EOI INVITATION

Expression of Interest are invited from qualified and experienced consulting firms who wish to undertake consultancy services for conducting Hiring of agency to develop “Agriculture Para Professionals and Krishi Sakhis in all 18 districts” for RGAVP.

Expression of Interest (EOI) with requisite documents is available on the website (www.rgavp.org). EOI should be submitted in given template and in a sealed envelope clearly superscripted as Expression of Interest for Hiring of agency to develop “Agriculture Para Professionals and Krishi Sakhis in all 18 districts” on or before 3rd June 2016.

GM(Procurement)
RGAVP
Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)  
Rajasthan Rural Livelihood Project  
(3rd Floor, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur)  
Phone No. 0141- 4259914, 2227416, 4259900, Fax - 0141- 2227723

No. F 15(20) RGAVP/L.I.V/2014/32366-37  
Date: 03/05/2016.

Expression of interest for selection of agency to develop “Krishi Sakhi (KS) & Agri. Para Professional (APP)” in 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 World Bank. The project aims to enhance opportunities and empowerment of the socially deprived (poor) with a focus on women and marginalized groups in 51 Blocks and 18 districts of Rajasthan.

With commitment to promote sustainable livelihood for poor, RGAVP advocates promotion and adoption of standard and sustainable Agriculture practices. Therefore, we plan to strengthen agriculture services at grassroots by involving community level Krishi Sakhi & Agri. Para Professionals from women SHG members of RGAVP. So, RGAVP intends to undertake a capacity building program to develop community level Krishi Sakhi & Agri. Para Professional, for engaging them in identified villages to ensure timely implementation of best practices.

The State Project Management Unit Invites Expression of Interest to develop Agriculture based women community cadre Krishi Sakhi & Agri. Para Professional. The assignment is expected to be completed in 2 years. The agency will train and build capacity of 2000 Krishi Sakhi & 200 Agri. Para Professional.

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 years’ experience of working in the field of agriculture, with demonstrable work experience in the farm sector and in promoting agriculture based community cadre. Krishi Sakhi & Agri. Para Professional will be a trained women community cadre to promote best practices of sustainable agriculture practices among target communities on soil testing, organic farming etc.

2. A minimum average annual turnover of Rs. 50 Lakhs over the previous three years.

Submission from interested agencies 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 Black listed by any government department/institution.

The Agency/Institution will be selected in accordance with the procedures set out in the World Bank’s and state Govt 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 date. Expression of Interest must be delivered to the address mentioned below before 6.00 P.M on 3rd June 2016.

State Project Management Unit,
Rajasthan Rural Livelihood Project
3rd Floor, Udyog Bhawan
Tilak Marg, C-Scheme, Jaipur
Phone No.0141- 4259914, 2227416, 4259900,
Fax - 0141- 2227723

Chief Operating Manager
RGAVP
EoI Format

CONTENTS FOR SECTION-I

<table>
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<th>Sl. No.</th>
<th>Description</th>
<th>Schedule No.</th>
</tr>
</thead>
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<tr>
<td>1.</td>
<td>Application</td>
<td>Application</td>
</tr>
<tr>
<td>2.</td>
<td>Structured Questionnaire</td>
<td>Schedule-I</td>
</tr>
<tr>
<td>3.</td>
<td>Declaration</td>
<td>Schedule-II</td>
</tr>
</tbody>
</table>

(The Structured Questionnaire contained in Schedule-I are to be submitted by the interested Applicant duly filled in, signed and duly stamped on each page. This questionnaire is an integral part of EoI and will be used for evaluation.)
Application

Application Name and Address:
Application Reference:
Person to be contacted:
Designation:
Telephone No:
Fax:

To,
Chief Operating Manager,
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. 48591N

1. 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. 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. Supporting documents: We have enclosed document supporting compliance and in support of the information provided in the Structured Questionnaire.


Thanking you,

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,
Chief Operating Manager,
RGAVP, Jaipur

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 for this EoI |  |
| Phone No. of the contact person for this EoI |  |
| Email id of the contact person for 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. undertaking |  |
| 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**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Financial Year</th>
<th>Total Turnover</th>
<th>Turn over from the similar assignments</th>
<th>Turn over from the similar assignment in Rajasthan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2013-14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>2014-15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>2015-16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Names of the staff</th>
<th>Age</th>
<th>Year of experience</th>
<th>Qualification</th>
<th>Number of year associated with the Agency</th>
<th>Brief nature of work done (expertise)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Staff</th>
<th>Age</th>
<th>Year of experience</th>
<th>Qualification</th>
<th>Number of year associated with the Agency</th>
<th>Brief nature of work done (expertise)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Experience of the agency/organization

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

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding agency</th>
<th>Nature of Assignment</th>
<th>Year of Work Done</th>
<th>Value of Assignment</th>
<th>State and Locality where work was done</th>
<th>Number of household benefited</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***Detailed 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 Agriculture sector (in last three years)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding agency</th>
<th>Nature and objective of the assignment</th>
<th>Years of Work done</th>
<th>Value of assignment</th>
<th>Name of district/locality where work undertaken</th>
<th>Number of household benefited</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. C Details of each program to develop Krishi Sakhi/Agri. Para Professional by the agency***

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding agency</th>
<th>Nature and objective of the assignment (mention livelihood sector)</th>
<th>Years of Work done</th>
<th>Value of assignment</th>
<th>Name of district/locality where work undertaken</th>
<th>Number of Krishi Sakhi developed/ Agriculture community workers etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
7. Area of operation-

<table>
<thead>
<tr>
<th>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.)</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of presence in Area (Year)</td>
<td></td>
</tr>
<tr>
<td>Detail of agency officers in targeted districts, if any (Address and year of opening)</td>
<td>Please submit suitable address proof</td>
</tr>
</tbody>
</table>

8. Entitlement for the present assignment

<table>
<thead>
<tr>
<th>Whether the organization has provisions to undertake the present assignment in its By-laws or MoA. If Yes, please refer provision in Bye-laws/MoA and describe</th>
<th>Yes/No</th>
</tr>
</thead>
</table>

9. Has the organization been awarded at National/State/District level? (If yes, please attach 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 been 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 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 not been blacklisted by any government or any other donor/partner organization in past.

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

Authorized Signatory

(With seal)
Terms of reference (TOR)  
For  
Expression of interest for selection of agency to develop “Krishi Sakhi” and “Agriculture Para Professionals” in 18 districts under Rajasthan Rural Livelihood project (RRLP)  
(Draft Terms of Reference- Subject to change in the RFP)  

*Rajasthan Grameen Aajeewika Vikas Parishad (RGAVP)*

**Section A: Brief Project Description**

**Back Ground**

Rajasthan Grameen Aajeewika Vikas Parishad (RGAVP), an independent society under Department of Rural Development & Panchayati Raj, Govt. of Rajasthan is implementing Rajasthan Rural Livelihood project (RRLP) in Rajasthan. The Society is currently working in 51 blocks of 18 districts in RRLP Rajasthan. The aim of the programme is to improve the rural livelihoods by 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 main function of the programme is to improve the rural livelihoods through formation, strengthening and development of women based community institutions. The project forms women SHGs in villages, which are federated as Village Organization’s and subsequently as Cluster Level Federation’s. The project follows ‘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. Important components of the project are:

1. Institution Building and social Empowerment  
2. Community Investment Support  
3. Skills Development and Employment  
4. Livelihood Interventions.
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. Agriculture and rural sector in India in general and Rajasthan in particular are perceived to be environmentally benign. But studies show that because of increasing stress on natural resources both due to economic activities and lifestyles, the rural environmental attributes are having negative impacts on health, productivity and livelihood of the people. There are large information & knowledge gaps to be able to present the state of environment in rural and agricultural sector. 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.

Since Independence, India has witnessed significant development in the field of agriculture. Major credit for this development goes to “Green Revolution”, which led to a sudden jump in the yield per hectare by adopting high yielding variety of seeds, chemical fertilizers, improved agricultural techniques and practices and use of pesticides. The policies of the government (subsidies on inputs and minimum support price for outputs), improved marketing network, rural connectivity and development of infrastructure played a significant role in increasing the productivity.

Agriculture 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, agriculture is major livelihood activity for the rural poor targeted families in most of the project areas. Agriculture and allied services are not fully adequate in far flung areas.

There is an immediate need to develop Krishi Sakhi, especially rural women of SHGs of RGAVP who are willing to get trained and to provide services to fellow farmers in and around their villages. Thus RGAVP wants to get 2000 such “Krishi Sakhi” trained through suitable institutions/agencies that have proven capacities to train community cadre.

Similarly there is an immediate need to develop Agriculture Para Professional (APP), especially rural women of SHGs of RGAVP who are willing to get trained and to provide services to fellow farmers in and around their villages. Thus RGAVP wants to get 200 such women community workers named as “Agriculture Para Professionals” trained through suitable institutions/agencies who have proven capacities to train community workers as “Agriculture Para Professionals”.
Part - A
Krishi Sakhi

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 and build capacities of Community level Krishi Sakhi on Agriculture through effective training to promote best practices to further improve the agricultural practices on scientific lines in the target communities in 18 following districts - namely Baran, Bhilwara, Bikaner, Churu, Chittorgarh, Dausa, Dholpur, Dungarpur, Karauli, Rajsamand, Udaipur, Kota, Jhalawar, Pratapgarh, Bundi, Sawai Madhopur, Banswara and Tonk. The selected agency will:
1. Develop training curriculum, modules, manual for Krishi Sakhi and IEC materials on agriculture interventions.
2. Identification of community level Krishi Sakhi with the help of SHG/VO/CLF, & CRP.
3. Conduct training and refresher training for Krishi Sakhi.
4. Hand holding support to Krishi Sakhi during her work for two years.

Section D: Scope of Work:

The agency will
- Design a suitable training and capacity building program, training curriculum, modules for Krishi Sakhi Minimum educational Qualification as 5th Standard.
- Conduct regular trainings (orientation, refresher, etc) for Krishi Sakhi.
- Provide orientation initially as Per Table A.

Section E: Approach and Methodology

Formation of Krishi Pathshala: -
RGAVP is responsible for forming Krishi Pathshala by deploying women CRPs in the field. These CRPs will be trained from SHG women from MPoWeR, MKSP with the support of agencies.

Eligibility Criteria for Krishi Sakhis as per RGAVP policy: -
- Education - Minimum 5th Standard pass and should be able to read and written in Hindi.
- Age - 20 - 45 Years
- Should be member of a SHG formed under RGAVP.
- Should have completed 50 meetings/ min 1 year into our SHG fold.
- Should be from same village.
- Should be interested and ready to adopt best practices in sustainable agriculture.
- Needy/poor woman who needs additional income.
• Should be farmer herself and should be practicing improved and sustainable agriculture management practices, which she promotes.
• Good communication skill.
• Willing to move within the nearby villages

Note - This is subject to change as per change in relevant policies.

Selection process of Krishi Sakhis: -
• Vote of Krishi Pathshala/CDOs/VOs members for her name.
• Krishi Sakhis will be suggested by Krishi Pathshala members.
• Preliminary selection for capacity building and deployment in the field.
• Final selection will be done by VO’s/CLF office bearers.

Table A: Training Details

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Training</th>
<th>No of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Orientation training</td>
<td>2 Days</td>
</tr>
<tr>
<td>2.</td>
<td>1st Phase training on Improved Agriculture Management (IAM)(1st quarter of 1st Year)*</td>
<td>4 Days</td>
</tr>
<tr>
<td>3.</td>
<td>2nd Phase Improved Agriculture Management (IAM)(2-3 months after 1st phase training) *</td>
<td>3 Days</td>
</tr>
<tr>
<td>4.</td>
<td>Refresher training 3 days in every Two month (after 8 months, 10 months, 12 months, 14 months, 16 months, 18 months, 20 months, 22 months &amp; 24 months of 1st phase training) *</td>
<td>27 Days</td>
</tr>
</tbody>
</table>

* Exposure visit within the state is mandatory with each training

Total 36 Days

* Note: Each Krishi Sakhi should be going through 36 days training (training plus exposure visit) in 2 years.

Preparation of the training Module and Training material
• Orientation training for two days
• Learning by doing in the field for two weeks
• 1st Phase Improved Agriculture Management (IAM) training for four days
• Learning by doing phase for 2-3 months
• 2nd Phase Improved Agriculture Management (IAM) training for Three days
• Learning by doing phase for 2-3 months
• Refresher training for 3 days in every 2 months
• Exposure visits
• Organize and participate “women farmer field day” with the collaboration of Agriculture Department & RGAVP.
• Handholding support to be provided by Agriculture Para Professional (APP)
• Monthly meeting for cross learning, reflection, review and planning

Note: Above training will be provided by the agency.

The training should be designed and delivered considering that a KS will

• Recognize area of issues in agriculture.
• Facilitate farmers in agricultural practices
• Advise farmers on correct Agriculture Management Practices
• Refer technical issues in agriculture to the nearest agri. specialists and act as a link between agriculture department and the community.
• Should also be able to coordinate with line departments for dissemination of information regarding relevant schemes to beneficiaries.
• Visit farmers and advise members of his community on how to improve agricultural productivity via sustainable means.

Note: Detailed policy on Krishi Sakhi is available on our website (www.rgavp.org)

The trained Krishi Sakhi should develop following Skills after training:

• Participatory communication and active listening skills
• Participatory Rural assessment, agriculture problem analysis, facilitating community analysis and learning.
• Identification of popular crop diseases and way of preventing those diseases.
• Should be well versed with Package of Practices (PoP).
• Formulation and administration of common bio-fertilizer, improved seeds, fertilizer, pesticides.
• Should have complete technical know-how of cultivation.
• Should be able to complete relevant documentation (reporting formats, PIP, Kisan Diary etc.)

Krishi Sakhi Role and Responsibilities: -

• Mobilization of 30-40 women farmers (3 Groups Mahila Kisan Pathshala) in her own village for agriculture intervention as Mahila Kisan Pathshala.
• Responsible for implementation of Agricultural activity of 30- 40 (3 Group (Mahila Kisan Pathshala) farmer’s field in her own village.
• Will implement suggested Package of Practices (PoP) at her own field/plot in a suggested process and develop her plot as a “Model Plot” by adopting agriculture best practices. Other farmers from her group and village will visit her field/plot to see the results and learn from her. This learning will help them in improving their own plots.
• Responsible for conducting meeting of Mahila Kisan Pathshala every month in her village.
• Understand the suggested technology for the intervention identified and adopt the same in her plot.
• Motivate Women farmers for adoption of Improved Agriculture Practices.
- Ensure all group members adopt improved package of practices.
- Provide training with support from Agriculture Para Professional to the women farmers on selected Crop of Kharif, Rabi & Jayad seasons.
- Make minimum two visits to each farmer’s plot of Mahila Kisan Pathshala every month for ensuring the implementation of Package of Practices.
- Fill the data collection sheet (Krishi Pathshala Register) with the Support of Agriculture Para Professional.
- Support to Mahila Kisan Pathshala Member in filling Mahila Kisan Diary, which will be provided to each member of Mahila Kisan Pathshala.
- Manages all the Women Drudgery Reduction Tools, Issue of Tools & Maintenance.
- Establish Krishi Pathshala (Resource Centre) by Support of APP, Field Coordinator Agriculture & Subject Matter Specialists.
- Support to Mahila Kisan Pathshala member in establishment of Nutrition garden.

The Krishi Sakhi (PS) will be professionally trained to understand the agri. business activity and present issues and problems.

Training will have to be provided in batches of not more than 30 women at the State/District HQ with field visits in villages. If less than 30 candidates are selected for any district, then candidates from neighbouring districts will be mobilised to complete a batch of 30.

**Hand-holding support and refresher training**

The agency will provide regular on-field support to trained Krishi Sakhi, report the working track record of KS after 2 years training for next six months. The agency will organize refresher trainings for them after six months of working in field to address gaps during field work.

**Note:** Venue of training, food, lodging, transportation, training materials and other expenses related to training will be borne by agency itself.

**Capacity building of project staff**

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

**Key Deliverables**

a. Development of training curriculum manual and modules in easy language to understand.

b. **2000 Krishi Sakhi’s (KS)** will be trained and every KS should have completed successful training of 36 days within 2 years.

c. Capacity building of 25-30 project staff

Handholding support for six months after completion of 2 years training and reporting should be done to DPMU/SPMU.
Part - B
Agriculture Para Professional (APP)

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 Women Community level Para professionals on Agriculture 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 Women Agriculture Para Professional (APP) and IEC materials on Agriculture interventions in easy to understand language.
2. Conduct training, exposure visits and refresher training for Women Agriculture Para Professional (APP).
3. Hand holding support to trained Agriculture Para Professional during field work for six months.

Section D: Scope of Work:

The agency will

- Design a suitable training program, training curriculum and modules for Agriculture Para Professional who will be 10th standard qualified (female) and a member of women SHG of RGAVP.
- Conduct trainings for Agriculture Para Professional (APP).
- 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 E: Approach and Methodology

Identification of Community level Agriculture Para Professional

The selection of candidates for training will be done by SHGs/VOs/CLVs facilitated by YPs/Mangers/PFT livelihood present as well as with the support of the agency. RGAVP will provide necessary facilitation in identification and selection of required number of candidates for training on mutually agreed dates and venue.

Training of identified Agriculture Para Professional (APP)

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

1. Trainers should be qualified M.Sc (Agriculture).
2. Trainers should have at least 5 years’ experience as ‘trainer’ to Agriculture Para Professional.

Training would include class room teaching (residential), exposures and field practices.
A Tentative Schedule for Training & Capacity Building of Agriculture Para professional (APP)

- Orientation training for two days
- Learning by doing in the field for two weeks
- 1st Phase Improved Agriculture Management (IAM) training for twelve days (Residential)
- Learning by doing continuously in field for 3 months
- 2nd Phase Improved Agriculture Management (IAM) training for twelve days (Residential)
- Learning by doing continuously in field for 3 months
- Refresher training for four days in every four month (Residential)
- 3 days exposure visit within the state once a year.
- Organize and participate “Agriculture camp” before every season (total 3 camp per year) with the Collaboration of Agriculture Department
- Monthly meeting for cross learning, reflection, review and planning

Training Details

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Training</th>
<th>No of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Orientation training</td>
<td>3 Days</td>
</tr>
<tr>
<td>2.</td>
<td>1st Phase Improved Agriculture Management (IAM) training (1st Kharif Season of 1st Year)</td>
<td>12 Days</td>
</tr>
<tr>
<td>3.</td>
<td>2nd Phase Improved Agriculture Management (IAM) training (1st Rabi Season of 1st Year)</td>
<td>12 Days</td>
</tr>
<tr>
<td>4.</td>
<td>Refresher training of 6 (3+3) days in every season (Rabi &amp; Kharif)</td>
<td>12 Days</td>
</tr>
<tr>
<td>5.</td>
<td>2 Exposure visit of 3 days each within the state each year</td>
<td>6 Days</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>45 Days</strong></td>
</tr>
</tbody>
</table>

Note: Each Agriculture Para Professional should go through 45 days training (training plus exposure visit) within two years.

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. Agriculture Para Professional, the APPs will work at the community or field level. APP is not expected to be a professional degree holder but
she will be responsible for providing basic agriculture practise and agriculture production advice to people/Krishi Pathshala member families and other people in their communities. This training programme is designed for people who work in agriculture but have not had any formal training in agriculture best practices or agriculture 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 APP will**

- Recognize area of issues in agriculture.
- Facilitate farmers in agricultural practices
- Advise farmers on correct Agriculture Management Practices
- Refer technical issues in agriculture to the nearest agri. specialists and act as a link between agriculture department and the community.
- Should also coordinate with line departments for dissemination of information regarding relevant schemes to beneficiaries.
- Visit farmers and advise members of his community on how to improve agricultural productivity via sustainable means.

**Note:** Detail policy on Agriculture Para Professional is available on our website (www.rgavp.org)

**The trained APP should have following Skills after training**

- She should be able to provide hand holding support to Krushi Sakhis.
- Participatory communication and active listening skills
- Participatory Rural assessment, agriculture problem analysis, facilitating community analysis and learning.
- Identification of popular crop diseases and way of preventing those diseases.
- Should be well versed with Package of Practices (PoP).
- Formulation and administration of common bio-fertilizer, improved seeds, fertilizer, pesticides.
- Should have complete technical know-how of cultivation.
- Should be able to complete relevant documentation (reporting formats, PIP, Kisan Diary etc.)
- She should be able to address low agriculture productivity issues.

**Roles and Responsibilities of Agriculture Para Professional (APP)**

The Agriculture Para Professional will be a trained worker with required skills to promote best practices to further improve the agriculture production on scientific lines in the target communities. The major role and responsibilities envisaged for Agriculture Para Professional are as under:

- Mobilize 300 SHG members into agriculture based livelihood group in the form of Mahila Kisan Pathshala in her own cluster village or adjacent village.
- Conduct Krishi Pathshala with the help of Krishi Sakhi for promotion of best package of practices like- line sowing, improved seed use, disease and pest management practices etc.
- Conduct the Base line survey within cluster of all Mahila Kisan Pathshala members with the help of Krishi Sakhi.
- Ensure to maintain Kisan Diary within cluster of all Mahila Kisan Pathshala members.
- Conduct the crop demo plot yield assessment data in clusters of all Mahila Kisan Pathshala members.
- Regular day to day technical support, supervision and monitoring of Krishi Sakhi.
- She will ensure door step services to the farmers regarding knowledge on agriculture practices.
- Ensure inclusion of potential members of SHGs into the fold of Mahila Kisan Pathshala.
- Facilitate Demonstration of Package of Practices (PoP) through crop demo plot model at village level.
- Organizing Agriculture Field day with the help of Agriculture department and agency.
- Keep proper record of farmers’ activities and report to Block and District level anchor person.

The Agriculture Para Professional (APPs) will be trained to understand the agriculture business activity and present issues and problems. The training would include basic preventative care, season wise best practices and precautions, proper method of sowing and appropriate and sustainable ways of cultivation with focus on organic farming.

Training will have to be provided in batches of not more than 30 women at the State/District HQ with field visits in villages on consultation with RGAVP. If less than 30 candidates are selected for any district, then candidates from neighbouring districts will be mobilised to complete a batch of 30.

**Hand-holding support and refresher training**

The agency will provide on-field support to trained Agriculture Para Professional, report the working track record of APP after 2 years training for next six months. The agency will organize refresher trainings for them after six months of working in field to address gaps during field work.

**Note:** Venue of training, food, lodging, transportation, training materials and other expenses related to training will be borne by agency itself.

**Key Deliverables**

a. Development of training curriculum manual and modules in easy to understand language.

b. Train 200 Women Agriculture Para Professional (APP), every APP should have completed successful training of 45 days within 2 years.

c. Capacity building of 25 - 30 project staff

d. Handholding support for six month after completion of 2 years training and reporting should be done to DPMU/SPMU.
Staff for Technical Assistance at state level

In addition to training of Agr Para Professionals & Krishi Sakhi the agency will provide a team of 6 qualified professionals at State level for following objectives –

- One Agriculture Specialist (Team Leader) for any technical assistance.
- 5 Technical assistants (Subject matter Specialist 3 for Crop and 2 for Vegetable) for solving problems and monitoring along with Agriculture Specialist.
- Set up a Call centre (24*7) at state level for technical assistance of Krishi Sakhi and Krishi Patshala RGAVP SHG members.

Technical Expertise Required

The Agency’s professional team’s expertise should comprise the following broad areas:

- **Agriculture Specialist** (Farm-Based/Rural management/Rural Development) - She/he will co-ordinate the project and will be responsible for the overall management of the project like strategic planning, implementation, marketing, monitoring, control, target achievement, reporting etc.
- **Technical Assistant** - The primary responsibilities of subject matter specialist (agriculture) will be to provide technical support on development and finalization of Improved Agriculture Management Practices, linkages with relevant government schemes, capacity building of project functionaries and community cadres, marketing, conduct training programs and facilitation of implementation of best practices etc. They will also be responsible to travel in field to handhold, support and monitor the work being done by cadres & to address their problems.

Qualifications and experience required for the key experts

<table>
<thead>
<tr>
<th>Key Experts</th>
<th>Qualifications</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Specialist</td>
<td>Masters in Rural Development/Agriculture Management or related field</td>
<td>Minimum 10 years of relevant experience</td>
</tr>
<tr>
<td>(Team Leader)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Assistants</td>
<td>B.Sc. (Agr.)/ B.Tech (Agr.) or related field</td>
<td>Minimum 5 years of relevant experience</td>
</tr>
<tr>
<td>Master Trainer</td>
<td>B.Sc. (Agr.)/ B.Tech (Agr.) or related field</td>
<td>Minimum 5 years of training experience</td>
</tr>
<tr>
<td>(For providing training to Krishi Sakhi)</td>
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</tbody>
</table>
Section E: Timelines

The assignment is expected to be completed in a period of two years.

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 agriculture based livelihood, social sciences and of required professional skills on agriculture for the duration of the assignment. Resource persons having firsthand experience of working in agriculture 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 regularly.

Eligibility Criteria of the agency

- As a part of legal requirements, the agency should be a registered body under the relevant law and should be 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.
- Has average annual turnover of more than average of Rs. 50.0 lakhs in the last three years.
- The Agency should not have been 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 direct working experience with agriculture practices and capacity building.
- It should have understanding of socio economic, political, and cultural 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, villages, directions and guidelines received from the World Bank authorities.
Section II: - Criteria for short listing of Agency to develop Krishi Sakhis in all the 18 districts under Rajasthan Rural Livelihood Project (RRLP)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Previous livelihood related work experience in Rajasthan</td>
<td>10</td>
</tr>
<tr>
<td>2.</td>
<td>Work experience of the agency in the last three years (Agriculture Sector)</td>
<td>20</td>
</tr>
<tr>
<td>3.</td>
<td>Demonstrated experience of the agency in promoting Krishi Sakhis</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td>Qualified and experienced team of Resource Persons available with the agency</td>
<td>25</td>
</tr>
<tr>
<td>5.</td>
<td>Presence of the agency in the state</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>Award/ Recognition earned by the agency</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Description of Criteria for Short listing

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Yardstick</th>
<th>Max. Marks</th>
<th>Reference/ Source Information as provided in the application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Previous livelihood related work experience in Rajasthan</td>
<td>5 points for each livelihood projects implemented in Rajasthan</td>
<td>10</td>
<td>Information as provided in the application</td>
</tr>
<tr>
<td>2.</td>
<td>Work experience of the agency in the last three years (Agriculture Sector)</td>
<td>5 points for each project implemented in agriculture sector</td>
<td>20</td>
<td>Information as provided in the application</td>
</tr>
<tr>
<td>3.</td>
<td>Demonstrated experience of the agency in promoting Agriculture Para-professionals</td>
<td>10 points for each assignment [Minimum 10 Agriculture Para-Professionals]</td>
<td>30</td>
<td>Information as provided in the application</td>
</tr>
<tr>
<td>4.</td>
<td>Qualified and experienced team of Resource Persons available with the agency</td>
<td>(a) 7.5 points each for M.Sc/B.Sc (Agri,) 2 years of experience [Maximum 2 persons for point (a)]</td>
<td>25</td>
<td>List of full time staff with qualification and experience (In Years), provided by the Agency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) 5 points each for Rural Development/ Agriculture/ Management/ Social Work [Maximum 2 persons for a theme in point (b)]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Presence of the agency in the state</td>
<td>5 points for each office Agency has in Rajasthan</td>
<td>10</td>
<td>Information as provided in the application</td>
</tr>
<tr>
<td>6.</td>
<td>Award/ Recognition</td>
<td>(a) 3 points for national level</td>
<td>5</td>
<td>Information</td>
</tr>
<tr>
<td>earned by the agency</td>
<td>award to the agency</td>
<td></td>
<td></td>
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<td>---------------------</td>
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<tr>
<td>(b) 2 points for state level award to the agency</td>
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<tr>
<td>(c) 1 point for district level award to the agency</td>
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<td></td>
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<tr>
<td>as provided in the application</td>
<td></td>
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</tbody>
</table>

**Total** 100

### Section I: Review of Progress

The agency will prepare and submit the action plan and implementation progress from time to time in detail to SPMU under intimation to the DPMU as per implementation plan. The progress shall be regularly reviewed at SPMU/DPMU. RGA VP will send its monitors to oversee the training quality during the period of training. The agency will have to incorporate the suggestions given by RGA VP 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 Agency/RGA VP/expert deputed by RGA VP for this purpose. Only those candidates who pass the agreed evaluation criteria will be considered as ‘people trained’.

### Outcomes

After training and proper handholding of Krishi Sakhi and Agriculture Para professionals following will be outcome parameters which will be monitored only by MIS of RGA VP

1. 2000 Krishi Sakhis trained for 42 days and 200 Agriculture Para professionals for 45 days each.
2. 60000 beneficiaries being benefitted by these cadres.
3. About 70% of the 60000 beneficiaries report 30% increase in income due to agriculture activities.
4. About 50% of the beneficiaries have annual income of Rs.1 Lakh each.