Organization and the TSA. The hand holding support to the CRP and master CRP will be provided by TSA. The monitoring of Community Professionals work progress will be done by MKSP team.

d) All campaigning material will be provided by MKSP to the field unit for the CABIC promotion work. The training material will be developed and prepared by the TSA in consultation with the MKSP team; however the printing of the material will be the responsibility of MKSP.

e) JSLPS will provide space in its existing office for the TSA professionals. However, the TSAs would provide laptops and other working accessories to its staff.

f) JSLPS will facilitate the TSA the inter-domain coordination within MKSP for cross cutting objectives and the effective completion of the assignment. The CABIC Cell of the MKSP will facilitate the coordination between the TSA and relevant domains as it would be imperative to understand the planning of the respective domains.

11) REPORTING REQUIREMENTS
a) Inception Report (within 1 month of MoU done): One hard copy & one soft copy (MS Word, data in MS Excel & PDF file).

b) Quarterly Report (within one week of quarter end): Three hard copies & one soft copy (MS Word, data in MS Excel & PDF file in CD)

c) Final Annual Report (within 15 days of contract end): Five hard copies & one soft copy (MS Word, data in MS Excel & PDF file in CD), Soft Copy of the Training Module and Materials developed).

All the reports above should cover physical progress as per the ToR and milestones should also include the process adopted to achieve the progress, resources used, knowledge resources including the case studies, training materials etc. The report should also include the reports for the training, exposure and events conducted in the period. It should also highlight the key learning, challenges, measures taken to overcome, anticipated risk and mitigation measures for the forthcoming seasons, support required from JSLPS.

12) MONITORING AND REVIEW ARRANGEMENTS:

The proposed assignment of establishing and functioning of 6 CABIC would be measured through various activities done by the CABIC as a result of their effective governance and management. The assignment will be monitored by a review committee constituted by MKSP comprising the CEO, SPM along with representatives of the MKSP, Monitoring & Evaluation Cell, MIS Cell on Quarterly Basis. This review committee will be constituted to interact with the consultant or agency, review and monitor the progress of the assignment on a regular basis.