



Government of Mizoram



SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM

(SCRAM)

No.G.28012/2/2022-SCRAM-FOCUS (PO)

Dated: 05th May, 2022

Request for Expression of Interests (REOI)

Ref. No: MZ/PMU/PP 2022-23/C/1

Society for Climate Resilient Agriculture in Mizoram (SCRAM) intends to hire a Service Provider (SP) for Formation of FPOs and organizing training, Backward and Forward Linkages and Multi-stakeholder Value Chain Platforms under FOCUS-Mizoram Project.

The eligibility criteria and Terms of Reference of the REOI can be obtained through the website:

<https://focus.mizoram.gov.in>

The willing and interested Consultants are requested to submit Expression of Interest (EOI) using the prescribe format in Form EIO I, II & III by **20th May 2022: 3:00 PM** through a hard copy in sealed envelope to the address indicated in instructions to consultants. Only shortlisted Consultants will be requested for Request for Proposal (RFP).

Sd/- R.K. NITHANGA
Chief Executive Officer, SCRAM
&
State Project Director, FOCUS
Aizawl, Mizoram



Society for Climate Resilient Agriculture in Mizoram (SCRAM)

Expression of Interest

(by the consulting firm in response to the REOI issued
by the procuring entity)

for

***Engagement of Service Provider (SP) for
formation of FPOs in FOCUS-Mizoram
project district (including training,
Backward and Forward Linkages and
organising Multi-stakeholder Value Chain
Platforms)***

Ref No: *MZ/PMU/PP 2022-23/C/1*

Issue Date: 05th May 2022



Instructions to Consultants¹

Reference Number: *MZ/PMU/PP 2022-23/C/1*

05th May 2022

Engagement of Service Provider for setting up of FPO in Mizoram

1. The Government of Mizoram has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram.

2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide “**Service for setting up of Four (4) Farmer Producer Organisation (FPO) in FOCUS-Mizoram Project district**”. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The Service Provider expressing interest for the assignment should have the following minimum eligibility conditions:
 - i. Any legal entity registered in India under relevant Act (Society/Company/Trust/Cooperative)
 - ii. Should have a minimum of 5 years of experience in working in rural development/agriculture/livelihood projects
 - iii. Should have annual average turnover of at least Rs.100 lakhs.
 - iv. The Service Provider should have an experience of forming and supporting at least 5 FPO/FPC in the last 5 years (2016-2021)
 - v. Should have at least 3 years of experience in promoting value chain initiatives, market linkages
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.

¹ This document refers to legally constituted consulting firms as “consultant”.

4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².
5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.

- d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
 7. **Procedure:** the selection process will be conducted using **Quality Cost Based Selection (QCBS)** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
 8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
 9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than **15th May, 2020: 5:00 PM IST**. The client will provide responses to all clarification requests by within 3 days of receipt of clarification request.
 10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **20th May, 2022; 3:00 PM IST**.

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

*Office of the Chief Executive Officer, SCRAM &
State Project Director, FOCUS-Mizoram
Attn: Procurement Officer, FOCUS-Mizoram
Basement-I, ZIDCO Building,
MINECO, Khatla, Aizawl
Mizoram- 796001
Tel: 0389-2336838, Mob- 9612588684
E-mail: po.focusmz@gmail.com*

Sd/- R.K. NITHANGA

Chief Executive Officer, SCRAM &
State Project Director, FOCUS-Mizoram

Form EOI-1

EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for formation of FPO and handholding support

Ref: MZ/PMU/PP 2022-23/C/1

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on 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. Further, we acknowledge and understand our obligation to report

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

- The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection 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	Currency

(If none has been paid or is to be paid, indicate “none.”)

- We declare that neither our consulting 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 as defined in ITC Clause 5 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 procurement process or contract execution.
- The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting 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 the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

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

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2 Organization of the Consultant

Re: Consulting Services for formation of FPO and handholding support

Ref: MZ/PMU/PP 2022-23/C/1

[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 EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	

Subsidiary and associated companies <i>(wherever applicable):</i> (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Details of FPO/FPC formed and supported:

1. *Name of FPO/FPC*
2. *Geographical area of operation*
3. *Incorporated or registered in the year:*
3. *No. of registered members (as on 31 Dec 2021)*
4. *Out of which women members*
5. *Main business of FPO/FPC*
6. *Share capital mobilized*
7. *Turnover of FPO/FPC for the last two years*
8. *Major produce marketed*

The qualification document should address the following competencies:

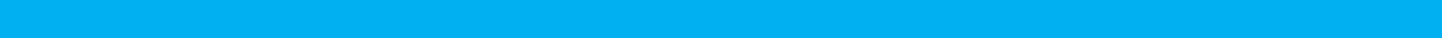

(i) Management Competence

Management competence section will review the overall governance structure, professional staff, financial management setup, past experience of managing a consortium as Lead Consultant, quality control procedures, ability/experience of engaging consultants for the assignment, etc.

(ii) Technical Competence

Technical competence section to review the relevance of the background and experience of the firm, association or JV to the assignment, experience of handling Government/multilateral funded projects, number of similar size assignments undertaken where the Consultant as lead partner number of similar projects and sizes providing support role, on FPO/FPC formation and support, promoting market linkages and organizing buyer seller meets etc.

(iii) Geographical competence



Geographical competence section will review the experience of working in the Northeastern region of India or other States with similar socio-economic conditions.

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Consulting Services for formation of FPO and handholding support

Ref: MZ/PMU/PP 2022-23/C/1

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI 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.]

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current INR):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current 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 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:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Consulting Services for formation of FPO and handholding support

(Detailed ToR may be incorporated in the RFP)

1. Background

The Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram includes an overall objective to increase agricultural income of 64,500 households and to enhance their resilience to climate change. This would be achieved through the development objective of increasing the environmental sustainability and profitability of farming systems practiced by highland farmers, FOCUS-Mizoram covers 300 villages in 24 circles/blocks of 6 districts in the state. The districts covered under the project are Champhai, Kolasib, Serchhip, Mamit, Khawzawl and Saitual. The project is expected to be completed by 2024.

The Project components emphasis to increase the agricultural income of those targeted households in the project districts and to enhance their resilience to climate change. The FOCUS project has three components, namely,

- a. Improved Agricultural Resilience and Productivity;
- b. Value Chain and Market Access; and
- c. Project Management and Knowledge services.

2. Objective of the Assignment:

The project intends to engage a service provider to assist in value chain related activities, in the following areas (a) organisational development of Farmer and Livestock Producer Organisations (FPOs/LPOs), (b) backward and forward linkages of the value chains crops, **Mizo Chilli, Dragon fruit, Grapes, Ginger, Turmeric, Off season vegetables, etc.** (c) organising multi-stakeholder value chain platforms.

The service providers will go for mapping the value chain crops involving various actors, which may use qualitative or quantitative approach. While the produce moves from one chain actor to another chain actor, it gains value in the form of price mark-up. The chain actors, who actually transact a particular product as it moves through the value chain, include input dealers, farmers, traders, processors, transporters, wholesalers, retailers and final consumer.

3. Scope of Work:

FOCUS-Mizoram strives to aggregate the Institution demand by focusing beyond formation of Farmer and Livestock Producer Organisations (FPOs/LPOs) and to provide capacity building on organisational management and development. In order to smoothen the process of forming Farmer and Livestock Producer Organisations (FPOs/LPOs), making them sustainable and build their capacity, requires an experience service provider to assist the activities.

The **Service Provider will form 4 FPOs/FPCs** (one each at Champhai, Kolasib, Serchhip and Mamit district) and provide training on organisational management, book keeping, develop business models/plans, market linkages (backward and forward linkages) of the value chain crops and organise Multi-Stakeholder Platforms.

4. Key Skills required by the Organization:

- 4.1. Good understanding and knowledge of livelihoods, gender and equity issues and poverty within a rural context.
- 4.2. Proven track record and practical experience in applying pro-poor market and business development approaches within a rural context. Good understanding, experience and knowledge of the principles and concepts of agriculture commodity marketing, processing and value addition of the agriculture produce.
- 4.3. Experience of working for value chain development from producers' perspectives with special emphasis on the commodities envisaged for FOCUS
- 4.4. Experience in imparting training, technology transfer and product development.
- 4.5. Experience in institutional development, logistics management and finance.
- 4.6. Experience in handling key challenges faced in marketing at primary producers/collectors level. This needs to be in alignment with agro-climatic and socio-economic situation of NER in general and Nagaland in particular.
- 4.7. Experience of working in the North East of India especially in the sectors of agri-business with special emphasis on logistical expertise in rural and semi urban territories.
- 4.8. Should also have good understanding and knowledge of the non-farm sectors in India, preferably in NE.

(This is an intimation of the preliminary ToR for required service that the interested Consultants to understand the basic concept. A complete ToR shall be incorporated in the RFP to shortlisted Consultants)

ANNEX 2

Qualification and Evaluation Criteria

Item	Criteria	Points
A.	Management Competency	30
B.	Technical Competency	50
C.	Geographical competency	20
Total		100
Minimum points required to pass		70 points

Note: Prior to this evaluation, the basic qualification is having an experience of forming and supporting at least 5 FPO/FPC in the last 5 years.