**‘Design, Develop, and Execute Sustainable Agriculture and Natural Resource Management Projects to Support and Create Livelihood Opportunities for Rural Communities in Barmer, Rajasthan’**

Cairn Foundation is a not-for-profit organisation registered under the Haryana Registration and Regulation of Society Act, 2012, committed to empower local communities, in and around their areas of operations, and support them in suitable and inclusive growth and development. The foundation is seeking an Expression of Interest (EOI) under Competitive Bidding Process (CB) from experienced NGOs, for-profit organisations, charitable organisations, trusts, and other development organisations with proven capabilities and demonstrated performance on skill development to express their interest and participate in a competitive bidding process to “Design, Develop and Execute Sustainable Agriculture and Natural Resource Management Projects to Support and Create Livelihood Opportunities for Rural Communities in Barmer, Rajasthan for a Period of Three Years”.

The appointed agency will design, develop and implement projects with an aim to achieve sustainable increase in the income of households in target areas through intervention around farming, natural resource management and setting up of livelihood enterprises. The project will focus its energy on complimenting and strengthening the government’s efforts to improve agricultural productivity and natural resource management. Some of the broad project objectives are:

1. To increase agricultural productivity in the area through technology, scientific agricultural techniques and soil health management.
2. To facilitate horticultural practices and other allied activities as a means of livelihood, along with effective utilisation of unproductive land.
3. To develop water positive Gram Panchayat annually, in addition to scaling up the soil and water conservation process (creation/renovation of community ponds - Nadi/on-farm run off catchment - Khadin), check dams across villages.
4. To carry out capacity building trainings for the agricultural community on scientific farming practices, biodiversity conservation and conservation activities, farm based skill development, alternate livelihood, financial management, integrated crop management, and value adding modules post-harvest and related activities.
5. Facilitate institutionalisation of community-based processes for farm management, input management, post-production value addition; and community-based institutions, farmer producer organisations for enhanced market linkage.
6. To focus on promoting organic farming through structured farm management (soil/farming practices/crop care/nutrient management/harvesting and likewise).
7. To facilitate and promote women farmers/members within community for enhanced social visibility, participation in decision making, and community institutions through structured and integrated inclusion management.

The interested parties should express the interest to participate by clicking on the “Evince Interest” link against the EOI listing on the Cairn website i.e. [http://www.cairnindia.com](http://pro-spapp02:5443/) and submit their contact details online. Interested parties will be invited to submit their response via Smart Source (Cairn’s e – sourcing platform) within 10 days from this publication.

**FINANCIAL CRITERION (Go/No Go Criteria: For- Profit Organization/ Training Centres/ Academic)**

* Net Worth– Positive Net Worth in each of the immediately preceding two financial years.
* Turnover – Turnover in each of the immediately preceding two financial years should be equal to or more than the estimated average annual contract value. In case of tenders for a duration less than a year, Turnover in each of the immediately preceding two financial years should be equal to or more than the estimate contract value.
* Liquidity– Liquidity ratio in each of the preceding two financial years shall not be less than 1.0

**FINANCIAL AND TECHNICAL CRITERION (Go/No Go Criteria: For Not -For- Profit Organisation)**

* The agency can be an organization/ institution registered under Societies Registration Act 1860, Trusteeship Act, and Section 8 Companies Act 2013. The organizations / institutions must be registered under section 12A / 80G of Income Tax Act. Registration on Darpan Portal of NITI Aayog will be an added advantage.
* Track record of having experience in conducting livelihood linked community based farm/agriculture interventions for **minimum period of 10 years**, with a special focus on Natural Resource Management, alternate livelihood and organic farming.
* Applicant agencies **should not have been blacklisted** by any donor agency/ state government/ central government.
* The applicant agency should have **no statutory dues** at the time of application.
* The applicant agency should have experience in executing community based projects, leveraged community contribution and government schemes, facilitated the establishment of enterprises as well as undertaken various capacity building sessions.
* The applicant agency should have **experience manpower** in this domain as well as subject matter experts on their payroll.
* The applicant agency **shall have presence/ working experience in western Rajasthan** and adjoining areas.
* The applicant agency should have **a structured Governance process**, monitoring process including accounting process & internal audit.
* Should have prior record of receiving fund from funding institutions of National/ International level.

In view of the nature of the scope, only those agencies/ organizations possessing the following requisites should respond to this notice.

In addition, the agency is required to submit all the required documents including completed **Annexure 1, 2 and 3** attached herein.

Please note:

* Normally standalone financials of the bidding entity only will be considered. However, consolidated financials at the bidding entity level, if available, can also be submitted. Parent company or Affiliate’s financials can be submitted and considered, subject to submission of Parent/ Affiliate company guarantee. This should be clearly mentioned in the EOI response.
* Evaluation will be done only based on the published annual reports / audited financials containing Auditor’s report, Balance sheet, Profit & Loss a/c and Notes to Accounts.
* In case of unaudited statements (if there are no audit requirements for auditing of financials as per the local law), the financials shall be accompanied by a certificate from a Certified Accountant. Certificate should also mention the fact that there is no requirement of audit of the financials as per the local law.
* All qualifications and exceptions brought out in Auditor’s report and Notes to Accounts would be factored in while undertaking financial evaluation.

The interested agencies should evince interest to participate in the Expression of Interest by clicking on the “Evince Interest” link for the corresponding EOI listing on the Cairn Oil & Gas website i.e. [http://www.cairnindia.com](http://pro-spapp02:5443/) and submit their contact details online.

Interested agencies will be invited to submit their response via Smart Source (Cairn’s e- Sourcing Platform). The agencies will be requested, as a minimum, to submit the above documents and details for pre-qualification via Smart Source within ten (10) days of publication of this EOI.

**Annexure:**

1. **Details of the Organisation ( Governance Structure, Board Members & Process)**
2. **Basic Information of Farm based & NRM intervention implemented by the Agency**
3. **Affidavit on Backlisting**

**TECHNICAL CRITERION**

**ANNEXURE 1**

**DETAILS OF THE ORGANISATION**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Particulars** | **Details** |
|  | Name of the Organisation  |  |
|  | Company/ Partnership Firm/ Sole Proprietorship/ Society/ Trust/ NGO |  |
|  | Registered Address |  |
|  | Date of Incorporation/Registration (dd.mm.yyyy) |  |
|  | Applying as Single / Consortium |  |
|  | In case of consortium, mention details  |  |
|  | Turnover in * FY 2016-17
* FY 2017‐18
* FY 2018-19

(with Annual Report & CA certified Balance Sheet) |  |
|  | Nature of business |  |
|  | Board Members Details |  |
|  | No. of full time employees on payroll |  |
|  | No. of Consultants on payroll |  |
|  | Name of Single Point of Contact (SPOC) of the Lead partner.  |  |
| Address of SPOC    |  |
| Phone and Mobile Nos. of SPOC |  |
| E‐Mail id of SPOC |  |
|  | Address for Correspondence |  |
|  | Presence in Rajasthan (Yes/No)  |  |
|  | Address in Rajasthan (If any) |  |

|  |  |
| --- | --- |
| ***Organisation Credentials***  | * About the Organisation
* Vision / Mission
* Past record / Areas of operation
* Staff Strength (on rolls/ off rolls)
* Organogram (with academic and experience details of key resources – mandatory)
* Expansion / Sustainability plans
* Sectors focussed on
* Details of Services Offered & Operations/ Project Area Coverage
* Physical Address (Is it the same as the Registered Office & MoA)
* Website
 |
| ***Certifications***  | **Type of Organisation** * Registration / Incorporation details
* s.12 A (under Income Tax Act)
* s.80 G (under Income Tax Act) )
* FCRA Registration (if applicable)
* PF / ESI applicability-Registration
* JJ Act – Registration-if applicable
* Memorandum of Association / Bye Laws / Trust Deed etc.
* POSH details
* **Self -certified declarations**
1. Confirm whether there are any proceeding against the Organisation against any of the above
2. Political affiliation
3. Others
 |
| ***Income Tax*** | * Last three (3) years ITRs with Form 10B
* Assessment Orders, if any passed (latest)
* PAN
* TAN
* GST (if available)
 |
| ***FCRA****(If applicable)* | ***If registered under FCRA**** Last FCRA Return filed (Form FC-4)
* FC-3 (Registration / Renewal / Prior Permission)
 |

|  |  |
| --- | --- |
| ***The Board*** | *List of both (with personal details)*1. General Body
2. Governing Body / Executive Council
* Designation
* PAN Card
* Occupation
* Govt. Association, if any
* Confirm whether Board Members same as General Body Members?
* Advisory Council (if any)
* Since when associated with the Organisation
* Relationship, if any, with any other Board Member, CEO or any one at the higher up in the chain of authority within the organisation
* Is the board member enjoying any financial benefit from the Organisation in any other capacity
 |
| ***Financial Robustness***  | * Standard Financial Process approved by Board in compliance with Indian accounting standards – Details
* Financial Process Manual / Documents
* Accounting System – computerised / manual
* Financial Accounting package being used
* Does the organisation use Budget based / Cost Centre based accounting
* How are salaries disbursed?
* Cash disbursement limits / thresholds
* Procurements – main thresholds & Board approved process if any
* Confirm whether financials are disseminated through publications or on web-site.

***In general (in view of MoU, if entered)**** Where will the project accounts be maintained?
* Where will the records be maintained for anytime access?
* Where will the UCs be generated?
* Internal Audit Systems to be in place-will it be parental based or project based?
* How will project salaries be disbursed?
* Sanctioning / approval systems to be adopted
* Funding / expenditure process
* *Project based procurement systems-funding, expenses approval, actual stocking, field distributions etc.*
* *Signing authorities at project locations*
 |
| ***Mechanisms / Internal Controls*** | * Statutory Auditor
* Internal Audit Systems in place, if any
* Details of Auditors
* Are Reports shared with Donors /Grant givers
* Assets / Stocks Records maintained
 |

**ANNEXURE 2**

**BASIC INFORMATION ON AGRI –NRM PROGRAMS IMPLEMENTED BY THE AGENCY**

|  |  |  |
| --- | --- | --- |
| Sl. No | Evaluation Criteria | Supporting Documents |
| 1.       | Years of experience in implementing farm based livelihood intervention project and Natural resource management intervention  | * Summary sheet including Project Name, MoU Tenure, Geography, Funding Partner, Project Objective and Outcome
* Copy of the MOU’s to ascertain total number of years of experience
 |
| 2.  | Experience in leveraging community and government support  | * Details of support received from government and community – in cash or kind, per project. (1-2 page on the methodology adopted and benefit of the support received).
* Details of funding agencies across past projects along with 1-2 paragraphs on the scope of project funded.
 |
| 3.  | Experience of organization in working in similar geography (rural or sparsely populated / Barmer / Western Rajasthan or other remote area). Also consider experience of working in other state. | * MOU copy highlighting the geography and broad scope of intervention
 |
| 4.  | Team experience and Manpower details  | * Agency to submit manpower details including the following details:
	+ Organogram with role clarity
	+ Number of project team members with more than 5 years of work experience;
	+ Number of project team members who are Post Graduates/ Social Science/Rural background,
	+ Organisation Diversity Ratio
	+ Subject Matter Experts in the organisation
 |
| 5.  | Past experience in establishing livelihood enterprise in rural communities  | * Agency to submit project reports of the SHG’s/ FPO/ other community institutions set up in any or across their past projects.
* Farmer based and Women specific institutions if any
* Success stories/ Case studies: Details of this enterprise to be shared capturing the task undertaken, outcome achieved in specific covering income enhancement. (2-3 page write up)
 |
| 6.  | Third party assessment or case studies of any or all of their ongoing or past initiatives that showcases their project effectiveness and penetration reach in similar Farm & NRM based projects | * Agency to submit two third party reports, highlighting the page numbers for impact created.
 |

Note - Assessment will be done basis of the complete set of documents and supporting’s provided. In complete applications will not be entertained.

**ANNEXURE 3**

**Affidavit – Blacklisting**

***An affidavit on a non‐judicial stamp paper of INR 100/‐ by Applicant Agency’s Authorized Representative with his/her dated Sign and Seal***

We, ……………………………………………………name of applicant, having its registered office at ……………………………………………………………………………………………………………., do hereby declare that our organisation has not been blacklisted/debarred by any donor agency/State Government/Central Government  authority/ or any other agency for breach on our part since 1st of January 2014.

 For and on behalf of:

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Date:

Place: