

## **Jharkhand Tribal Development Society Ranchi, Jharkhand**

### **Assignment Title: Request for Proposal for Implementation of THP Program under CCD Scheme**

Jharkhand Tribal Development Society (JTDS) has received financing from the Govt. of Jharkhand under CCD Scheme towards implementing 'Targeting the Hard Core Poor' Programme (THP) in Kolhan South Chottanagpur and Palmau Region Districts of Jharkhand State. JTDS intends to apply the funds to eligible payments for implementation services for the above mentioned activity. Jharkhand Tribal Development Society has a State Project Management Unit (SPMU) at Ranchi and 14 District Project Management Units in 14 TSP districts.

The consulting services ("the Services") include carrying out the implementation of THP Programme for PVTG Beneficiaries which includes selection of beneficiary, selection of vocation, providing training and hand holding support to the beneficiaries and support in establishing IGA in terms of both backward and forward linkages.

The State Project Management Unit of JTDS now invites eligible Agencies/NGOs ("Consultants") to submit the RFP in providing the above mentioned services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The eligibility criteria for Agencies/NGOs are:

1. Should be legally registered and provide a self-attested copy of registration, PAN number and self-attested copy of PAN card.
2. The Agencies/NGOs, its Board of Directors and Key Management team members is not blacklisted for any prohibitive practices (such as fraud, corruption, collusion and coercive, obstructive practices). The Agency/NGO will have to submit a notarized affidavit from Authorized Signatory of NGO to this effect.
3. Should have a minimum of 5 years of work experience in PVTH community and rural development in Jharkhand as on 31.01.2022. Prior experience of working with PVTG community is desirable specially in Kolhan, South Chotanagpur Region & Palamu Region.
4. Should have implemented, over the last 5 years, at least 3 Rural/Tribal development Programmes in Jharkhand funded by GoJ, GoI, NABARD or any other donors and provide copy of the letters of engagement/contracts/MOUs for the same.
5. Working experience with ultra-poor/similar projects to THP will be preferred.
6. Should have minimum average turnover of Rs 1.5 Cr a year for the last three years (FY 2018-19, 2019-20, 2020-21) as reflected in the last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities (Funding which are not reflected

in the Financial Statements, value of fixed assets in the Financial Statements will not be considered for the minimum average funding).

7. The Chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect.
8. Should provide details of any ongoing legal proceedings in the form of a declaration against the Agency/NGO, its Board of Directors and Key Management Team members.

To ensure proper implementation of the “THP” Programme in Kolhan, South Chotanagpur & Palamu Region JTDS will engage experienced agencies/FNGOs

The RFP received from interested Agencies/NGOs up to the submission date and time will be evaluated as per the procedures mentioned in this RFP.

It is understood that mere submission of RFP does not guarantee any future engagement.

The format of RFP is in Annexure-A and the Agencies/NGOs need apply in the specified format only.

Copies of the following documents need to be submitted along with the RFP form:

- Registration certificate of Agency/NGOs
- Self-attested copy of PAN card
- Previous 3 years Audited statement of accounts.
- Previous 5 years Annual Report.
- Fixed asset position including its present value and location.
- Profile of professional staff of the organization.
- MoU/ agreement/ any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing developmental programmes.
- Address of head and field offices.

A Consultant will be selected in accordance with the **Fixed Budget Selection**.

**Further information can be obtained at the address below during office hours from 10.00 A.M to 5.00 P.M. The Pre bid meeting is scheduled on 18<sup>th</sup> Feb 2022 at the address given below.**

Request for Proposal must be delivered in a written form to the address below by hand/ post/ courier in a closed envelope super-scribed as “**RFP for selection of Agencies for Implementation of Targeting Hardcore Poor Programme under CCD Scheme**” by 01/03/2022 up to closing hours of the office.

State Project Director,  
Jharkhand Tribal Development Society (JTDS),  
Training Centre (Kalyan Complex)  
Balihar Road  
Ranchi-834008  
Ph. No.-0651-2552088  
[E-mail-spd.jtlds@gmail.com](mailto:E-mail-spd.jtlds@gmail.com)  
Website: [www.jtldsgharkhand.com](http://www.jtldsgharkhand.com)

Attachments:

Annx.1: TOR

Annx.2: Technical Proposal Submission Form

Annx.3: Financial Capacity of the Consultant

Annx.4: Broad Guideline of the project/Intervention

**Annx.1**

## **Terms of Reference**

### **Funded by the Government of Jharkhand**

#### **1. Background**

Removing rural poverty, estimated at 41.8% is the key challenge before India. Poverty is highest among the Scheduled Tribes (STs) in the Central and East Indian plateau encompassing Jharkhand. Among the STs, PVTGs are the most vulnerable and required hand holding support to come out of the abject poverty. Therefore under the "Income Generating Activity" both identification of proper trade as well as training and capital support has been proposed.

#### **2. Objective:**

The Agency/NGOs are required to undertake the following activities:

- ✓ The Agency/ NGO will be responsible for Analysing village level SECC 2011 data followed by participatory rural appraisal (PRA) process including social mapping and wealth ranking, followed by individual household survey and final verification for beneficiaries selection
- ✓ The Agency/NGO will be responsible for Enterprise Opportunity & Identification for Enterprise Development, confidence building training and assisting beneficiaries to select enterprise/income generating activities (IGA) for sustained livelihood
- ✓ The Agency/NGO will be responsible for Transfer of the relevant productive asset (farm/non-farm/mixed) to beneficiaries
- ✓ The Agency/NGO will be responsible for Technical skills training to beneficiary for income generation activities (farm/non-farm/mixed)
- ✓ The Agency/NGO will be responsible for Weekly training and handholding support to understand and create awareness about accessing social welfare entitlements (health, education, nutrition, social security, financial inclusion, livelihoods and income generation) and follow up on regular basis to track beneficiary development
- ✓ The Agency/NGO will be responsible for Increase regular savings habit and access to weekly/monthly savings through financial inclusion

- ✓ The Agency/NGO will be responsible for Major focus to develop self-employment skills by weekly coaching through home visits, group meetings and periodical refresher trainings to generate sustainable self-employment /income generation activities even after THP programme completion.
- ✓ The intervention is proposed for two zones:

<b>Activity: THP intervention</b>			
<b>Zone</b>	<b>1</b>	<b>Zone</b>	<b>2</b>
District	HHs	District	HHs
Gumla	850	Saraikela-Kharsawan	300
Latehar	1000	East Singhbhum	1000
Lohardaga	100	West Singhbhum	150
Ranchi	200	Simdega	150

- ✓ Agencies/firms interested may apply for **one or both the zones** in separate envelope clearing mentioning on the top of the envelop.
- ✓ Total estimated cost of the project is INR 403 lakhs (unit cost: INR 10750) { inclusive of all taxes)

**Duration of the assignment: 24 month after signing Agreement**

**Payment:**

**Payment terms and condition will be finalized after mutual discussion.**

## **REPORTING REQUIREMENTS**

### ***Agency Reporting Obligations***

The Agency/NGO will initiate its activities in the zone assigned to it soon after signing the Agreement. The Agency/NGO will report to the District Programme Manager of the respective district. All reports will have to be submitted to the DPMU based on the format provided by JTDS. The FNGO's reporting obligations are as follows:

- An Inception Report within one month of the start of the assignment covering activities undertaken to date and a Tentative Month-wise Plan of Action for the assignment.
- Regular Monthly/Quarterly Reports through the period of the Agreement and these reports will be submitted within 15 days from the end of the reporting month/quarter. The Quarterly Report will have to also contain action plan for the following month/quarter.
- Closure Reports at the end of assignment showing progress, issues addressed, emerging issues to be addressed in the next plan, problems/constraints encountered and problems/constraints still to be resolved. It will also report on any innovative methods used to do work or work done differently; and also qualitative and quantitative reporting of short-term impacts of the project interventions on the community in their respective clusters.

Besides that any report (as directed by SPMU/DPMU) – which is related to assigned zone.

### Selection Criteria of Agency/NGO under JTDS under RFP

Sl.No.	Parameter	Range	Mark	Weight
1	Registered body	Y	2	2
		N	0	
2	Experience and proven track record of working with rural communities	Up to 3yrs	1	5
		3-5yrs	3	
		More than 5yrs	5	
3	Should have successfully implemented Income Generation Activity with Tribal in Jharkhand.	Up to 3yrs	1	5
		3-5yrs	3	
		More than 5yrs	5	
5	Is the Organization still implementing Income Generation Activity with PVTGs?	Y	2	2
		N	0	
6	Transparency in financial Accounting (Audited report of Last 3 yrs.)	Y	2	2
		N	0	
7	Infrastructure (Office premises) at State/District Level in Jharkhand.	Y	4	4
		N	0	
8	Experienced field staff	No experience staff	0	10
		2 Social Dev. Staff	2	
		More than 2 Social Dev. Staff	4	
		1 Livelihood Mgmt. staff	2	
		More than 2 Livelihood Mgmt staff	4	
		M&E Expert	1	
		Documentation Staff	1	
9	Should have ability to manage funds from Govt. sources & Expenditure for works in last 5 yrs	Less than 50 lakhs	1	5
		50 lakhs -1.00 Cr.	2	
		1.00-1.5 Cr	3	
		More than 1.5 Cr	5	
10	Experience in managing CCD project in Jharkhand.	Yes	10	10
		No	0	
11	Projects Completed/Continuing in JTDS district/block area related to CCD	Y	10	10
		N	0	
12	Experience on training for Income generation activity with minimum 500 Tribals families	Less than 500	0	5
		500 - 750	2	
		750-1000	3	
		More than 1000	5	
13	Experience of working with Government of Jharkhand/ India	Up to 3 Projects	3	5
		More than 3 Projects	5	
14	Should have implemented, over the last 5 years, at least 3 Rural/Tribal development	10-20 lakhs	1	5
		20-30 lakhs	2	
		30-50 lakhs	3	

	Programs of at least Rs 10 lakh budget each in Jharkhand	More than 50 lakhs	5	
<b>15</b>	Presentation			<b>30</b>
	Total			<b>100</b>

**\*N.B. The minimum qualifying marks for an organization is 50.**

Annexure 2

**Form TECH-1. Technical Proposal Submission Form**

*[Location, date]*

To:

State Project Director,  
 Jharkhand Tribal Development Society (JTDS),  
 Dr. R.D. Munda T.R.I Campus,  
 Taigore Hill Road, Morabadi,  
 Ranchi-834008

Dear Sir,

**Re: RFP for selection of agencies/firms/consortium for Implementation of Apiculture (Bee Keeping) for ST/ PVTG Beneficiaries under SCA to TSS Scheme**

1. We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your Request for Proposal (RFP) dated [insert date], any addenda issued thereto and our proposal.
2. We are hereby submitting our proposal, which includes this technical proposal, sealed in and clearly marked envelope/parcel.

3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by any govt. agency and have not been subject to sanctions or debarments under the laws or official regulations of the client's country.
4. We are attaching herewith information to support our eligibility in accordance with the RFP.
5. If negotiations are held during the initial period of validity of the proposal, we undertake to negotiate on the basis of the nominated key professional personnel.
6. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations, and we undertake, if our proposal is accepted, to initiate the services related to the assignment not later than the date indicated in this RFP.
7. Process of the contract execution. As part of this, we certify that:
  - (a) The price of our proposal has been arrived at independently, without any consultation, communication, or agreement with any other party, including another consultant or competitor, or for the purpose of restricting competition, relating to:
    - (i) those prices;
    - (ii) the intention to submit an offer; or
    - (iii) the methods or factors used to calculate the prices offered.
  - (b) The prices in our proposal have not been and will not be knowingly disclosed by us, directly or indirectly, to any other consultant or competitor before the opening of the financial proposals unless otherwise explicitly required by law; and
  - (c) No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.
8. We acknowledge and accept the Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse.
9. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the creation of the proposal process: [Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].

Name of recipient	Address	Reason	Amount

If none has been paid or is to be paid, indicate "none."

10. We declare that neither our firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest regarding this

selection process or the execution of the contract. [Insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the selection process or contract execution.

11. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

12. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this form.
13. We further understand that the failure to properly disclose any of information in connection with this proposal submission form may lead to appropriate actions, including our disqualification, the termination of the contract and any other sanction as applicable on Preventing Fraud and Corruption in its Projects and Operations.
14. We understand that this proposal, together with your written preliminary acceptance thereof included in your Notification of Intent to Award, shall only constitute a binding contract between the firm and the client subject to successful negotiations and the preparation and execution of the appropriate contract.
15. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
16. We understand you are not bound to accept any proposal that you may receive.

Yours sincerely,



[authorized signatory]

[name and title of signatory]

[name of consultant]

[address of consultant]

Annexes:

1. Power of attorney (if required) demonstrating that the person signing has been duly authorized to sign the proposal on behalf of the consultant and its associates;
2. Letter(s) of incorporation (or other documents indicating legal status); and
3. Joint venture/consortium or association agreements or the letter of intent to enter into such a JV signed by the authorized representatives of all the members of the JV (if applicable, but without showing any financial proposal information).
4. *[Other documents required in proposal submission]*

**Form Tech-2A . Financial Capacity of the Consultant**

The client reserves the right to request additional information about the financial capacity of the consultant. A consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified.

The consultant's financial capacity to mobilize and sustain the services may be important for specific types of services in which the consultant is required to pre-finance significant expenses in advance of receiving payment from the client. Under these circumstances, an evaluation of financial capacity will be included in the request for proposals in addition to the qualitative assessment conducted through form Tech-4. Form Tech-2A will include requirements on the documentation required to assess financial capacity.

- Audited financial statements for the last three (3) years, supported by audit letters.
- Certified financial statements for the last three (3) years, supported by tax returns.
- Evidence of financing dedicated for the implementation of the services as attested by an authorized representative of the consultant.

Failure to submit either of the documents as evidence of financial capacity will result in the rejection of the proposal.

If the proposal is submitted by a joint venture, all parties of the joint venture are required to submit the financial capacity information requested. The reports should be submitted in the order of the associate's significance in the joint venture, greatest to least.

The client reserves the right to request additional information about the financial capacity of the consultant. A consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified.

**Form TECH-2B. Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes of the Consultant**

*[Provide information on current or past proceedings, litigation, arbitration, action claims, investigations or disputes over the last five (5) years as shown in the form below. Each member of the JV shall fill a separate form]*

The consultant, or a related company or entity or affiliate, has been involved in any proceeding, litigation, arbitration, action, claim, investigation or dispute within the past five (5) years: No: \_\_\_\_\_  
Yes: \_\_\_\_\_ (See below)

**Litigation, Arbitration, Actions, Claims, Investigations, Disputes During Last Five (5) Years**

Year	Matter in Dispute	Value of Award Against Consultant in INR
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**Form TECH-3.**

**Organization of the Consultant**

*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The proposal must demonstrate that the consultant has the organizational capability and experience to provide home office project management of the contract as well as the necessary administrative and technical support to the consultant's project team in country. The proposal shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice.]*

*[Maximum 5 pages per each JV member]*

### Form TECH-4. Experience of the Consultant

Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under the terms of reference included in this RFP. The proposal must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

*[Each JV/consortium member shall fill a separate form]*

*[Maximum 5 related/similar assignments]*

Assignment name:	Approx. value of the contract (in INR):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Email and phone of references of the client:	Provide contact information for at least three (3) references that can provide substantial input about (1) the type of work performed by you and (2) the quality of the work. For each reference, list a contact individual, their title, address, phone and e-mail address:
Client address:	Approx. value of the services provided by your firm under the contract (in INR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name and profile of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/ coordinator, team leader):
Narrative description of project	
Narrative description of the project's mobilization demands and how your firm managed that mobilization's administrative, logistical and financial requirements:	
Description of actual services provided by your staff within the assignment	

Name of firm: \_\_\_\_\_



**Form TECH-6. Curriculum Vitae (CV) for Proposed Key Professional Personnel**

1. Proposed Position *[only one candidate shall be nominated for each position]*
2. Name of Firm *[Insert name of firm proposing the staff]*
3. Name of Personnel *[Insert full name]*
4. Date of Birth *[Insert birth date]*
5. Nationality *[Insert nationality]*
6. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*
7. Membership in Professional Associations
8. Other Training *[Indicate appropriate postgraduate and other training]*
9. Countries of Work Experience *[List countries where staff has worked in the last ten years]*
10. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*

	Speaking	Reading	Writing
Language			

11. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From *[month, year]*:                      To *[month, year]*:

Client:

Position(s) held:

12. Detailed Tasks Assigned *[List all tasks to be performed under this assignment]*
13. Work undertaken that best illustrates capability to handle the tasks assigned: *[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.]*

Name of assignment or project:

Month, Year:

Location:

Client:

Main project features:

Position held:

Activities performed:

14. References

*[List at least three individual references with substantial knowledge of the person's work. Include each reference's name, title, phone and e-mail contact information.] [The client reserves the right to contact other sources as well as to check references]*

15. Certifications

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the *[consultant]* in the above-mentioned request for proposal. I further declare that I am able and willing to work:

1. for the period(s) foreseen in the specific terms of reference attached to the above referenced request for proposal for the position for which my CV has been included in the offer of the consultant and
2. within the implementation period of the specific contract.

Signature of Key  
Professional Personnel

If this form has not been signed by the key professional personnel, then in signing below, the authorized representative of the consultant is making the following declaration:

"In due consideration of my signing herewith below, if the key professional personnel has not signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement and that I confirm that I have approached the said key professional personnel and obtained his assurance that he will maintain his availability for this assignment if the contract is agreed within the proposal validity period provided for in the RFP."

Signature of Authorized Representative of the Consultant



## Annx. 4 Broad Guidelines

### Targeting the Hardcore Poor Project to graduate 3750 PVTG households

#### Project Design for integration of THP programme

The Targeting the Hard Core Poor (THP) integration will intensively focus to cover the *Particularly Vulnerable Tribal Groups (PVTGs) households* in the select villages through the combination of the following strategies.



Analysing village level SECC 2011 data

followed by participatory rural appraisal (PRA) process including social mapping and wealth ranking, followed by individual household survey and final verification for beneficiaries selection

Enterprise Opportunity & Identification for Enterprise Development, confidence building training and assisting beneficiaries to select enterprise/income generating activities (IGA) for sustained livelihood

Transfer of the relevant productive asset (farm/non-farm/mixed) to beneficiaries

Technical skills training to beneficiary for income generation activities (farm/non-farm/mixed)

Temporary consumption support through training allowances

Weekly training and handholding support to understand and create awareness about accessing social welfare entitlements (health, education, nutrition, social security, financial inclusion, livelihoods and income generation) and follow up on regular basis to track beneficiary development

Increase regular savings habit and access to weekly/monthly savings through financial inclusion

Major focus to develop self-employment skills by weekly coaching through home visits, group meetings and periodical refresher trainings to generate sustainable self-employment /income generation activities even after THP programme completion

Awareness promotion and behavioural change communication for sanitation and hygiene to promote use of sanitary latrines and stop open defecation

Final graduation training to transition women out of extreme poverty and into self-sufficiency including functional linkages to self-help groups , farmer service centres etc

*To ensure a targeted approach with zero exclusion of the most vulnerable and socially excluded households in the proposed THP in JTELP scale-up, PVTGs households satisfying the following criterion will be included in the selection and shortlisting process.*

must have an active women member in the household (16-59 years)

no economically active male member (16-59 years) in the family

bereft of adequate food security, e.g., not having two square meals a day;

does not have any productive asset and

has not been involved in any MFI, received any credit loan/ assistance from any other NGO

has not received any substantial support from any government welfare programme/scheme