

**Expression of Interest**

**For**

**Selection of Community Anchors under PRIME Program by Meghalaya Basin  
Management Agency (MBMA)**

**Meghalaya Basin Management Agency  
Shillong**

**March 25, 2021**

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## 1. Invitation for Expression of Interest

Meghalaya Basin Management Agency  
C/o Meghalaya State Housing Financing Co-operative Society Ltd.  
Upper Nongrim Hills, Shillong-793003

- Meghalaya Basin Management Agency invites sealed Expression of Interest (EOI) from eligible NGOs/Trusts/ Societies/ Cooperatives (“Consultants”) to indicate their interest in providing their Services as Community Anchors under the PRIME Program.
- The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [www.mbda.gov.in](http://www.mbda.gov.in).
- Further details, if any, may be obtained by sending an email to [prime.rural.mbma@gmail.com](mailto:prime.rural.mbma@gmail.com)
- Last date for submission of EOI is **15<sup>th</sup> April, 2021 upto 17:00 Hrs.** Bids are to be submitted in two sealed envelopes with the following caption **“Selection of Community Anchors under PRIME program by Meghalaya Basin Management Agency (MBMA)”**
- Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection Committee of MBMA.

Sl. No	Item	Dates
1	Date of EOI Publication	25 <sup>th</sup> March 2021
2	Start Date of Bid Document Download	26 <sup>th</sup> March 2021
3	Last Date of Bid Submission	15 <sup>th</sup> April 2021
4	Bid Opening Date	16 <sup>th</sup> April 2021

Sd/-  
Chief Executive Officer  
Meghalaya Basin Management Agency  
C/o Meghalaya State Housing Financing Co-operative Society Ltd.  
Nongrim Hills, Shillong-793003

## 2. Background

The Government of Meghalaya (GoM) is in the process of implementing a comprehensive strategy for building livelihoods and nano enterprises across all blocks of the state. The underlying principle of this strategy will be to provide continuous assured income through various farm and off farm enterprises. These enterprises will be linked to markets, local and national, with a focus on developing the entire value chain of these activities. The overarching objective will be to have sustainable livelihoods as pathways out of poverty.

The Promotion and Incubation of Market-Driven Enterprises (PRIME) programme is an initiative by the state government and was launched on January 21, 2020 at the Meghalaya Entrepreneurship and Startup Summit. It is a comprehensive programme that looks at enterprise promotion and incubation in a holistic manner. The key components of the programme are- Setting up of PRIME hubs (PHs) in all district and block headquarters, Annual selection of STARTUP ENTERPRISES, incubating 10,000 micro and NANO ENTERPRISES in a five-year time frame, supporting 50,000 LIVELIHOOD ENTERPRISES through SHGs & Cooperative Societies, creating dedicated funding windows, interest subvention programmes, credit enhancement through First Loan Default Guarantee (FLDG) schemes and using mindset interventions. Community Anchors (CAs) are an integral part of the PRIME implementation architecture. CAs will typically be local Non-Government/ Not for Profit Organizations/ Cooperatives/Societies/Charitable Trusts/ Village Organisations active in the block/ district with grass root level presence and good rapport with the community. CAs will act as a catalyst in the effective implementation and delivery of services at the PHs.

The GoM through its not-for-profit company, Meghalaya Basin Management Agency (MBMA), proposes to enter into a public private partnership with such eligible organizations (herein after referred to as "Consultants") to leverage the knowledge and expertise of these organizations in rural livelihoods and enterprise promotion.

## 3. Objective

Community Anchors are to provide support to the PRIME Program at the grassroots by undertaking a broad range of activities as indicated below:

- a. Identification of product based micro-clusters in the blocks for three main products using a value chain approach
- b. Formation of Producer Groups/ Service Producer Groups in micro clusters and facilitating upskilling, credit linages etc.
- c. Facilitating the exchange of skills between the public and private sector.
- d. Achieve annual targets in reaching out to nano entrepreneurs by providing necessary services.
- e. Providing linkages to the "PRIME Hubs" with the extension services of departments at the block level.
- f. Any other related assignment that MBMA may assign from time to time

#### 4. **Venue and Deadline for Submission of proposal**

Expressions of Interest must be delivered in a written form to the address below through registered post/speed post/ courier/ by hand on or before April 15 2021.

#### 5. **Validity of Offer**

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by MBMA.

#### 6. **Period of Consultancy**

The time period for the said consultancy shall be 12 months from the date of award of contract subject to satisfactory performance. The duration may be extended if required with mutual agreement of the parties.

#### 7. **Terms of Reference**

The detailed Terms of Reference are enclosed at Annexure - A. All bidders are advised to peruse the Terms of Reference carefully and ensure that they have understood the requirements of the assignment in detail. MBMA will not be responsible if any bidder has not understood the requirements and thereby rendering their submission ineligible for consideration.

#### 8. **Instructions to Bidders**

The Expression of Interest is to be submitted in the manner prescribed below: -  
All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in USB (Pendrive): -  
a) Organization Profile as per Format-2  
b) Experience of the organization as per Format-3.  
c) Declaration as per Format-4.

#### 9. **Qualification Criteria**

The EOI is open to NGOs/Trusts/ Societies/ Cooperatives who have relevant expertise as per the detailed criteria at **Annexure - B**

#### 10. **Evaluation Criteria and Method of Evaluation**

- a). Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b). EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c). MBMA reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from working with communities in Meghalaya.
- d). Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

## **11. Response**

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

## **12. Conflict of Interest**

- i. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform MBMA, detailing the conflict in writing as an attachment to this Bid.
- ii. MBMA will be the final arbiter in cases of potential conflicts of interest. Failure to notify MBMA of any potential conflict of interest will invalidate any verbal or written agreement.
- iii. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

## **13. Conditions under which EOI Issued**

The EOI is not an offer and is issued with no commitment. MBMA reserves the right to withdraw EOI and or vary any part thereof at any stage. MBMA further reserves the right to disqualify any bidder, should it be so necessary at any stage.

## **14. Last Date for submission of EOI**

The last date of submission of EOI is 15.04.2021 (17:00 Hrs.).

Bid Opening Date & Time is 16.04.2021 (15:00 Hrs.)

## **15. Formats for Submission**

**FORMAT - 1**

**APPLICANT'S EXPRESSION OF INTEREST**

To,

The Chief Executive Officer  
Meghalaya Basin Management Agency  
C/o Meghalaya State Housing Financing Co-operative Society Ltd.  
Upper Nongrim Hills, Shillong-793003

Sub: Submission of Expression of Interest for Selection of Community Anchors under PRIME Program by Meghalaya Basin Management Agency (MBMA)

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. Declaration (Format - 4)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter Head of the Organization.

**FORMAT - 2  
ORGANIZATION PROFILE**

<b>A. Consultant's Profile</b>			
<b>Organizational</b>	Name of the Organization:		
	Postal Address:		
	Telephone / Mobile No.		
	Fax/ E-mail/ Website:		
	Contact Person name and designation with contact details:		
	Date and place of Registration:		
	Registration No. (Copy to be enclosed):		
	PAN Number:		
	GST Number:		
	Location of Head Office:		
	Details of Branches if any:		
	<b>Provide a brief description of the background of organization including brief description of Core Staff:</b>		
	Any other information		
<b>B. Financial Information {Please enclose the financial statement of last three financial year. }</b>			
	<b>Provide the turnover on the basis of audited financial statement or Income Tax Returns of the previous three financial years in Indian Rupees.</b>		
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>



**Format – 3 / Annexure B**

Eligibility and Shortlisting Parameters for Selection of Community Anchors under PRIME program by Meghalaya Basin Management Agency (MBMA)

Sl. No.	Parameter	Indicator	Documents Required
Mandatory Criteria		The organization (NGO/Trust/Society/Cooperative etc.) must have a legal status	Copies of Registration certificate, PAN, GST etc.
1	Experience and Outreach Related	No. of Years of experience in executing livelihoods development/ enterprise development projects based on participation principles in the Meghalaya since registration of organization.	Relevant documents to prove the claims
		No. of districts in which the organization is actively working for last three years at village level. Mention district (s).	
		No. of villages in which the organization is actively working for last three years with communities. Mention villages and block.	
		No. of SHGs/ Producer groups formed.	
		No. of Enterprises supported/formed.	
2	Partnership Profile of NGOs	Number of projects/ government departments with which the organization worked in partnership for implementing rural development projects in the state.	Relevant documents to prove the claims
3	Financial Status of the organization	Average annual funding support received from international/ national donor agencies for last three years.	Relevant documents to prove the claims
		Average annual expenditure for last three financial years as per audited statement (including all sources of funding).	

Sl. No.	Parameter	Indicator	Documents Required
4	Staff Profile	Total Nos of paid and full time employees working in the organization.	Relevant documents to prove the claims
		No. of employees graduate in management / social science / social work / anthropology / humanities.	
		No. of women professional employees in the organization.	
		No. of professional employees (paid and full time) who have more than 3 years of experience in the organization	
5	Infrastructure Related	Infrastructure Facilities - Whether the organization has its own office building or not?	Relevant documents to prove the claims
		Infrastructure Facilities - Whether the organization has its own training centre / related facilities in the state or not?	
		Infrastructure Facilities - Whether the organization has its own transportation facilities or not?	
6	Recognition to the Organization	Whether the organization received any international / national / state / district level awards for its performance and contribution	Relevant documents to prove the claims
7	Experience as a Resource Support Organization	No. of Years of experience in livelihoods development / enterprise development projects based on participation principles as a Resource Support Organization since registration of organization.	Relevant documents to prove the claims
		No. of partners to which the Organization provided / is providing support services for Livelihoods Projects.	
		Whether the NGO is already partner of Govt. of Meghalaya for executing any of Govt. funded projects as Resource Support Organization (Yes/ No). Provide details.	
8	Networking and Partnership Profile	Whether the NGO is anchoring any network or providing secretariat support to any network / consortium, If yes, provide details.	Relevant documents to prove the claims

Sl. No.	Parameter	Indicator	Documents Required
		Membership of the organization in any network / association with a specific focus on livelihood promotion projects. If yes, provide details.	
9	Areas of Operation	Name and Number of Blocks	Relevant documents to prove the claims

Format 4

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Selection of Community Anchors under PRIME program by Meghalaya Basin Management Agency (MBMA).

All the information provided herewith is genuine and accurate.

Authorized Person's Signature

Name and Designation:

Date of Signature:

Office Seal:

Note: The declaration is to be furnished on the letter Head of the Organization.

## Newspaper advertisement

### **MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)**

Expression of Interest (EOI)

Meghalaya Basin Management Agency (MBMA) invites expressions of interest from eligible NGOs/Trusts/ Societies/ Cooperatives (“Consultants”) to indicate their interest in providing the Services etc. for the following assignment:

**Selection of Community Anchors under PRIME program by Meghalaya Basin Management Agency (MBMA)**

Last date for Submission of the Proposal: **on or before April 15 2021 by 5:00 PM.**

Details are available at [www.mbda.gov.in](http://www.mbda.gov.in)

The responses must be submitted in a sealed envelopes to:

The Chief Executive Officer, Meghalaya Basin Management Agency, C/o Meghalaya State Housing Financing & Cooperative Society Ltd., Upper Nongrim Hills, Shillong- 793003. Phone: 0364-2522921/2522992.

All interested parties to keep themselves updated on any addendums or ToR updations through this website. No further newspaper advertisements will be published

## Annexure - A

### Terms of Reference for Selection of Selection of Community Anchors

#### under PRIME Program

#### 1. Background and Context

- a. The Promotion and Incubation of Market Driven Enterprises (PRIME) is an initiative to provide systematic and targeted support to existing and aspiring entrepreneurs. The programs aim at incubating 10,000 MICRO and NANO Enterprises (Imitation Based) over a 5 Year period (2020-25) through business development, market and technology access and credit linkage. Additionally, 50,000 Livelihood Enterprises, which are single individual, market-oriented, livelihood activities will also be incubated and supported under the program. All the incubation and support services will be provided through a network of PRIME Hubs (PH) that will be set up across the State. These Hubs will be set up and run in a collaborative model in partnership with local NGOs, entrepreneurs and other active collectives (Cooperatives, Village Organizations, SHGs and FPOs). These Hubs will be the one-stop-shop for the various support activities to be provided to entrepreneurs in the State, with a very strong focus on development of product specific value chains.
- b. A typical PRIME Hub will comprise of Enterprise Facilitation Centres (EFCs), Rural Technology Park /Mini Industrial Estate and Incubators for enterprises. PHs will provide services ranging from training and capacity building, knowledge services, facilitating credit linkages, market linkages, business infrastructure, etc. to interested citizens.
- c. Community Anchors (CAs) are an integral part of the PRIME implementation architecture. CAs will typically be local Non-Government / Not for Profit Organizations / Cooperatives / Societies / Charitable Trusts / Village Organisations active in the block / district with grass root level presence and good rapport with the community. CAs will act as a catalyst in the effective implementation and delivery of services at the PHs.
- d. The GOM recognizes that there are several grassroots level organizations in the state that have been working with the community in the area of livelihoods and enterprise promotion.

#### 2. Deliverables

1. Identification of product based micro-clusters through extensive community outreach
2. Identification of priority products for the block
3. Create the value chain development infrastructure for identified products
4. Formation of producer groups / cooperatives and other collectives
5. Technical and Business skills to partners
6. Credit and Establishing reliable credit linkages
7. Ongoing technical, management and marketing assistance to producers/groups
8. Market linkages for inputs and outputs

\*Due to the dynamic nature of the PRIME Program, the quantifiable targets for the above-mentioned items will be provided by MBMA on a quarterly basis after consultations with stakeholders.

### 3. Geographical Coverage

Sl. No.	Block	District
1	Demdema	West Garo Hills
2	Nongstoin	West Khasi Hills
3	Pynursla	East Khasi Hills
4	Mawkynrew	
5	Mawsynram	
6	Sohiong	
7	Mawpat	
8	Mawlai	
9	Bhoirymbong	RiBhoi

### 4. Manpower

Each Agency is required to place experienced trained manpower as per the following specifications in the block assigned to them.

Staff Salaries	Per Month (Rs.)	Remarks	Roles and Responsibilities
Centre Manager	30000/-	At least 5 years of experience in working with rural communities, must have supervisory level experience, understanding of project management, meeting deadlines. Position to be equivalent to Manager in MBMA structure.	<ul style="list-style-type: none"> <li>Overall supervision of activities of the block</li> <li>Planning</li> <li>Ensuring Timelines are adhered as per plan</li> <li>Coordinate with the District Unit and timely reporting of activities</li> <li>Implement interventions related to products in coordination with the district and state unit of MBMA</li> </ul>
Business Planner	24000/-	At least 3 years of experience working in Rural Development Sector/ Projects. in Rural Development Sector/ Projects. Experience in handling projects in Business Development Services & Enterprise Finance. Should have a good knowledge of Banking, Micro Finance & Financial Services.	<ul style="list-style-type: none"> <li>Coordination with different partners and stakeholders for ensuring the availability of financial/credit services from mainstream financial institutions</li> <li>Preparation of business plans for availing financial services from mainstream financial institutions</li> <li>Facilitation between the individual/producer groups / cooperative etc and the mainstream financial institutions for availing of financial services</li> <li>Conduct regular field visits and provide handholding, support and mentoring individual/producer groups / cooperative in managing financial issues relating to enterprises</li> </ul>

- i. Travelling Expenses not exceeding Rs. 10,000/- per month per staff member will be paid by MBMA subject to submission of invoices, tour reports etc.
  - ii. Administrative Costs of Rs.15,000/- per month per block for meeting will be paid by MBMA.
  - iii. Each block will concentrate its activities on the main livelihood activities of the block as indicated in Sl. No. C. Manpower for each block should have prior experience in the products mentioned.
  - iv. Prior approval from MBMA is needed before placing the manpower in the blocks. Any allocation of manpower without the concurrence of MBMA will render the reimbursement of manpower costs ineligible.
  - v. In case where additional manpower costs are envisaged due to various reasons such as number of villages to be covered, distance from block headquarters, the same may be considered on a case-to-case basis.
5. **Time frame for the project**
- The projects will be for an initial period of 12 months. This would include the initial baseline study, project planning, information, field implementation and preparation of completion report.
6. **Payment Terms**
- i. Total Monthly costs payable by MBMA will include Monthly Remuneration, Travel reimbursement and Administrative costs.
  - ii. 90 per cent of the Total Monthly cost for 3 months will be paid in advance by MBMA at the beginning of every quarter.
  - iii. The remaining 10 per cent of Total Monthly cost plus an additional 5 percent (incentive) will be paid on achievement of agreed targets at the end of the assignment period in case targets are not achieved, the 10 percent shall stand forfeited.
  - iv. Other costs related to capacity building etc will be decided on case to case basis.
7. **Project Implementation**
- i. An inception report by the selected agency describing the proposed approach, manpower proposed and schedule of work. This report will be discussed with project management, before proceeding further.
  - ii. Project implementation phase where monthly progress reports are made available.
  - iii. Workshop with project stakeholders to discuss project output.
  - iv. Preparation of the final report incorporating comments from stakeholders.



## 8. Responsibilities

The responsibilities of the Agency and the MBMA would be broadly as under:

- i. Agency would be responsible for project inception and execution from end to end.
- ii. MBMA will make available related manpower for each EFC / PRIME Hub as mentioned in clause D above.
- iii. Agency will deploy manpower in each EFC/ PRIME Hub as per terms mentioned in Clause D above.
- iv. The Agency would be required to submit the project plan, baseline to MBMA before commencement of field work. MBMA has the right to amend the project execution plan as it may deem necessary.

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