



Government of Mizoram

SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM

(SCRAM)

No.G.28012/28/2022-SCRAM-FOCUS (PO)

Dated: 21st August, 2023

Request for Expression of Interests (REOI)

Ref. No: IND-2000001421-MIZORAM-0046-CS-CQS

Society for Climate Resilient Agriculture in Mizoram (SCRAM) intends to hire a Service Provider for Skill Development Training of rural youth in areas of FOCUS-Mizoram project. The assignment includes development of training materials, modules and provision of physical training to rural youth and women in project villages.

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 Expression of Interest (EOI) using the prescribe format in Form EIO I, II & III by **4th September, 2023, 2023: 3:00 PM** through a hard copy in sealed envelope to the address indicated in instructions to consultants. Evaluation will be based on Consultant Qualification Selection (CQS) and only shortlisted Consultant who had qualified the requirement will be invited for Request for Proposal (RFP).

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



Society for Climate Resilient Agriculture in Mizoram (SCRAM)

Expression of Interest

for

***Engagement of Services Provider for Skill
Development Training of rural youth in
areas of FOCUS-Mizoram project.***

Ref No: ***IND-2000001421-MIZORAM-0046-CS-CQS***

Issue Date: 21st August 2023

Instructions to Consultants¹

Reference Number: **IND-2000001421-MIZORAM-0046-CS-CQS**

21st August, 2023

Engagement of Services Provider for Skill Development Training of rural youth in areas of 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/ Service Provider (not individual consultants) (“consultants”) to provide services for: **Skill Development Training of rural youth in areas of FOCUS-Mizoram project which includes Development of Training materials and imparting trainings at six project districts.** More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 30% of the total consultancy work. 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/Firms)
- 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.50 lakhs.
- iv. Should be capable of providing trainings and capacity development with adequate manpower staff.
- v. Should have operating office with manpower in Aizawl, Mizoram.

3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of

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

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 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

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>.

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.

- 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) method** 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 shall not associate with other firms to enhance their qualifications.
 9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than **30th August, 2023; 5:00 pm (po.focusmz@gmail.com)**. The client will provide responses to all clarification requests by **2nd September, 2023; 5:00pm**.
 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 **4th September, 2023; 2:00 pm**.

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
State Project Director
FOCUS-Mizoram

Form EOI-1
EOI Submission Form

[Location, date]

To,

The State Project Director
FOCUS-Mizoram

Re: Consulting Services for *Engagement of Services Provider for Skill Development Training of rural youth in areas of FOCUS-Mizoram project.*

Ref: *IND-2000001421-MIZORAM-0046-CS-CQS*

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.

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/>.

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 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.
7. 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.”)

8. 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.
9. 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

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 Engagement of Services Provider for Skill Development Training of rural youth in areas of FOCUS-Mizoram project.

Ref: IND-2000001421-MIZORAM-0046-CS-CQS

[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	
Country(ies) of operations with number of branches in each 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:	

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, 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 Engagement of Services Provider for Skill Development Training of rural youth in areas of 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 Engagement of Services Provider for Skill Development Training of rural youth in areas of FOCUS-Mizoram project.

1. Client

The client for this assignment is Society for Climate Resilient Agriculture in Mizoram (SCRAM). SCRAM is a society under the Government of Mizoram (GoM) with its nodal department as Department of Agriculture (DoA).

2. Country background

Mizoram is one of the eight states in the North Eastern Region (NER) of India, a biodiversity hotspot where climate change adaptation is of critical importance for the largely rural population. With hilly terrain, low population density, shallow soils and high rainfall, farmers have adopted a shifting cultivation system known as jhum. This largely self-sufficient system has adequately met the various needs of rural communities, including food, fibre and energy, but is now getting disrupted due to shortening jhum cycles as a result of increasing population, focus on high value crops for cash income, soil fertility degradation and top soil erosion on account of decreased fallow cycles. Changing climate patterns is further exacerbating these disruptive trends.

3. Background on project

Total project costs including physical and price contingencies and taxes are estimated at USD 79.30 (INR 5,392.72 million). The Project is implemented within the six (6) districts of Mizoram viz. Champhai, Kolasib, Serchhip, Mamit, Saitual and Khawzawl. The project focussed on major three components such as:

- (i) Improved jhum management;
- (ii) value chain and market access; and
- (iii) project management and knowledge services.

4. Background of the assignment

The project consists of four departments (agriculture and allied department) of the state such as, Department of Agriculture, Department of LR,S&WC, Department of Horticulture and Department of AH & Vety where all activities of each department are clubbed together as project activities. The project has undertaken all these activities to support the rural farmers through technical assistance, grants, infrastructure and equipment, etc. The farmers of the project districts were clubbed together as a community institution called Farmer Interest Groups (FIGs). All benefits and grants are given in the name of the community institution and not as per beneficiary.

However, the farmers covered under the FIGs are mostly the elders and there is very little involvement of the youth in rural areas. Therefore, it is necessary to try to improve the skills of the rural youths so that they may get involved with rural livelihood activities.

Rural youth would be engaged in various skill development activities specially in soft skill development such as leadership skills, managerial skills, financial management and entrepreneurship. Skill for value-addition and value chain development is another important aspect which can be covered as it is necessary in many ways to add value of farm produce through processing. In order to have overall development in the villages we also need to focus on engaging the rural youths specially women for skilling in off farm sector such as crafting, handloom and tailoring. This will serve as a secondary source of income for the family after farming.

5. Overall objectives

The overall goal of the project in Mizoram is to increase agricultural income of 55,000 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.

The project consists of three components: (i) Improved jhum management; (ii) value chain and market access; and (iii) project management and knowledge services.

6. Objectives of the assignment

The objective of this assignment is to provide a series of 5 days training / capacity building per batches on skill development for rural youth within the project District i.e., Champhai, Kolasib, Serchhip, Mamit, Saitual and Khawzawl. The selected three main topics for skill development of rural youth are (i) Training on Soft Skills (ii) Training on Value Chain Processing Skills and (iii) Off-farm Skill Training for women

7. Scope of work

(i) 5 days soft skill training for rural youth: Training as per the training module for targeted rural youth as under:

District wise Target No of Rural Youth to be trained		
Sl. No.	DMU	No of rural youth
1	Champhai	120
2	Kolasib	90
3	Serchhip	90

4	Mamit	90
5	Saitual	110
6	Khawzawl	45
	Total	545

Detailed training plan shall be shared on the complete ToR to the shortlisted consultant.

10. Required qualifications and experiences

The Service Provider/Training Provider should be a registered/recognised firm/organisation of the government or a member of an autonomous body recognised by the government (state/national).

a) Team Leader

Qualifications and skills

Shall be shared on the full ToR

General professional experience

Shall be shared on the full ToR

b) Technical Expert (Soft Skills)

Qualifications and skills: *Shall be shared on the full ToR*

General professional experience: *Shall be shared on the full ToR*

c) Technical Experts (Value Chain Processing)

Qualifications and skills: *Shall be shared on the full ToR*

General professional experience: *Shall be shared on the full ToR*

d) Technical Experts (off-farm; Handloom)

Qualifications and skills: *Shall be shared on the full ToR*

General professional experience: *Shall be shared on the full ToR*

11. Location and period of execution

Training shall be conducted at the 6 project districts. The period of engagement shall be three months and all deliverables shall be completed within the specified timelines. In case the Service Provider requires extension of duration, it shall be subject to acceptable reason.

12. Project coordination

Shall be shared on the full ToR

13. Services and facilities to be provided by client

The following support will be extended by the project implementing agencies to achieve outcomes of the assignment:

- a) Constitute a project team which facilitates interaction and exchange of information between the consultant and key stakeholders specific to these trainings.
- b) Make available all program documents including project design reports, program implementation plan, operations manual, etc.
- c) Facilitate the availability of key staff/project team for discussions when needed.
- d) The project will ensure timely review of the stages of the Service Provider to ensure that the Program falls within the scheduled and agreed timelines
- e) No equipment, stationeries, workplace, etc. apart from above shall be provided by the client.

14. Services and facilities to be provided by the service provider

- a) The Service Provider shall provide itself all necessary equipment and material to undertake the assignment.
- b) The Service Provider should use its own equipment, workspace, stationeries, vehicles, etc. for undertaking the assignment.
- c) Any other task assigned by the PMU, FOCUS-Mizoram

ANNEX 2

Qualification and Evaluation Criteria

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years .		
A.	General experience	20
i	General experience: Firm has been in existence for 5 years incorporated as a Society/Company/Trust/Cooperative/Firms	20
B.	Specific experience	60
i	Should have a minimum of 5 years of experience in working in rural development/agriculture/livelihood projects.	20
ii	Should be capable of providing trainings and capacity development with adequate manpower staff. (Brief report on manpower details)	30
iii	Should have annual average turnover of at least Rs.50 lakhs. (Certification from a competent authority)	10
C.	Geographical Competence	20
i	Should have operating office with manpower in Aizawl, Mizoram.	20
Total Points		100
Minimum points required to pass		70 points