

**Jharkhand State Livelihood Promotion Society**  
(Under the aegis of Rural Development Department, Govt. of Jharkhand)  
3<sup>rd</sup> Floor, Shantideep Tower, Radium Road, Ranchi-834001  
Phone No. 0651-2360142/2360038  
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No: 3529/Ranchi

Dated: 02/02/2017

**REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR**  
**“CAPACITY BUILDING SUPPORT FOR DEVELOPMENT AND STRENGTHENING**  
**OF PRODUCER GROUPS AND PRODUCER ORGANIZATIONS” UNDER JOHAR**  
**PROJECT**

The Jharkhand State Livelihood Promotion Society invites “Expression of Interest” from the eligible registered consultancy agencies to submit their interest for providing consulting services for World Bank funded JOHAR Project for providing consulting services towards “Capacity Building Support for Development and Strengthening of Producer Groups (PG) and Producers Organizations (POs)” in Jharkhand.

Interested agencies may submit their "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for “**Consultancy services for promotion of PG-FPO for JOHAR**” latest by 15.30 hours on **20<sup>th</sup> February’2017**. 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](http://www.jslps.org).

Sd/

**Chief Executive Officer**

**Jharkhand State Livelihood Promotion Society**  
(Under the aegis of Rural Development Department, Govt. of Jharkhand)  
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No: 3529/Ranchi

Dated: 02/02/2017

**REQUEST FOR EXPRESSIONS OF INTEREST FOR HIRING OF CONSULTANCY AGENCIES FOR PROVIDING TECHNICAL SERVICES ON “CAPACITY BUILDING SUPPORT FOR DEVELOPMENT AND STRENGTHENING OF PRODUCER GROUPS (PG) AND PRODUCERS ORGANIZATIONS (POs)” REQUIREMENT FOR JOHAR PROJECT IN JHARKHAND.**

**(CONSULTING SERVICES – FIRM SELECTION)**

**Ranchi, Jharkhand, India**  
**JOHAR**

**Assignment Title:** Hiring of Consultancy Services towards promotion of “Capacity Building Support for Development and Strengthening of Producer Groups (PG) and Producers Organizations (POs)” in JOHAR operation areas.

**Ref. No: JH/CS/01/2016-17**

The project titled **Jharkhand Opportunities for Harnessing Rural Growth (JOHAR)** implementing through Jharkhand State Livelihood Promotion Society functioning under Rural Development Department, Govt. of Jharkhand financing from the World Bank toward the cost of implementation of the Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) includes “Capacity Building Support for Development and Strengthening of Producer Groups (PG) and Producers Organizations (POs)” for JOHAR for a period of three years subject to extension of further period or till end of the project based on the requirement and performance. The details activities are mentioned in the Terms of Reference.

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. [Submit proof of Registration Certificate, Articles and Memorandum of Association].
- b) The agency should have prior experience & expertise in promotion/support at least 5 years experience in the field of Producer Organizations (preferably Farmer Producer Company) with a membership not less than 500 in each group.

- c) The agency should have undertaken at least 5 assignments of supporting Producer Organizations for any Government, International or Bilateral funded project during the last three financial year [2013-14 to 2015-16].
- d) The Agency should have an annual average turnover of minimum Rs. 3.00 crore or more during last three financial years and preferably a positive net worth. Out of the total turnover, at least Rs. 50.00 lakhs should be from PG-FPO assignments only [Relevant documents viz, audited financial statements and a certificate from Chartered Accountant in support of satisfying the criteria should be submitted].
- e) The agency should have a well-qualified and sufficiently experienced faculty, in house or should be in a position to commit about their own network/association.
- f) The agency should have experience of working in Jharkhand or in a state with similar conditions shall be preferred.
- g) The agency should have adequate knowledge resources on Producer Organization Promotion for Standard Operating Practices (SoP), Training Manuals and Materials, IEC Materials etc.

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.

The activities have been divided in to two clusters apart from state unit and detailed of zone is placed at Annexure-1. The agency may submit separate Expression of Interest for each Zone or State as per their choice. Further, the agency is free to submit their expression of interest for all the two zones including State or as any one of the zone or State exclusively as per their choice. Further, the agency selected for one Zone or State unit , their proposal may not be taken into consideration for other zones.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#) (January 2011-revised 2014) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower's staff.

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 Based 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 **20<sup>th</sup> February, 2017** by super-

scribing as “Request for Expression of Interest for PG-FPO for Zone..... – (A or B) or .....(State unit) to the following address.

**Address:**

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

## Annexure-A

**Attachment 1: Format for Submission of Information to JSLPS, Ranchi to provide consultancy services for Capacity Building Support for Development and Strengthening of Producer Groups (PG) and Producers Organizations (POs) in JOHAR.**

### Submission Requirements

<b>A - Consultant's Company Profile [Maximum 2 Pages]</b>					
1.	Organizational	<i>Provide a brief description of the background and organization of your firm/entity. The brief description should include:</i> <ul style="list-style-type: none"><li>• <i>Ownership details</i></li><li>• <i>Date and place of incorporation of the firm,</i></li><li>• <i>Objectives of the firm,</i></li><li>• <i>Availability of appropriate skills among staff.</i></li></ul>			
2.	Financial: (Minimum average annual Turnover of at least Rs. 3.00 Crore during last three financial years required.	<i>Provide the turnover of the on the basis of the audited accounts of the previous three financial years in Indian Rupees.</i>			
		<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>	
<b>B - Consultant's Experience [Maximum 15-20 pages]</b>					
1.	Experience of working in Government or any other externally funded agencies in India. <b>At least 5 years' experience required.</b> <b>Please provide details of up to 10 such assignments (you may add more rows).</b>				
	Name of Project	Services provided	Client and Country	Duration of Assignment	Value of Contract (in INR)
2.	Experience in promotion and nurturing of PG-FPO in India. <b>At least 3 projects' experience required.</b> <b>Please provide details of up to 10 such assignments (you may add more rows)</b>				

	Name of the Client (Gov/Externally Aided Project)	Nature of the assignment (Monitoring & Evaluation or similar assignments )	Location and coverage (entire state, country, etc.)	Duration of Assignment (In month)	Value of Contract (Rs. In Lakh)
	Please enclosed copy of the contract as evidence				
3.	Two Experts to be proposed with experience Development Sector or Externally Aided Project in the areas of forming and nurturing PG-FPO 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 qualifies for RfP stage.  Among other information, the brief CVs should include the following information in the following format:				
	Name of the proposed Expert				
	Designation				
	Experience of 3 years in Development Sectors or any externally aided projects				
	Name of Project	Design and implementation of PG-FPO activities or similar nature of works experience.	Client and State	Duration of Assignments (In month)	

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.

NB: Separate proposal will be submitted for each zone/State units.

**Annexure -2**  
**Declaration**

Date:...../02/2017

**To whom so ever it may be concern**

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which effect of this declaration at a later date; we would inform the JSLPS accordingly.

Authorized Signatory  
(with seal)

# **DRAFT TOR FOR HIRING OF AGENCY(S) TOWARDS CONSULTING SERVICES FOR “CAPACITY BUILDING SUPPORT FOR DEVELOPMENT AND STRENGTHENING OF PRODUCER GROUPS AND PRODUCER ORGANIZATIONS” UNDER JOHAR PROJECT**

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## **1) BACKGROUND:**

Jharkhand Opportunities for Harnessing Rural Growth Project (JOHAR) is a World Bank funded and dedicated livelihood intensive project to be implemented by Jharkhand State Livelihood Promotion Society (JSLPS) under the aegis of Govt. of Jharkhand for ensuring sustainable livelihood for the rural producers of Jharkhand. The project aims to build on the existing social and organization base of SHGs and their federations under DAY-NRLM Program and mobilize rural communities around intensive livelihood interventions. JOHAR strives for the enhanced and diversified household income in selected farm and non-farm sectors for targeted beneficiaries by leveraging the comparative advantage of the state and by bringing a systematic approach to diversification, high-productivity production systems, increased linkage to higher-order markets and rural entrepreneurship.

The above objectives are aimed to be achieved by strategic selection of clusters, Value Chains and organizing rural producers into Producer Groups (PGs) and Producer Organizations (POs), layering of selected livelihood subsectors/prototypes, development and Rigorous Application of Package Of Practices (Technology, Capacities and Convergence and linking the producers with market, provide support for Skilling, Agri financing and Enterprise Promotion). These Producer Groups will be guided and strengthened to form Producers' Organizations in the relevant sector and become self-sustainable institutions by the project-end.

The project will be implemented in around 76 Blocks of Jharkhand covering a catchment of 225000 rural households. This outreach will encompass around 3000 villages which will become the catchment for formation of Producer Groups (PGs). These Producer Groups would be federated to form Producer Organizations for better market access and interface.

## **2) ROLE OF PRODUCER INSTITUTIONS:**

The objective of forming the Producer Institutions is to create strong institutional structures and model to engage and facilitate the community in businesses related to agriculture and minor forest produce along with allied activities.

The institutions will also facilitate the productivity enhancement activities for the selected sub-sectors through the support of the community professionals. This component will also address the capacity gaps of the Producer Institutions in terms of dealing with the markets. These capacity building would be in the field of financial literacy, business education, business management, market assessment, negotiation skills and so on. These institutions will also provide a platform for upgrading the skills of the producers in the field of input management, productivity enhancement, climate resilience strategy through technology dissemination. Under this component there will be institutions like Producer Groups (PG) promoted at the village level and Producer Organizations promoted at the District or higher level. A state level cell named FPO Support and Incubation Cell is being formed at the state level under the project to

provide support in the areas of Institution Development, Business Development Services, Value Chain Development, Institutional Financial along with Market Access and Intelligence.

These institutions will also leverage the existing schemes of the government to strengthen these new set of institutions. In the process of developing these institutions, their will be a focus and investment in developing human resources at various levels right from the members of Producer Groups, Community Professionals (CPs) to the professional staffs engaged in the Institution Development. The capacities of the Human Resources built in the component will be in the field of business management, marketing management, financial management, inventory management etc. These Institutions also would focus on developing better Knowledge, Attitude and Skills (KAS) of the producers to play in the mainstream markets for profit making and self-sustenance.

### **3) NEED OF TECHNICAL SUPPORT AGENCY:**

The project require Technical Support Agency (TSA) to support the project in the development of Producer Institutions both at village and higher level in the selected Blocks and Districts. The Agency will have to depute professionals who will build the capacities of JOHAR Teams to create a pool of resource persons and master resource person at the Block and District level. These pools will form, develop and nurture the Producer Institutions (PGs and POs) with the handholding support from the TSA. To achieve the aforementioned objectives, the project will hire the services of reputed technical agencies/civil society organizations/consortium.

### **4) OBJECTIVES OF THE ASSIGNMENT**

The key objectives of the assignment would be as follows:

- a. To assist and handhold in formation, development and capacity building support of the Producer Groups at the village level.
- b. To strengthen Producers Groups as an institutional mechanism for sustaining and up-scaling farm based livelihood interventions.
- c. To handhold the formation and registration of Producer Organization (POs) and hence make it function effectively.
- d. To strengthen the Producers Organizations to effectively work in the market system as a strong market player.
- e. To position the Producer Organizations as an important player in the mainstream market with a significant share of the local business.

### **5) AREA OF WORK:**

The JOHAR will have a coverage of around 225000 farmers in 76 selected blocks of 19 Districts. For the purpose of assignment, the 76 blocks will be divided in 2 Zones. The following is the details of the Blocks along with phasing of the institutions year-wise :

Sl. No.	Zones	Districts	Blocks	No. of Blocks		No. of PGs			No. of FPOs			Sub-Sectors under Intervention
				Yr-1	Yr-2	Yr-3	Yr-1	Yr-2	Yr-3			
1	Zone A	Chatra	Simaria, Gidhaur	2	40							BYP + NTFP
2		Palamu	Chhatarpur, Lesliganj, Satbarwa	3	50				1			Goat + NTFP
3		Garhwa	Bhandaria, Sagma	2	40							BYP/NTFP
4		Hazaribagh	Churchu, Barhi	2	60	30			1			HVA + Fisheries + BYP
5		Latehar	Barwadih, Chandwa, Garu, Latehar, Mahuadanr	5	60	30				1		Goat + BYP + NTFP
6		Gumla	Basia, Ghaghra, Gumla, Palkot, Raidih, Sisai, Verno	7	240	200			1	2	1	HVA + Fisheries + BYP + Goat
7		Lohardagga	Kisko, Kuru, Senha	3	60	40					1	Goat + NTFP + Fisheries + HVA
8		Simdega	Bano, Bansjor, Kolebira, Pakardanr, Thethaitangar	5	50	25					1	HVA + Fisheries + NTFP + Piggery
9		Ramgarh	Dulmi, Gola, Mandu, Pataratu	4	150	75			1	1		HVA + BYP + Fisheries
10		W. Signhbhum	Chakradharpur, Goikera, Khuntpani, Manjhari, Noamundi, Tantnagar	6	150	75			1	1		Fisheries + NTFP + Piggery + BYP + HVA
11		Khunti	Arki, Khunti, Murhu, Rania, Torpa	5	150	100					2	Fisheries + NTFP + BYP + HVA
<b>Sub Total</b>				<b>44</b>	<b>1050</b>	<b>575</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>1</b>		
1	Zone B	Pakur	Litipara, Pakuria	2	40							Goat + NTFP
2		Dumka	Kathikund, Masaliya, Shikaripara	3	40							Goat + NTFP
3		Dhanbad	Purbi Tundi, Tundi	2	50							Fisheries + HVA
4		Giridih	Dumri, Jamua	2	50					1		Fisheries + NTFP + Goat
5		Bokaro	Chandankyari, Gumia, Jaridih, Kasmar	4	150	100			1	1		HVA + BYP + Fisheries
7		Ranchi	Angara, Bero, Bundu, Burmu, Chanho, Itki, Mandar, Nagri, Ormanjhi, Rahe, Ratu, Silli, Sonahatu	13	800	300			2	5	3	HVA + Fisheries + NTFP + Piggery + BYP
8		E. Singhbhum	Dhalbhumgarh, Ghatsila,	4	50	20			2			Fisheries + HVA +



- Create resources for the formation, development and capacity support to the Producer Organizations in consultation with JOHAR team.
- Provide guidance and handholding in registering the Producer Organizations get registered under appropriate act and geography of operations.
- Provide guidance in the system establishment related to management and governance functions of the POs including its staff recruitment.
- Develop a Community Operational Manual (COM) /Resource Manual covering the forming and performing stages for the Producer Organizations in consultation with the JOHAR team.
- Guiding and handholding the Block & District teams of JOHAR to bring all the PGs formed get federated and linked with the Producer Organization through process of effective share-holder drive.
- Handhold the JOHAR and the PO staffs through intensive capacity building and exposures on the operational, management and governance functions of the Producer Organizations.
- Provide ongoing handholding support & guidance for the effective functioning of the POs including its timely compliances of its legal formalities and obtaining the necessary licence and permits for business.
- Develop business plan, processes and systems for effective market access for the FPOs.
- Support in identification of location, catchment, business planning, system development for the enterprises to be promoted along the selected value chains linked with the FPOs.
- Develop effective market linkages for input and produce related to the key sub-sectors taken up under JOHAR and hence develop the capacities of the FPO staffs to sustain the linkages created.
- Provide guidance to the JOHAR Team to develop relevant MIS for tracking the progress of the Producer Groups and Organization on financial, governance and business aspects.
- Help the JOHAR team to devise pathways for financing the Producer Organizations, identifying potential partners for lending, develop modalities of financing etc.
- Help the JOHAR team in organizing Roundtables, Conferences, Policy Workshops, Learning Notes, Knowledge Resources on the subject matters related to Producer Organizations.

## **7) KEY OUTCOMES &OUTPUTS**

The outcome of the proposed assignment would be to that all the project households are organized in Producer Groups and hence the Producer Groups and federated in Producer Organization. These producer institutions should be found to work effectively both in management and governance functions as an important outcome for the project. The following outputs needs to be delivered for the achievement of above outcome:

- i. Dedicated professional teams are placed at district (one per district) and state level (two at the state level) for managing the activities of this assignment.

- ii. All the project beneficiaries are brought under the PG fold and are able implement annual plan (including work, business, governance, convergence and linkages).
- iii. Producer Organization formed at the district level or in a higher geography in the project locations with the majority of the producers being the shareholders of the Producer Organization.
- iv. Community Operational Manual developed for the Producer Organizations covering the aspects right from the mobilization of producers for formation of Producer Organizations till making it ready to undertake business after establishment of governance, management and financial discipline.
- v. All the Producer Organizations have their required staffs with required capacities and skills. Intensive Capacity building done for the key staffs of the Producer Organizations especially the CEO and the Governing Board.
- vi. All the Producer Organizations have conducted timely meetings of Governing & General Body with adherence to all systems in the contract period.
- vii. All the Producer Organizations acquired the required license and permits for undertaking business.
- viii. All the Producer Organizations have timely legal compliance and audits done and submitted.
- ix. All the Producer Organizations have developed their business plan, process and systems to undertake different business activities.
- x. All the Producer Organizations have established the enterprises for processing, sorting, grading, custom hiring etc and made functional as per their Business Plans developed.
- xi. All the Producer Organizations have at least two linkages per produce to be sold in profitable markets.
- xii. Effective Training Modules and good quality training materials (IEC and Audio Visual) are developed for training Project staff, community professionals and the participating producers.
- xiii. Develop a grading mechanism for the PGs - POs to diagnose their institutional health to ease the access for finance and other benefits.
- xiv. Training of all the district and block level Project staff is done on the concerned subject matter.
- xv. A MIS system developed to track the progress of PGs and POs on financial, governance and business aspects.

**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 for the assignment:

Location	Professional	Experience & Qualification	Persons
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	required		month
State Level	Sr. Technical Experts – FPO Promotion & Management [one]	A seasoned professional with a Master's Degree in relevant subject with at least 10 years' experience in promoting & 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 institutional finances for Producer Organizations, developing tracking methods for the progress of the Producer Organizations, organizing Workshops & Conferences, Develop Knowledge Resources.	36 months
	Sr. Technical Experts – Value Chain Development / Business Development Services DS [one]	A seasoned professional with a Master's Degree in relevant subject with at least at least 10 years' experience in designing and providing business development services to Producer Organizations, developing business plans with projections like IRR, ROI and tracking the same, developing effective training modules and materials on business functions, financial planning, conducting value chain studies, identifying the gaps in the chain and hence developing strategies to address the gaps, experience on technology intermediation for FPO support, developing business process and systems for effective business, sound understanding on licenses, permits, compliances for the Producer Organizations.	36 months.
	Sr. Technical Experts – Agri Business Marketing [one]	A seasoned professional with a Master's Degree in relevant subject with at least at least 10 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, relationship management, some knowledge of logistics related to marketing, knowledge of market risks etc. Some leading experience of developing marketing strategies for commodities, market development work.	36 months
District Level	Technical Experts –FPO Promotion & Management	At least 6 years of experience in formation of Producer Organizations, preparing them with all the licensing requirements, developing systems	288 months

	[Eight persons per Zone ]	for mobilizing produce, handling governance and management functions of Producer Organizations, developing capacities of the Producer Organizations.	
	Technical Experts –Agri Business & Marketing [Eight persons per Zone ]	At least 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, relationship management, some knowledge of logistics related to marketing, knowledge of market risks etc. Experience of developing marketing strategies for commodities, market development work.	288 months

**Note : Costing has to be rationalized on the basis of deputation of staffs in concurrence to the phasing of institutions.**

#### **9) DATA SERVICES AND FACILITIES TO BE PROVIDED BY JOHAR/JSLPS**

- The list of blocks and villages will be provided to the organization who will be selected in the procurement process. The member of the Village Organizations will jointly select the Community Professionals and the process will be facilitated by JOHAR Team.
- The village level Producer Group including sub group formation will be initiated by JOHAR through the resource pool developed by the TSA. Also, the guidance on formation, strengthening of the producer group and regular management and governance of the organization, annual activity plan, annual crop calendar, annual business plan etc will be facilitated by the TSA.
- The training cost of the farmers will be transferred to Producer Groups Bank Account. The training will be conducted by Community Professionals with the technical assistance of the TSA; JOHAR 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).
- The output based honorarium of Community Professionals will be transferred to the PG's account, however JOHAR team will facilitate the process. It will be the responsibility of JOHAR 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 JOHAR team.
- All campaigning material will be provided by JOHAR to the field unit for the PG & FPO promotion work. The training material will be developed and prepared by the TSA in consultation with the JOHAR team, however the printing of the material will be the responsibility of JOHAR.
- 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.
- JSLPS will facilitate the TSA the inter-domain coordination within JOHAR for cross cutting objectives and the effective completion of the assignment. The FPO Support & Incubation Cell of the JOHAR will facilitate the coordination between the

TSA and relevant domains as it would be imperative to understand the planning of the respective domains. The institutional strength of the Producer Organizations would be very critical to help them face the market challenges in a better manner.

## **10)REPORTING REQUIREMENTS**

- i. Inception Report (within 1 month of M.o.U done): One hard copy &one soft copy (MS Word, data in MS Excel& PDF file).
- ii. Monthly Report (by 1<sup>st</sup> week of each month) : Three hard copies & One soft copy (MS Word, data in MS Excel & PDF file in CD)
- iii. Quarterly Report (within one week of quarter end) : Three hard copies & One soft copy (MS Word, data in MS Excel & PDF file in CD)
- iv. Final 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 T.o.R 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.

## **11)MONITORING AND REVIEW ARRANGEMENTS:**

The proposed assignment of Providing Capacity Building Support for Development and Strengthening of Producer Groups and Producer Organization would be measured through collective actions done by the Producer Institutions as a result of their effective governance and management. The assignment will be monitored by a review committee constituted by JOHAR comprising the CEO, Project Director along with representatives of the Business Development Cell, 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.

The primary responsibility of overseeing the assignment within JSLPS would be of the FPO Incubation &Support Cell. The cell will also facilitate the management and monitor the deliverables of the TSA.

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**NB: This is an indicative ToR, which may be changed at the time of issue of RfP**