



OFFICE OF THE DIVISIONAL FOREST OFFICER: BALANGIR FOREST DIVISION

AT / PO / DIST :- Balangir- ODISHA

Phone & Fax – 06652-232948 (O), Email – dfobalangir@gmail.com

Notice No. 3729 /AJY

Dated, Bolangir the 29th September - 2020

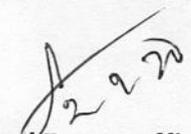
Request for Expression of Interest

Odisha Forestry Sector Development Project-II supported by OFSDP, Odisha, Bhubaneswar is being implemented in Bolangir Forest Division, Bolangir

Expression of Interest are invited from intending Non Government Organization(s) (NGOs) with national repute with prior experience in implementing projects related to participatory forest management / farm forestry / bio-diversity conservation / livelihoods enhancement / institutional capacity buildings etc to be engaged as Partner NGO in Bolangir Forest Division to facilitate the implementation of Ama Jangala Yojana under OFSDP-II Project through VSS at the allocated Field Management Unit of Bolangir Forest Division

Interested NGOs may download the details of Application Form and Terms of Reference (ToR) from the Bolangir District Portal www.balangir.nic.in. Eol along with required documents as sought for, shall be sent through email ID: ajypngobgr@gmail.com in the prescribed format as uploaded in the District NIC Portal. Expression of Interest for Partner NGO in OFSDP-II should accompanied with a Demand Draft for Rs. 2000/- as application Fees in favour of Divisional Forest Officer, Bolangir Forest Division latest by **5.00 PM of 11.09.2020**. The soft copy of EMD Money of Rs. 1.0 Lakhs and Bank Draft of Rs. 2000.00 (application fees) in favour of Divisional Forest Officer, Bolangir Forest Division should be scanned and sent through e-mail with other documents as asked for in the Expression of Interest and the hard copy must be sent through Registered Post / Speed Post in the office address : Divisional Forest Officer, Bolangir Forest Division, In front of Head Post Office, Bolangir, AT/PO/DIST :- Bolangir, PIN – 767001. Expression of Interest will only be submitted through e-mail and no other way of submission will be allowed owing to adherence of COVID-19 Pandemic Guidelines. The Expression of Interest received after the stipulated date and time will be not entertained.

Submission of Eol after due date will not be entertained.


Divisional Forest Officer
Bolangir Forest Division



EXPRESSION OF INTEREST (EoI)

FOR ENGAGING PARTNER NGO

FOR ASSISTING IN IMPLEMENTATION OF AMA JANGALA YOJANA

IN BOLANGIR FOREST DIVISION

BOLANGIR

**LAST DATE FOR SUBMISSION OF EXPRESSION DODUMENTS DOCUMENT
THROUGH E-MAIL ONLY : 11.09.2020 upto 5.00 PM**

NB :- *Expression will only be accepted through email ID : ajypngobgr@gmail.com.
No other way of submission is allowed owing to COVID-19 Pandemic*

(* Note: this portion is to be deleted after filing in the name)

Expression of Interest

For Engaging Partner NGO to the Bolangir Forest Division Bolangir

FORMAT OF PROPOSAL FOR P-NGO

NAME OF THE DMU(S) BIDDING FOR : Bolangir Forest Division

01	Name of the Organization		
02	Name & Designation of the Chief Functionaries		
03	Address		
04	Phone / Fax, e-mail		
06	Office Address in the proposed Division (if any)		
07	Registration Details of Society Registration Act, 1860 (Certificate to be enclosed)		
08	Registration under EPF (Certificate to be enclosed)		
09	Registration under ESI (Certificate to be enclosed)		
10	Registration under PAN / TAN / VAT Nos (Certificate to be enclosed)		
11	Whether Registered under GSTIN, if yes, GSTIN No (Certificate to be enclosed)		
12	Copy of Labour Registration under Contract Labour (Regulation & Control) Act, 1970 (As more than 20 Nos of Team members are to be engaged)		
12	12 A Certificate issued by Income Tax Department in the name of the NGO.. A part of Agreement to be made later on		
13	80 G Certificate issued by income Tax Department in the name of NGO... A part of Agreement to be made later on		
14	Local Office Address in the District Headquarters (If any) Electrical Bills, Telephone Bill etc to be annexed		
15	If the NGO was ever black listed and reasons thereof... Undertaking to be enclosed)		
16	If any criminal proceedings initiated / pending against the NGO, if yes submit in details.		
17	Financial Turn Over (Last 3 years) Bank Account Statement in support of Statement should be annexed	Financial Year	Total Turn over as per Audited Statement (Rs)
		2017-2018	
		2018-2019	
		2019-2020	

18	Organization's Banking information	Sl.No	Type of Account	Account No	Name of the Bank and address	Name of the Authorized Signatory
19	Fixed Asset as per latest Audited Balance Sheet	Asset Type	Details of the Asset	Value in Rs. Lakhs	Present Location	
20	Experience in project Executions, funded by Intentional Agencies / Central Govt / State Govt in last 3 years)					
	Title of the Project	Name of the Client / Donor / Funding Agency	Location of the Project	Total value of the assignment	Duration of the project	Salient features (Pl. Specify the type* of the Project)
	<ul style="list-style-type: none"> Type – NRM, NHM, Livelihoods, Forest Management, Empowerment, Capacity Building, Community Mobilization, Infrastructure etc. 					
21	Experience of work OFSDP Project, if any : Yes ./ No (If yes provide details					
22	Brief Note on appropriateness of the NGO for the proposed assignment (Not more than 200 words max)					

1.0 Purpose of Tender

The implementing Division is intending to engage the Team Members for various work to be implemented through Ama Jangala Yojana as per the Job Qualification and Job Description enclosed in ToR. The period of engagement of the P-NGO and the Team Member will be for one year from the date of the contract which is extendable by mutual consent subject to the satisfactory performance of both the P-NGO as well as the Team Member engaged personnel.

2.0 Scope of Work

2.1 The P-NGO shall assist the DMU and FMUs of this Division and engage experienced personnel in numbers and at places as narrated in the ToR, to work in the places as assigned to P-NGO. The details of monthly

remuneration along with the deductions for contributions for EPF and ESI are also to be ensured.

- 2.2 The personnel will be required to undertake tours for which they will be paid TA and Conveyance as per their entitlements.
- 2.3 The monthly remuneration of the different categories of personnel shall be paid by the P-NGO after deducting TDS due to it and statutory dues payable by the principal employer and employees on account of EPF and ESI.

3.0 Eligibility of P-NGO

- a. The invitation to participate in the Tender Document is open to NGO / Individual registered with the Labour Department, Government of Odisha and under Society Registration Act, 1860.
- b. The P-NGO must have deployed the services of personnel in Government/ Public Sector Undertakings for last three years preceding the year of bidding.
- c. The P-NGO must not have been banned or black listed by any Government organization.
- d. There must not be any adverse action pending against any personnel whose services is proposed to be deployed.
- e. The annual turnover of the P-NGO must be Rs. 50.0 Lakh (Fifty Lakh) only in each of the preceding three years.
- f. Copy of the GSTIN Registration certificate of the Service Provider issued by the competent authority:
- g. Copy of PAN/ GIR Card:
- h. Copy of Registration Certificate of the NGO.
- i. Copy of the IT returns filed and Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant.
- j. Certified extracts of the Bank Account containing transactions during last three years
- k. Copies of the EPF and ESI Certificates.
- l. Copy of the Labour License / Registration under the contract Labour (regulation & Control) Act, 1970.
- m. Average Annual turnover during the preceding 3 (three) YEARS I.E 2017-18, 2018-19 & 2019-20 should be at least Rs.50.0 Lakhs (Fifty Lakhs) only
(* if the annual accounts for the Financial Year 2019-20 are not audited, the Bidder shall provide the provisional annual accounts for such Financial Year)

- n. copy of Experience Certificate or work order of providing assistance to any Government Department/ Govt. undertaking / PSUs organization in a single contract with involving of minimum 50 manpower engaged during last three years.
- o. Copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
- p. EMD for Rs. 100000/- (Rupees One Lakh) in shape of DD or Bankers cheque drawn in favour of the DIVISIONAL FOREST OFFICER, BOLANGIR FOREST DIVISION in any Nationalized Bank Payable at Bolangir. In case of unsuccessful tenderers the EMD shall be refunded after closure of the tender process.
- m) 12 A and 80 G Certificate issued by the Income Tax Department
- n) Proof of assisting in other Govt Sectors / institutions
- o) Address proof of the Local Office operating at Bolangir headquarters like Telephone Bills, Electric Bills, Agreement Paper of the rented house etc.

The EMD shall be subject to forfeiture in the following cases.

- i) In case the successful tenderer withdraws from the tender after opening of his tender paper.
- ii) In case the successful tenderer does not come forward to sign the agreement when intimated by the Divisional Forest Officer, Bolangir Forest Division.
- q. The Authority reserve the right to cancel the Tender Application in case of any sort of discrepancies and false and fraud notice at any stage of the Tender process.

3.1 MINIMUM EXPERIENCE REQUIRED

- Proven experience of working for 3 years in Forestry Sector, or in Wildlife Management, Biodiversity Conservation, Community Mobilization, SHG Identification, OLM, NHM, Awareness Programme, Natural Resource Management, Rural Livelihoods, Women's Empowerment, Community and Rural Development.
- Minimum 3 years of experience in preparation of village level development plans / Micro Plan, livelihood improvement / income generation plans for SHGs, etc. The NGO should be well conversant with PRA and other participatory planning tools.
- Minimum 3 years experience in community institution development, capacity building and building linkages between the community institutions and different opportunities in the Government and market.
- Organizations having experience of working with OFSDP Phase 1 will be given preference

4.0 Terms and Conditions

- a. The Partner NGO shall execute an agreement with the concerned Forest/ Wildlife Division in line with the terms and condition laid out in in the Tender Document and shall furnish a security deposit of Rs. 100000/- only drawn on any nationalized Bank at the place of tender in Shape of Bank Draft duly pledged to the Divisional Forest Officer, Bolangir Forest

Division (name of Headquarter) for faithful implementation of the provisions of the agreement. This security deposit of the finalised tenderer shall be retained at the Division, whereas the Security Deposit of the remaining tenderers shall be returned to the respective tenderer after the completion of signing of the tender by the final tenderer.

- b. Signing of the Tender Document shall mean that the Parties participating in the tender process agree to the terms and conditions of the Tender Document.
- c. The monthly remuneration of the different categories of personnel shall be paid by the P-NGO after deducting service charges due to it and statutory dues payable by the principal employer and employees on account of EPF and ESI.
- d. The P-NGO shall deposit the statutory dues like EPF and ESI in respect of the service of each employee as per the provisions of the relevant Acts/ Rules and submit the necessary receipt or challan to the concerned Division in support of proof of payment with a statement by 15th of each succeeding month.
- e. Payments to the P-NGO will be made after deducting Income Tax as per rules from the monthly bills and as per the provision of registration under 12 A and 80 G certificate issued by Income Tax Department
- f. The service of the personnel deployed under the contract shall not be withdrawn suo motto, without consulting the Division Forest Officer of the concerned Division. In case any personnel whose services have been deployed, desires to discontinue work, the service provider will inform the same 15 days in advance and arrange for suitable replacement with persons having similar or better qualification and experience.
- g. The personnel provided by the P-NGO shall be regular and punctual in their work as per the working hours of the office in which deployed. They will be required to attend office work beyond office hours and even on holidays, if required without any extra remuneration.
- h. The personnel whose services have been provided by the P-NGO shall be allowed to avail Government Holidays as may be decided by the concerned Division Forest Officer or authorised officer, if required. They may avail a maximum of 10 Casual Leave in a Calendar year with prior consent of the concerned authority.

- i. The selection of the services of personnel as requisitioned by the Division shall be the responsibility of the P-N|GO. The P-NGO will send the CVs/ Biodatas of a panel of suitable persons having requisite qualifications and experience, not less than two or three times the number of personnel requisitioned for each position to the concerned Division for selection and acceptance.
- j. The personnel will be required to undertake tours for which they will be paid TA and DA as per their entitlements.
- k. The PCCF, Projects and PD, OFSDS and the concerned Division Forest Officer reserve the right to accept or reject any offer without assigning any reason thereof.

5.0 Submission of Offer

Offers should be submitted in the prescribed Application Form along with Annexure I & II enclosing the Photo copy of Application Fees of Rs. 2000.00 and EMD of Rs. 1.0 Lakhs in shape of a Bank Draft as mentioned on or before the last date and time for submission of the Tender Document mentioned on the cover page. Each Page of the Tender Document along with **all self attested copies of the documents as mentioned above in the Tender Document** must be signed by the P-NGO.

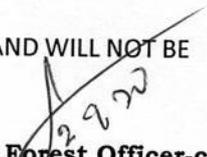
The Proposal must contain the following copies of documents:

1. Self- attested Copy of Registration Certificate with the department of Labour, Government of Odisha.
2. Self- attested Copy of the Income Tax Returns of the last three Financial years preceding the year of contract.
3. Self- attested Copy showing deployment of personnel in Government or PSUs during last three years preceding the year of contract.
4. Turn Over Certificate duly certified by the Chartered Accountant
5. Scanned Xerox copy of EMD deposit of Rs. 1.0 Lakhs and Application Fees of Rs. 2000/- should be submitted which should be sent through Speed Post / Regd Post so as to reach this office within the stipulated date.
6. Copy of Bank Statement in support of Turn Over of last three years from 2017-2018, 2018-2019 and 2019-2020.
7. All other documents as desired in the Tender Paper

SELECTION OF P-NGO

01. The P-NGO must qualify the technical requirement as required for P-NGO with all valid documents as mentioned in the Tender Documents.
02. The P-NGO must qualify the entire financial requirement as required for P-NGO with all valid documents as mentioned in the Tender Documents.
03. After qualifying the technical and financial requirement, the successful P-NGO will be asked for a Personal Interview or a Power Point Presentation before the Tender Committee or both as decided by the Tender Committee for final evaluation.

APPLICATION INCOMPLETE IN ANY FORM WILL BE SUMMARILY BE REJECTED AND WILL NOT BE CONSIDERED FOR FURTHER EVALUATION


Divisional Forest Officer-cum
DMU Chief, Bolangir Forest Division

ANNEXURES - Annexure 1- TOR

Terms of Reference for Partner NGOs under Ama Jangala Yojana

1. Background

The Ama Jangala Yojana is implemented by the Forest and Environment Department, Government of Odisha through the Odisha Forestry Sector Development Society (OFSDS). The scheme aims at forest restoration, promotion of sustainable management of forests by strengthening participatory forest management and improvement of livelihoods of forest dependent community.

The scheme will include activities such as ground survey, demarcation and mapping, micro plan preparation, capacity building, construction of community building, livelihood support, forest restoration support and NGO support.

2. Partner NGO Team Constitution:

Non Governmental Organization (NGOs) is required to be engaged for a Divisional Management Units (DMU is a Forest Division) to assist the Odisha Forestry Sector Development Society (OFSDS) in implementation of the interventions under the Ama Jangala Yojana. NGO will deploy one team of 3 members (1 Team Leader, Development Officer, Community Development and Development Officer, Natural Resource Management) per 20 VSS to a Field Management Unit (FMU) in a DMU.

For every additional 10 VSSs beyond 20 VSSs but less than 30 VSS, there will be a provision for providing an additional Development Officer with prior approval of the PMU Chief. The rate of payment will be as per the provisions of the Payment Schedule at Appendix C.

The NGO will be required to maintain a field office at the headquarters of the concerned FMU.

- (1) In case if more than one Team is allotted to a FMU, there will be a provision of only one office expenses. Any exceptions to this will have to be approved by DMU, OFSDS.
- (2) For every additional 10 VSSs beyond 20 VSSs but less than 40 VSS a provision for an additional Development Officer may be made by the DMU Chief with prior approval of PMU, OFSDS. The rate of payment will be that as payment schedule in Appendix – C.

3. Objective:

The association with NGO is primarily aimed at achieving the objective of socio- technical assistance to VSS in ground survey, demarcation and mapping, microplan preparation, capacity building and planning for livelihood alternatives, thereby coordinating between the VSS, FMU and DMU and aiming at democratic, equitable and sustainable governance of community and forest resources of the, by the and for the VSS.

4. Scope of Work:

4.1 Key Activities to be undertaken by Partner NGO

NGOs will undertake the following activities:

- Formation of VSSs wherever required.
- Reconstitution of old VSS wherever required
- Assisting in Survey and Demarcation of areas assigned to the VSSs
- Preparation of Micro Plans for target VSS
- Sensitization of local communities and their capacity building
- Training Programs for VSS members and SHGs
- Identification/selection of SHGs and assisting SHGs in preparing plans for micro enterprise development.
- Arrangement of loan linkage/ grant support for SHGs with other financial institutions through convergence
- Facilitating SHGs/ SHG Clusters in processing, packaging, marketing of their products.
- Exploring livelihood programmes like checking of health of water bodies, sanitation, diagnosis & treatment of Malaria, gravitational channelizing water to village, non formal education etc. on priority basis through convergence
- Assisting VSSs in undertaking of SMC, RDF, plantation activities etc
- Any other works ancillary and necessary in execution of Micro-plans

4.2 Orientation of VSSs and Communities:

In order to identify potential VSS sites, the NGO and the FMU staff will organize village meetings and mobilize the community. The P-NGO team will explain the following to the villagers:

- JFM – purpose, guidelines, programmes, practices, benefits and responsibilities;
- Structure and functions of VSS, by-laws and VSS Management Guidelines;
- Duties and responsibilities of VSS members and Executive Body; and
- About the Ama Jangala Yojana Scheme.

Based on the willingness of the community and the cohesiveness in implementing participatory programmes it will be decided through the discussions on whether or not the VSS would join the programme. Accordingly the entire target VSS in each range will be selected.

Re-Orientation to existing VSSs: In many cases "dormant" VSSs are existing in the DMUs. These VSS will be revitalized by the NGO team to gain the necessary organizational identity and unity. Thereafter these VSS should be motivated to join the programme.

Formation of new VSSs: The NGO team will mobilize the community of the potential new VSS areas by involving representatives from Gram Panchayat and FMU. Discussions would be conducted with the forest dependants in the community in these villages, and if they are willing, new VSS will be constituted as per JFM Resolution, 2011 with read with its Amendment, 2015.

4.3 Assisting Survey and Demarcation of the VSS assigned area:

The NGO team will assist the FMU staff to delineate the assigned forest area for each VSS. Detailed survey, posting of pillars and recording GPS data will be undertaken by the FMU staff.

4.4 Formulation of Micro Plan

The NGO team will undertake detailed micro planning for each VSS. The micro plan developed will be a comprehensive document to guide the VSS in implementing sustainable forest management in the assigned JFM area, site selection for Common Facilitation Centre, supporting income generation activities through SHGs, capacity building requirements and other community development priorities through convergence. In order to plan forest management interventions land use and forest cover map for each VSS will be provided to the NGO teams. The micro planning should be done through community participation. The Convergence of different treatment plan in Micro Plan can be done by NGO in consultation with VSS & SHG, with the approval of DMU Chief.

4.5 Capacity Building.

4.5.1 Trainings

Training and awareness meetings will be taken up by the NGO team at the VSS level for improving the awareness of the communities on various issues related to regeneration and protection of forests and their skill on institution building, micro-planning, fund management, micro enterprise, participatory monitoring and evaluation etc. Training needs analysis will be done by the NGO under the close monitoring of FMU during meetings of VSS and during preparation of the micro plan.

The tentative list of such trainings is given below:

VSS Level trainings

- i. VSS promotion, awareness and information dissemination on the programme
- ii. Micro planning-I: Baseline Data Collection, PRA at village level & Livelihoods Analysis etc.
- iii. Soil and Moisture Conservation (Insitu Training along with technical training).
- iv. Micro planning-II: Forest Development Plan, Species selection including Nursery, RDF Fodder & Forage selection, Village Perspective Plan, Annual Plan.
- v. Record Keeping, Fund Management, Micro Finance
- vi. Forest Protection-Grazing Management & Fire Control
- vii. Livelihoods Visioning, IGA, Skill Transfer Training
- viii. Participatory Monitoring & Review of VSS activities
- ix. Asset Management, User Charges

SHG Trainings

- i. SHG/CIG Promotion & Livelihood Perspective
- ii. SHG Book Keeping, Fund Management and Micro-Finance
- iii. SHG/CIG-IGA, Microenterprise and Marketing
- iv. Demonstration visits to study and replicated best practices
- v. SHG Federation-cluster approach
- vi. Any other training that will be assigned by the 1st Party

4.5.2 Income Generation Activities through individual / Cluster of SHG.

The NGO team will support the VSS in undertaking various Income Generation Activities through SHGs. The IGA will be undertaken through convergence with National Rural Livelihood Mission (NRLM) funding, Mission Shakti, Bank etc. The NGO teams will assist the VSS in association with FMU Chief in providing Revolving Fund from NRLM, financial linkage arranged from different sources to the SHGs for carrying out various Income Generation Activities. Well functioning SHGs, who have not yet been linked with any financial institution and those solely depending on forests for their livelihood will be considered on priority. The selected SHGs will avail the financial assistance in shape of loan from the financial institutions upon their credit plan. The thrust will be given on promotion of processing units, packaging and marketing of the value added products around NTFP other agricultural and horticultural produces through clusters of SHGs depending upon the potentiality in an area

4.5.3 Rehabilitation of Degraded Forests.

The NGO team will assist the FMU Chief and VSS to carry out various forest management activities so as to improve the forest cover in the degraded forest areas assigned to the VSS. The interventions will be site specific based on the detailed micro plans.

The indicative activities are as follows.

- a. Silvicultural operation over existing suppressed growth.
- b. Restocking with appropriate indigenous timber species and enrichment of species such as NTFP, Fuel & Fodder, Bamboo, Cane, Climbers, Tubers etc.
- c. Soil & Moisture Conservation measures, provision of water harvesting structures, check dams, wherever feasible and required.

The forest areas being protected by the communities are in various stages of degradation. Effort will be made to improve the growing stock in these natural forests. The interventions will include soil and moisture conservation and silvicultural operation, wherever required. Since the land is devoid of humus, the soil moisture regime will be improved by

appropriate interventions on the drainage line as well as in the area such as provision of water harvesting structures, check dams, loose boulder dams etc., so that the improved regime may help in restoration of congenial edaphic conditions. Silvicultural treatment to the existing suppressed growth will help in their regeneration. This operation will include reduction of multiple shoots to one or two promising shoot, removal of congestion, coppicing of live high stumps, removal of climbers interfering with the growth, removal of invasive weeds etc. Sizable gaps only wherever existing in these forests will be restocked with a mixture of appropriate indigenous timber species and NTFP, Fuel & Fodder, Bamboo, Cane etc.

The forest restoration will be carried over 35 Ha within the area assigned to each VSS.

4.5.4 Convergence with Line Department:

The construction and use of latrine by each household in VSSs convergence with Odisha Water and Sanitation Mission and other programmes will be carried out on priority basis. The water bodies around the VSSs are used by the villagers and for their cattle. The water quality of these must be tested and necessary treatment may be made to make the water safe for drinking. Treatment of malaria patients in the VSSs areas, gravitational channelizing water to village, undertaking of non formal education etc. on priority basis through convergence with line department will be carried out by NGO team. Other programmes in this regard may also be taken up.

5 INSTITUTIONAL ARRANGEMENT:

Chief functionary of the NGO will sign the agreement with the DMU Chief and will remain responsible for the contract. The p NGO team at FMU Level will work under his guidance and in coordination with the FMU chief(s) of the FMU(s) allocated to the p- NGO for the project.

- a. **NGO Coordination Cell and Nodal Person:** At DMU level, an NGO Coordination Cell (NCC) will be constituted under the Chairmanship of DMU Chief with members consisting of Asst DMU Chief, and two FMU chiefs (nominated by DMU chief) for NGO coordination. The DMU will convene the monthly review meeting, maintain all records and coordinate NGO activities and functioning. The contact details of the personnel in the co-ordination cell is to be intimated to PMU, OFSDS.
- b. **Terms of Association:** The service period of NGO is 12 months from the date of execution of agreement. However the contract may be renewed for subsequent period subject to satisfactory performance and mutual agreement.
- c. **Size of NGO team and area of operation:** As per Para: 2 of ToR.

6 TEAMS MOBILIZATION, PLACEMENT AND PROJECT FAMILIARIZATION:

The Chief Functionaries will mobilize appropriately qualified and experienced personnel for the NGO team as suggested in the Technical Proposal.

The team members will be engaged following the approval of the DMU chief.

Positions	Responsibility	Qualification & Competencies
Team Leader (Institutional Development)	<ul style="list-style-type: none"> • Will steer the institutional development and strengthening of VSS for Project consolidation and sustainability. He/ she will be responsible for implementation of the activities under the scope of work defined. • Responsible for day to day management of his/her office, team and updating the records/documents and maintain good relationship with DMU, FMU and other Project partner agencies • Take field level day-to-day team management decisions within the parameters agreed upon and for all strategic matters. • Undertake overall programmatic supervision of the Development Officers to represent the NGO at the field level. • Prepare and submit the monthly reports and other deliverables in time. Any other works assigned to P-NGO under AJY from time to time as deemed to be necessary by the DMU Chief. 	<ul style="list-style-type: none"> • Postgraduate degree or equivalent. • At least 2 years of experience working on development issues with focus on institutional development. Having experience on or exposure to forestry/livelihoods projects, particularly around formation and strengthening of village level/ watershed committees would be an added advantage. • Good written, communication and organization skills • Understanding of the administrative systems of government and ability to operate within these; • Ability to coordinate with other members in the team and consultants • Fluency in English and Odia Preferable • Ability to speak/ understand local language • To be from same district and local community • Past OFSDS association.
Development Officer (Community Development)	<ul style="list-style-type: none"> • Will steer the Community Development process to consolidate the process around ongoing project components as per activities under the scope of work defined in para - 4 • Work at grassroots level under the 	<ul style="list-style-type: none"> • Graduate • 2-5 years experience of working in development sector directly with community and Village level Institutions <p>Preferable</p>

	<p>overall leadership of the NGO-Team Leader and in close coordination with the FMU.</p> <ul style="list-style-type: none"> • Coordinates with the Team Leader, Member Secretary, VSS President and extends her/his supports for all aspects of project implementation. • Responsible for communicating the program policies and guidelines to communities. • Responsible for creating greater community response to the project interventions and assisting in the effective implementation of the operational plans at the assigned levels & any other works assigned to P-NGO under AJY from time to time as deemed to be necessary by the DMU Chief. 	<ul style="list-style-type: none"> • Ability to speak/ understand local language • To be from same district and local community • Past OFSDS association
Development Officer (NRM)	<ul style="list-style-type: none"> • Will steer the Implementation of new project components as per activities delineated under the scope of work defined in para -4 • Work at grassroots level under the overall leadership of the NGO-Team Leader and in close coordination with the FMU. • Coordinates with the Team Leader, Member Secretary, VSS President and extends her/his supports for all aspects of project implementation. • Responsible for communicating the program policies and guidelines to communities. • Responsible for creating greater community response to the project interventions and assisting in the effective implementation of the operational plans at the assigned levels and any other works assigned to P-NGO under AJY is time to time deemed to be necessary by the DMU Chief. 	<ul style="list-style-type: none"> • Graduate / Vocational Agriculture • 2-5 years experience of working in development sector on NRM issues and on participatory micro planning <p>Preferable</p> <ul style="list-style-type: none"> • Ability to speak/ understand local language • To be from same district and local community • Past OFSDS association • Past experience of working on Forestry/Nursery/ plantation etc.

- 7 P-NGO will submit monthly, quarterly and annual report as per agreed time line to DMU as per the prescribed format to be provided by PMU. They will also develop other reports, success stories, cluster hand outs etc. time to time as per suggestion and requirement of the project.

8 **GENERAL TERMS AND CONDITIONS**

Contract will be signed DMU wise. One NGO may get one or more number of DMUs.

- a. The agency shall work diligently and sincerely to complete the tasks. The agency shall always protect the interest of the owner of the contract (DMU).
- b. No sub-contracting of the work will be allowed.
- c. The contract period will be for one year, extendable for subsequent period depending on the requirement in the project, performance of the agency and mutual agreement.
- d. Continuity of the persons engaged in the project work has to be ensured by the agency, as turnover in small duration will affect the progress of specialized work. In case of requirement of replacement of any personnel by either party, the CV of the replacement has to get prior-approval by 1st Party. Replacements should be done immediately and gap of more than 15 days will invite financial penalty.
- e. The payment will be released by DMU based on the monthly invoice to be submitted by the Agency. Expenses shall be within the contracted amount and would be reimbursed at the actual cost basis, except institutional charges and fees for the staff. The Agency must submit all the necessary proof of payment along with the monthly invoice.
- f. In case of leave, the fees for the staff will be paid deducted on the pro-rata on the basis of no of days of work on a pro-rata basis as of 1 day equivalent to 1/30 day/month. 10 days paid leave is provided per year to full-time staff.
- g. The ownership of all reports, documents, materials, images, data and knowledge etc. developed for the project belongs to the project. The agency shall seek a written permission from the project when it is to be used by them for non-project activities.
- h. The agency shall not disclose or use or cause to be disclosed or use, at any time during or subsequent to the Agreement, any secret or confidential information and keep all the information collected during the work strictly confidential.