

Rajasthan Grameen Aajeevika Vikas Parishad

Rajasthan Rural Livelihood Project

(3rd Floor, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur)

Phone No.0141-2227011, Fax-0141-2227323

No.

Date:

Expression of interest for selection of agency to develop “Livestock based Para-professional” in all 18 districts under Rajasthan Rural Livelihood Project (RRLP)

The Government of Rajasthan is implementing the Rajasthan Rural Livelihood Project through the Rajasthan Grameen Aajeevika Vikas Parishad, with funding support from The World Bank. The project aims to enhance opportunities and empowerment of the rural poor with a focus on women and marginalized groups in 18 targeted districts (Baran, Bhilwara, Bundi, Banswara, Bikaner, Chittorgarh, Churu, Dausa, Dholpur, Jhalawar, Kauroli, Kota, Pratapgarh, Sawai Madhopur, Rajsamand, Tonk & Udaipur) of Rajasthan.

With commitment to promote sustainable livelihood for poor, RGAVP advocates promotion and adoption of standard and sustainable livestock production practices. Therefore it has planned to strengthen livestock extension service at grassroots by involving community level Para-professional. So, RGAVP will undertake a capacity building program to develop community level livestock Para-professionals, so they can be engaged in field to ensure timely implementation of these practices.

The State Project Management Unit invites Expression of Interest for all 18 resource districts as mentioned above to undertake a capacity building program to develop Livestock based Para-professionals. The assignment is expected to be completed by 31st March, 2016.

The Agency/ Institutes must provide information proving that they are qualified and competent to perform the services. Applying agencies should have the following minimum criteria to be selected for consideration:

1. A minimum of 3 year’s experience of working in the field of rural livelihoods, with demonstrable work experience in the farm sector and in promoting Para workers.
2. A minimum average annual turnover of Rs. 50 Lakhs over the previous three years.

Submission from interested agencies fill should follow the format of the attached questionnaire. The submission must include details of financial turnover for the last 3 financial years and a declaration by the head of the institution stating that the agency has not been listed by any government department/institution.

The Agencies/Institution will be selected in accordance with the procedures set out in the World Bank’s guidelines. The interested Agencies/ Institutes may obtain further information from our website www.rgavp.org or at the address mentioned below between 9.30 AM to 6.00 PM on any working day. Expression of Interest must be delivered to the address mentioned below within Fifteen days of publication of EOI.

State Project Management Unit,
Rajasthan Rural Livelihood Project
3rd Floor, Udyog Bhawan
Tilak Marg, C-Scheme, Jaipur

Project Director (LPs & SHGs)

EOI Format

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Sl. No.	Description	Schedule No.
1.	Application	Application
2.	Structured Questionnaire	Schedule-I
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(The Structured Questionnaire contained in Schedule-I are to be submitted by the interested Applicant duly filled in, signed and stamped on each page. This questionnaire is an integral part of EOI and will be used for evolution.)

Application

Application Name and Address:

Application Reference:

Person to be contacted:

Designation:

Telephone No:

Fax:

To,

State Mission Director,
Rajasthan Rural Livelihood Project,
3rd Floor, Udyog Bhawan,
Tilak Marg, C-Scheme, Jaipur (Raj.)

Subject: Expression of Interest (Eoi) for _____ (name of assignment) for Rajasthan Rural Livelihood Project(World Bank funded).

Credit No 4859IN

Dear Sir,

- 1.0 We, the undersigned Applicant, have read and examined in detail your solicitation of EOI for the purpose of short-listing of our firm for Appointment of Agency for **(name of assignment)** for RRLP (World Bank funded project) being implemented by RGAVP.
- 2.0 **Structured Questionnaire:** We are submitting the Credential/Information as stipulated in your aforesaid solicitation of EOI in Schedule-I. In case you require any further information in this regard, we agree to furnish the same.
- 3.0 **Supporting documents:** We have enclosed document supporting compliance and in support of the information provided in the Structured Questionnaire.
- 4.0 Dated this.....day of.....2014.

Thanking you, we remain

yours faithfully

Date:

(signature).....

Place:

Schedule-I

**Structured questionnaire for appointment of agency for (name of assignment) for
Rajasthan Rural Livelihood Project**

Applicant's Name & Address:

To,

State Mission Director,
RGAVP, Jaipur.

Dear Sir,

In support of our Expression of interest, we furnish here with Structured Questionnaire, along with other information, as follows:

1. General Particulars of Agency

Name of the firm	
Registered Address	
Phone no.	
Email id:	
Name of the contact person of this EoI	
Phone No. of the contact person of this EoI	
Email id of the contact person of this EoI	
Office/Branch offices if any in Jaipur	
Office/Branch in other districts in Rajasthan if any	

2. Particulars of Agency*

Date of Firm's establishment	
Registration No.	
Registration Authority/Act	
Validity of Registration	
Service Tax Registration No. & Validity	
Empanelment with other Govt./Govt. under taking	
Type of Agency Proprietary Firm Institute Company]Partnership	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	
Pan No.	
Tan No.	

[*Copies of registration documents to be attested]

3. Financial Particular of last three years of the Agency

Sr. No.	Financial Year	Total Turnover	Turn over from the similar assignments, applied for	Turn over from the similar assignment in Rajasthan
1.	2011-12			
2.	2012-13			
3.	2013-14			

4. Details of Professional Staff who will be assigned to this project**

Names of the staff/ M. No.	Age	Year of experience	Qualification	Number of year associated with the Agency	Brief nature of work done(expertise)

5. Details of Administrative Staff who will be assigned to this project

Name of Staff	Age	Year of experience	Qualification	Number of year associated with the Agency	Brief nature of work done (expertise)

6. Experience of the agency/organization

6. A Sector specific (Livelihood) experience***

Project Name	Funding agency	Nature of Assignment	Tear of Work Done	Value of Assignment	State and Locality where work was done	Number of household benefited

***Detail citation of work can be provided separately. Please also attach self-attested copies of the letter for the above assignment

6. B Experience of working in Livestock sector (in last three years)

Project Name	Funding agency	Nature and objective of the assignment	Years of Work done	Value of assignment	Name of district/locality where work undertaken	Number of household benefited

6. C Details of each program to develop Para-professional by the agency***

Project Name	Funding agency	Nature and objective of the assignment (mention livelihood sector)	Years of Work done	Value of assignment	Name of district/locality where work undertaken	Number of Para professionals developed

7. Area of operation-

Whether the organization is entitled to undertake activities as described in the scope above in all targeted districts. [If yes, please refer to specific provision in by-laws and attach highlighted copy.]	Yes/No
Duration of presence in Area(Year)	
Detail of agency officers in targeted districts, if any(Address and year of opening)	Please submit suitable address proof

8. Entitle for the present assignment

Whether the organization has provisions to undertake the present assignment in its By-laws or MoA.	Yes/No
If please refer provision in Bye-laws/MoA and describe	

9. Has the organization been awarded at National/State/District level? (If yes, please attached certificate and describe)

10. Impact Studies or evaluation of the Agency's work in the recent past by an external agency.

(a) Has any evaluation/study conducted for agency's work? Yes/No

(b) If yes, then status/remarks (Good/Average/Unsatisfactory.)

11. Has the Agency has been blacklisted by any blacklisted by any government (Union and/or state)

Ministry/Department/Organization/NABARD/CAPART/Multinational donor agency/etc. or any other donor/partner organization in the past?(Declaration on non-judicial stamp of Rs. 10/- as per enclosed Schedule-II

Schedule-II

Declaration

Date.....

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and here by declared that “Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency /Institute/ Company or partners.”Further, it is also certified that our firm has been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes with affect of this declaration at a later date; we would inform the project accordingly.

Authorized Signatory
(With seal)

Terms of reference

For

Expression of interest for selection of agency to develop “Livestock based Facilitators” in all 18 districts under Rajasthan Rural Livelihood project (RRLP)

Organisation: Rajasthan Gramin Aajeevika Vikas Parishad (RGAVP)

Section A: Brief Project Description

Back Ground

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP), an independent society under Department of Finance, Govt. of Rajasthan is implementing Rajasthan Rural Livelihood project (RRLP) in Rajasthan. The Society is currently working in 51 blocks of 18 districts in Rajasthan namely Baran, Bhilwara, Bikaner, Churu, Chittoregarh, Dausa, Dholpur, Dungarpur, Karauli, Rajsamand, Udaipur, Kota, Jhalawar, Pratapgarh, Bundi, Sawai Madhopur, Banswara and Tonk. List of blocks is annexed as annexure A. The aim of the programme is to improve the rural livelihoods by enhancing social and economic empowerment of the rural poor. This also includes improving the livelihoods and quality of life of the rural poor (focusing on women and other disadvantaged groups). This would be done by developing organisations of rural poor and producers to enable them to access and negotiate better services, credit and assets from public and private sector agencies and financial organizations. The project is also investing in capacity building of public and private service providers.

The main function of the programme is to improve the rural livelihoods through formation, strengthening and development of community institutions. The project forms SHGs in villages, which are federated as Village Organization/s and subsequently as Cluster Level Federation/s. The project works with ‘saturation approach’ i.e., leaving no poor household from the loop of SHG. Hence these community institutions of poor and producers will enable them to access and negotiate better services, credit and assets from public & private sector agencies, banks and other financial organizations. The programme aims at intervening in the selected sectors / sub sectors / commodities in the project districts for the income enhancement of the rural poor, who are or can be engaged in any critical point of the value chain deriving maximum income for their livelihood improvement. There are five components of the project:

1. Institution Building and social Empowerment
2. Community Investment Support
3. Skills Development and Employment
4. Climate Change Adaption
5. Project Implementation Support

Section B: Background of assignment

The poverty reduction programmes of GoI and several state governments need to put more emphasis on micro plans-specific to the area, highlighting the natural endowments and constraints. More than 80% rural families keep livestock in their households. Contribution of animal husbandry sector to the GDP of the State has been estimated to be around 9.16 %. About 35% of the income to small and marginal farmers comes from dairy and animal husbandry. In arid areas the contribution is as high as 50%. The sector has potential to create employment in rural areas with least investments as compared to other sectors. In the light of the potential, contribution and role of the sector in the State, a focused approach is required.

The State faces frequent droughts/ famine, which results in crop failure, because most of agriculture is rain fed. Dairy sector provides sustainable year-round income to large number of farmers and livestock sector is principal source for socio- economic and nutritional needs of rural masses.

Livestock based Livelihood promotion under RGAVP

RGAVP's major thrust is to promote large number of sustainable livelihoods through Agriculture and Animal husbandry for rural poor targeted families under the RRLP. In Rajasthan, animal rearing is the major livelihood activity for the rural poor targeted families in most of the project areas. Veterinary services are not adequate in far flung areas. There is an immediate need to develop community livestock facilitators (CLF), especially rural youth and members of SHGs who are willing to get trained and to provide services to fellow animal rearers in and around their villages. Thus RGAVP wants to get 550 such community workers trained through suitable institutions/agencies who have proven capacities to train community workers as "Facilitators".

Section C: Objectives of the assignment:

The key objective of this assignment is to undertake a series of activities to provide technical and knowledge support to develop Community level Para professionals on animal husbandry through effective training to promote best practices to further improve the animal rearing on scientific lines in the target communities. The selected agency will:

1. Develop training curriculum, modules, manual for Community livestock Facilitators (CLF) and IEC materials on livestock interventions.
2. Conduct training and refresher training for community livestock facilitators.
3. Hand holding support to trained Livestock Facilitators during field work for six months.

Section D: Scope of Work:

The agency will

- Design a suitable training program, training curriculum, modules for Community livestock facilitator -who might be illiterate to 8th standard educated.
- Conduct trainings for Community Livestock facilitator (CLF).
- Provide hand-holding support for the next six months and organize refresher trainings for them after six months of working in field to address gaps during field work.

Section D: Approach and Methodology

Identification of Community level livestock Facilitators

The selection of candidates for training will be done through community based organizations (CBOs) and RGAVP will sponsor required number of candidates for training on mutually agreed dates and venue.

Training of identified Community Livestock Facilitators

Training will be conducted by the 'agency' as per agreed module. The agency will deploy qualified resource persons for training of the candidates. Necessary qualifications of the resource persons should be as follows:

1. The trainer should be qualified veterinary doctor or
2. The trainer should have at least 5 years experience as 'trainer' to community Facilitators.

Training would include class room teaching (residential), exposures and field practices. The maximum training period would be of 60 days including one refresher training and field exercise.

Preparation of the training Module and Training material

Agency will develop appropriate training module and required training material. The material should be in Hindi and the training material and module will be developed in consultation with RGAVP.

Field exposure and practical will be integral part of the training and this component should be at least 40% of the total training period.

Community Livestock Facilitator (CLF)

The CLF is the eyes and ears of the local veterinarian at the community or field level. A CLF is not a veterinarian but he is responsible for providing basic animal health care and animal production advice to people / SHG member families and other people in their communities. This training programme is designed for people who work with animals but have not had any formal training in animal health or animal production .This programme is intended, in particular, for extension services involved in providing advisory services to farmers in the field.

The training should be designed and delivered considering that a CLF will:

- Recognize signs of disease in animals
- Facilitate primary treatment for sick animals
- Advise farmers on correct livestock management practices
- Refer sick animals to the nearest veterinarian and act as a link between veterinarian and the community.
- Visit farmers and advise members of his community on how to improve animal productivity

The trained CLF should develop following Skills after training:-

- Participatory communication and active listening skills
- Participatory Rural assessment, livestock problem analysis, facilitating community analysis and learning.

- Identification of a healthy productive livestock through visual body configuration, production history and behavioral traits
- Restraining animals and recording body temperatures, heart beats; rumen movements and respiration.
- Formulation and administration of common drugs.
- Oral administration of drugs.
- Written and verbal communication skills to deal with animal rearers input suppliers.

Roles and Responsibilities of community Livestock facilitator (CLF)

The community Livestock facilitator is trained worker with required skills to promote best practices to further improve the animal rearing on scientific lines in the target communities. The major role and responsibilities envisaged for community Livestock facilitator are as under:

- Mobilization of animal rearers and build understanding of the existing practices.
- Organize the families involved in animal rearing into animal rearer's group at the village level.
- Organizing discussions at the group level on the improved animal rearing practices and on the issues as to how to build on the existing practices.
- Organizing Veterinary camps in the villages and ensure treatment and vaccination of animals.
- Mobilize groups towards designing and following the improved breeding systems.
- Facilitate demonstration of best practices through model animal farms at village level.
- Capacity building and hand holding support to on the animal rearing related issues
- Training of animal rearers group.
- Mobilize and motivate village youth for establishment of animal based enterprises.

The community Livestock facilitator (CLFs) will be trained to understand the animal business activity and present issues and problems. The training would include basic preventative health care, season wise feeding and precautions, proper method of feeding and appropriate feeding schedule, proper housing & sanitation as well as right marketing time and live body weight pricing mechanism.

Training will have to be provided in batches of 30 at the district HQ or at the block level. If less than 30 candidates are selected for any district, then candidates from neighboring districts will be conjugated to complete a batch of 30.

Hand-holding support and refresher training

The agency will provide on-field support to trained Livestock Facilitators for six months. The agency will organize refresher trainings for them after six months of working in field to address gaps during field work.

Capacity building of project staff

The agency will conduct orientation training and exposure programs for the capacity building of project staff at PFT and DPMU level on technical and implementation issues of livestock based livelihood programs. It will help clarify role of various field team members within livestock based program.

Key Deliverables

- a. Development of training curriculum manual and modules
- b. Train 550 Community livestock facilitators (CLF)
- c. Capacity building of project staff

Section E: Timelines

The assignment is expected to be completed in a period of one and half year. The tentative duration is September 2014-March 2016.

Section F: Organizational Relationships (Qualifications and eligibility)

The agency will constitute a multi-disciplinary team of professionals having adequate qualifications and experiences in the field of livelihood, social sciences and of required professional skills on livestock for the duration of the assignment. Resource persons having experience of working on livestock would be desirable. This team will be expected to work in close coordination with the District Project management Unit of the concerned district and state project management unit (SPMU) at Jaipur. The agency should provide reliable data and information in a timely manner to RGAVP.

Eligibility Criteria of the agency

- As a part of legal requirements, the agency should be a registered body under the relevant law and is active and operational continuously for the last 3 years on the date of application. It should maintain its accounting records and have them properly audited. Annual statements of income and expenditure should have been prepared.
- It has average annual turnover of more than average of Rs. 50.0 lakhs in the last three years.
- The Agency should not be blacklisted by any government (Union and/or State), Ministry/Department/Organization/NABARD/CAPART/Multinational donor agency/etc. or any other donor/partner organization in the past.
- The Agency should be non political and secular in nature.
- The Agency should be in conformity with mission, vision and the values of Project and ready to work for the key goals.
- The Agency should have experience of working in the field of livelihood including working experience with livestock practices and capacity building.
- It should have of deep understanding of socio economic, political, cultural and livelihood realities of the area.

Section G: Data and Services to be provided by the client (RGAVP)

RGAVP will provide the project guidelines, names, and addresses of the blocks and villages. Directions and guidelines received from the World Bank authorities.

Section H: Review of Progress

The agency will prepare and submit the action plan and implementation progress in detail to SPMU under intimation to the DPMU as per implementation plan. The progress shall be reviewed by the committee at SPMU/DPMU. RGAVP will send its monitors to oversee the training quality; during the period of training. The agency will have to incorporate the suggestions given by RGAVP to improve the quality of the training.

The agency will conduct formal evaluation of the candidates and the evaluation system will be designed in consultation with RGAVP/ expert deputed by RGAVP for this purpose. Only those candidates who pass the agreed evaluation criteria will be considered as 'people trained'.