



Government of Mizoram



SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM

(SCRAM)

No.G.28012/15/2022-SCRAM-FOCUS (PO)

Dated: 14th November, 2022

Request for Expression of Interests (REOI)

Ref. No: MZ/PMU/PP 2022-23/C/44

Society for Climate Resilient Agriculture in Mizoram (SCRAM) invites Expression of Interests (EOI) to interested Consultancy Firm for development of “Communication Videos” on FOCUS-Mizoram Project activities.

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 Consultancy Firms are requested to submit their Expression of Interest (EOI) using the prescribe format in Form EIO I, II & III by **28th November, 2022: 2:00 PM** through a hard copy in sealed envelope to the address indicated in instructions to consultants. Procurement is based on Consultant Qualification Selection (CQS) method.

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



***Society for Climate Resilient
Agriculture in Mizoram (SCRAM)***

Expression of Interest

for

*Engagement of Consultancy Services for
development of Communication Videos on
FOCUS-Mizoram project.*

Ref No: MZ/PMU/PP 2022-23/C/44

Issue Date: 14th November, 2022

Instructions to Consultants¹

Reference Number: **MZ/PMU/PP 2022-23/C/44**

14th November, 2022

Engagement of Consultancy Services for development of Communication Videos on FOCUS-Mizoram project.

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 “**Consultancy Services for development of Communication Videos on FOCUS-Mizoram project**”. 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 3 years of experience in working in rural development/agriculture/livelihood projects
 - iii. Should have completed at least 3 similar assignment (communication videos or similar) of other organizations, government or any other public sector undertakings.
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.
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

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

interest shall be disqualified unless otherwise explicitly approved by the Fund (IFAD). 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 and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.

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>.

- 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 **Consultant Qualification Selection (CQS)** 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 highest ranked 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 **22nd November, 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 **28th November, 2022; 2:00 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*

Issued by,

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

Form EOI-1

EOI Submission Form

[Aizawl, date]

[Authorized official]

Re: Engagement of Consultancy Services for development of Communication Videos on FOCUS-Mizoram project.

Ref: MZ/PMU/PP 2022-23/C/44

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 (60) 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: Engagement of Consultancy Services for development of
Communication Videos on FOCUS-Mizoram project.**

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[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 work done:

1. *Name of the assignment completed*
2. *Authorizing authority of contract*
2. *Geographical area of operation*
3. *Year of which the assignment was undertaken*

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.

(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: Engagement of Consultancy Services for development of Communication Videos on FOCUS-Mizoram project.

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[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 objective of this assignment is to produce audio-visual materials through:

i) short video and high-resolution documentary clips/ videos ranging 15 to 20 minutes on the various project activities defined in the scope of work under the project components as a whole including:

a) Previous practice by farmers and establishing their baseline condition.
b) Input by FOCUS project- in terms of technical support, financial, kind, etc., name of FIG and component.

c) Convergence (if any)- in terms Technical or Financial, from which department
d) Output- Harvest (production/income)
e) Outcome/experience- Positive experience for best practices, social impact, economic & financial, technical literacy, environment impact, etc.

ii) Audio narrative in Mizo (local) language, subtitled in English for all productions.

iii) Travel to the project site and coordinating with district project staffs through District Project Managers, FOCUS-Mizoram.

iv) Interview of the DPMs, project staff, lead farmers and community to support the documentation of best practices as per requirement.

v) Sharing of preliminary report to the PMU on findings and observations before production.

vi) Production of communication videos in digital format to support various social media sites such as whatsapp, youtube, facebook, twitter, website, etc.

3. Scope of Work:

The scope of work will include developing a series of quality documentary clip covering the activity implemented at Serchhip district, Mamit District and Kolasib. The consultant will document the practice and learning experience of the following assignments:

- (i) Banana Cultivation at Khumtung Village of Serchhip District (30 kms from Serchhip.
- (ii) Composite Feed Mill at Serchhip
- (iii) Mushroom Spawning at Serchhip
- (iv) Bench Terracing at Mamit – II Village of Mamit District (5 kms)
- (v) Brooding Houses & Drooder Equipment at Mamit-II Village of Mamit District (3 kms)
- (vi) Boar Semen Station at Mamit – II Village of Mamit District (3 kms)
- (vii) Area Expansion on Dragron Fruits at Kawnpui/ New Diakkawn Village of Kolasib District (2.5 kms)
- (viii) Goatery at Buhchangphai village of Kolasib District (22 kms from Kolasib)
- (ix) Protection of Water Sources (Check Dam) at Hortoki Village of Kolasib District (42 kms from Kolasib)
- (x) Backyard poultry unit at Kolasib district

4. Key Skills required by the Organization:

The consultant/consultancy firm should be a registered/recognised firm/organization of the government or a member of an autonomous body recognised by the government (state/national).

a) Team Leader

Qualifications and skills

Bachelor in any field with fluent communication (verbal & written) in Mizo and English language.

General professional experience

At least 5 years' experience in broadcasting, news anchor or other media productions as main lead.

b) Videographer/Cameraman

Qualifications and skills

Higher Secondary (10+2) in any field with fluent communication in Mizo and English language.

General professional experience

At least 3 years' experience in broadcasting, news production or other media productions in Mizoram.

c) Producer/Editor



Qualifications and skills

Higher Secondary (10+2) with certificate in editing, fluent in Mizo and English language.

General professional experience

At least 3 years' experience in broadcasting, news production or other media productions in Mizoram.

Duration of assignment:

The assignment is expected to be completed within 60 days.

(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