

**Tamil Nadu Rural Transformation Project**  
**(Department of Rural Development and Panchayat Raj,**  
**Government of Tamil Nadu)**  
**2<sup>nd</sup>Floor, Mother Teresa Complex, Nungambakkam, Chennai- 600 034**  
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File No: 096/TNRTP/2018

Dated: 10/01/2019

**REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF AGENCY(S) FOR  
CAPACITY BUILDING SUPPORT FOR DEVELOPMENT AND STRENGTHENING OF  
PRODUCER COLLECTIVES UNDER TNRTP**

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The Tamil Nadu Rural Transformation Project invites “Expression of Interest” from the eligible registered consultancy agencies to submit their interest for providing consulting services for World Bank funded TNRTP Project for **Hiring of Agency for Capacity Building Support for Development and Strengthening of Producer Collectives under TNRTP**. Interested agencies may submit their “EXPRESSION OF INTEREST” in a sealed envelope clearly super scribed as Expression of Interest for “**Hiring of Agency for Capacity Building Support for Development and Strengthening of Producer Collectives under TNRTP**” latest by **17.30 hours on 06.02.2019**. This selection will be done on Quality and Cost Based Selection (QCBS) of The World Bank. The agencies may obtain further information and procedures for submitting the “Expression of Interest” from the official website of TNRTP i.e. [www.tnrtp.org](http://www.tnrtp.org)

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**REQUEST FOR REINVITE EXPRESSIONS OF INTEREST FOR HIRING OF AGENCY(S) FOR CAPACITY BUILDING SUPPORT FOR DEVELOPMENT AND STRENGTHENING OF PRODUCER COLLECTIVES UNDER TNRTP (CONSULTING SERVICES –QCBS FIRM SELECTION)**

**Tamil Nadu Rural Transformation Project**  
**Chennai, Tamil Nadu, India**

**Assignment Title: Hiring of Agency for Capacity Building Support for Development and Strengthening of Producer Collectives under TNRTP**

**Project Reference No: TNRTP/096/2017-18**

1. The project titled **Tamil Nadu Rural Transformation Project (TNRTP)** implemented through Tamil Nadu Rural Transformation Society intends to engage consulting services for **Hiring of Agency for Capacity Building Support for Development and Strengthening of Producer Collectives under TNRTP**. The consulting services (“the Services”) include hiring of Agency for Capacity Building Support for development and strengthening of Producer Collectives under TNRTP. Tamil Nadu Rural Transformation Project. The estimated duration of contract will be for subject to extension of further period till the end of the project based on the requirement and performance. The detailed activities are mentioned in the *Terms of Reference* as per [Annexure-A](#).
2. Tamil Nadu Rural Transformation Society now invites eligible consulting firms (“Consultancy”) to indicate their interest for providing the services. Interested Consultant firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.
3. **The short-listing criteria are as follows:-**
  - The agency should have an independent legal existence, registered under the applicable Act.
  - The agency should have prior experience & expertise in promotion/support at least 5 years experience in the field of Producer Organizations (preferably Farmer Producer Company) with a membership not less than 500 in each group.
  - The Agency should have undertaken at least 5 assignments of supporting Producer Organizations for any Government, International or Bilateral funded project during the last three financial years.
  - The Agency should have an annual average turnover of minimum Rs. 3.00 Crore or more during last three financial years and preferably a positive net worth. Out of the total turnover, at least Rs. 50.00 lakhs should be from PG-FPO assignments only

- (Relevant documents viz, audited financial statements and a certificate from Chartered Accountant in support of satisfying the criteria should be submitted).
- The Agency should have a well-qualified and sufficiently experienced faculty, in house or should be in a position to commit about their own network/association.
- The agency should have experience of working in Tamil Nadu or in a state with similar conditions or with a similar type of producer base
- The agency should have adequate knowledge resources on Producer Organization Promotion for e.g. S.O.Ps, Training Manuals and Materials, IEC Materials etc.

*Format for Submission of EOI to TNRTP is attached as [Annexure-B](#).*

4. A Consultant firm will be selected in accordance with the – **Quality & Cost Based Selection (QCBS) method** set out in the World Bank’s *procurement regulations for IPF Borrowers July 2016*. Attention of the interested Consultants is drawn to Section-III of the **"THE WORLD BANK Procurement Regulations for IPF Borrowers PROCUREMENT IN INVESTMENT PROJECT FINANCING Goods, Works, Non-Consulting and Consulting Services- July 2016"** (IPF: Investment Project Financing) relating to World Bank’s policy on Conflict of Interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower’s staff.

*The activities have been divided into five regions apart from state unit and detailed of zone for annexure is placed at **Annexure C** and indicating zone of priority is placed at **Annexure D***

5. *Tamilnadu Rural Transformation Project (TNRTP) now invites eligible firms/agencies/service providers to indicate their interest in providing the Services. Firms/Agencies may apply for either any or all the Five Zones, clearly indicating their order of preference for the Zones. However, firms/agencies will not be considered for award of contract for more than two zones. Separate RFP documents will be issued for each zone. If the same firm emerges with the highest combined score in the QCBS in more than two zones, it will be considered for only two zones based on the order of preference mentioned in this EOI stage. Firms/Agencies will be asked for their preference for the Zones at the Request for Proposal (RFP) stage. Interested firms/agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.*
6. Any agency who has been presently engaged by TNRTP for more than two separate assignments will not be considered for this assignment.
7. Consulting firm may associate with other firms in the form of a Joint Venture (JV) of Similar nature (with joint and several liability) to enhance their qualifications, however this shall be stated very clearly in the EOI and subsequent modifications shall not be allowed.

Expression of interest must be delivered in a written form to the address below in person or through postal/courier services latest by **17.30 hours on 1.02. 2019** at the following address.

**Address:**

**The Chief Executive Officer,  
Tamil Nadu Rural Transformation Project  
(Department of Rural Development and Panchayat Raj, Government. of Tamil Nadu)  
2<sup>nd</sup> Floor, Mother Teresa Complex, Valluvar Kottam High Road, Nungambakkam,  
Chennai- 600 034.  
Phone No.044 – 43443200  
Email – [tnrtpstate@gmail.com](mailto:tnrtpstate@gmail.com)  
Website [www.tnrtp.org](http://www.tnrtp.org)**

**Annexure-A**  
**Terms of Reference (ToR)**

**1. Introduction**

Tamil Nadu Government has been focusing on poverty reduction since 1983 through socio-economic empowerment of women by establishing the Tamil Nadu Corporation for Development of Women (TNCDW). The key strategies for implementation are organizing poor women into Self Help Groups (SHGs) and development of women-based community institutions through financial and livelihood access. Tamil Nadu Rural Empowerment and Poverty Reduction Project (TNEPRP) and Tamil Nadu State Rural Livelihoods Mission (TNSRLM) project were launched in 2005 and 2011 respectively and both the projects are supporting the empowerment of the poor and improving their livelihoods by developing, strengthening and synergizing pro-poor community institutions/groups; enhancing skills and capacities of the poor (especially women, youth, differently-abled, and the vulnerable); and financing productive demand driven investments in economic activities.

The proposed Tamil Nadu Rural Transformation Project (TNRTP) will leverage the strategies and investments made in the above projects to harness the institutional and knowledge capital for promoting inclusive economic development and growth for a transformative agenda in rural Tamil Nadu. The proposed project development objective of is to “Promote rural enterprises, access to finance and employment opportunities”. This is envisaged through Business eco system development, enterprises promotion, and Business plan financing and skilling and employment generation in 120 blocks from 26 districts of Tamil Nadu.

The enterprise promotion component would aim to promote individual and group enterprises and by building effective market and institutional linkages. The group enterprises will be Enterprise Groups (EGs), Producer Groups (PGs) promoted at the village level and Producer Collectives (PCs) promoted at the block, sub-district or district level. EGs would be collective enterprises with maximum of 30 members promoted at village level, PGs would be primary level aggregation of producers who would be involved primarily in production activities, aggregation of produce and may be in the first level of processing. These institutions would be formed of producers involved in farm, off-farm and non-farm sectors. As per the need of the subsector/ commodity, the PGs would be federated into PCs. The PCs would be supporting the producers in integrating with the market effectively, provide them with market intelligence and streamlined access to quality inputs. The promoted PCs would be responsible for procurement, processing and marketing of the produce of the PG members. The project plans to promote 7000 PGs and 50

PCs during the entire project time period.

## **2. Implementation Arrangement**

The enterprise promotion activities will be led by the State Project Management Unit (SPMU) at the state level and District Project Management Units (DPMU) at the district level under the project to provide support in the areas of promotion of these enterprises. It will support these institutions to sustain on a profitable basis by addressing the issues of inadequate financing, common assets, lack of skill and technology, increasing market access, inadequate risk coverage etc. The team from TNRTP will comprise of one professional head at the State level, one lead person in the district and one person in the Block who will lead Promotion of Enterprise/Producer Groups and Producer Collectives. Makamai a Community Professional Learning and Training Centre (CPLTC) will play a major role in creating and capacity building of a resource pool of Enterprise Community Professionals (ECPs). The Enterprise Community Professionals (ECPs) will mobilize the producers into PGs at the village level and link them to the One Stop Facility (OSF). The One Stop Facility is small business facilitation cum incubation centre established at the block level, through which the rural enterprises can get access to a range of business development services.

## **3. Role of Producer Institutions**

**3.1 Enterprise Group (EG):** These are group enterprises formed at the village level that are standalone enterprises not linked to any higher order Producer collective. They are involved in a common production activity utilizing a common infrastructure and are directly linked to the market.

**3.2 Producer Group (PG):** The PGs are formed on the prioritized commodities identified through district diagnostics study by TNRTP at village level. The Producer Group (PGs) are formed at the village level. The size of PGs may range from 30-150 members. The PGs will work towards productivity enhancement of the producers and also collective procurement and marketing. The Producer Groups are federated together to form Producer Collectives at the block or district level.

**3.3 Producer Collectives (PCs)** will have a strong focus on creating value for the producers, not just by means of aggregation, but also with enabling access to technical inputs, finance, extension services and market linkages. The PCs, estimated to have a membership of 500-2500 producers, would be a membership based organizations having representation from the Producer Groups or producers. The PCs will be formed out of the PG representatives or individual producer members involved in various subsectors.

The Technical support Agency will assist the district team in formation, capacity building and handholding of the enterprises.

#### **4. Need for Technical Support Agency**

The project requires Technical Support Agency (TSA) to support the project in the development of Producer Institutions both at village and higher level in the selected Blocks and Districts. The Agency will have to depute professionals who will build the capacities of *TNRTP and TNSRLM Team* to create a pool of resource persons and master resource person at the Block and District level. These pools will form, develop and nurture the Enterprise Groups, Producer Groups and Producer Collectives (PCs) with the handholding support from the TSA. To achieve the aforesaid objectives, the project will hire the services of reputed technical agencies/civil society organizations/consortium.

#### **5. Objectives of the Assignment**

The key objectives of the assignment would be as follows:

- a. To assist and handhold in formation, development and capacity building support of the Enterprise Groups (EGs) and Producer Groups (PGs) at the village level.
- b. To strengthen the Producer Collectives (PCs) as an institutional mechanism for sustaining and up-scaling farm, off-farm and non-farm based livelihood interventions and assist in developing guideline and support the *TNRTP/ TNSRLM teams and Makamai* in rolling out the PG development initiative
- c. To handhold the formation and registration of PCs and hence make it function effectively.
- d. To strengthen the Producer Collectives PCs to effectively work in the market system as a strong market player.
- e. To position the PCs as an important player in the mainstream market with a significant share of the local business.

#### **6. Area of Work**

The proposed assignment will cover 350000 producers in 120 selected blocks of 26 Districts for the year 2018-23.

**List of Tamil Nadu – Rural Transformation Project (TNRTP) Blocks**

<b>S.No</b>	<b>District</b>	<b>Phase (TNSRLM)</b>	<b>Name of the Block</b>	<b>No.of.Blocks</b>
	Coimbatore	II	Karamadai	4
			S.S.Kulam	
			Annur	
			P.N.Palayam	
2	Cuddalore	I	Annagramam	6
			Panrutti	
		II	Kumaratchi	
			Parangipettai	
			Buvanagiri	
Kurinjipadi				
3	Dindigul	I	Athoor	7
			Oddanchatram	
		II	Kodaikanal	
			Batlakundu	
			Palani	
			Vedasandur	
	Gujjiliamparai			
4	Erode	II	Thalavadi	5
			Bhavanisagar	
			Sathyamangalam	
			Bhavani	
			Chennimalai	
5	Kancheepuram	II	Thiruporur	5
			St.Thomas Mount	
			Thirukalukundram	
			Walajabad	
			Kanchipuram	
6	Karur	II	Kulithalai	2
			Karur	
7	Krishnagiri	II	Bargur	3
			Kaveripattinam	
			Krishnagiri	
8	Madurai	II	Madurai east	4
			Melur	
			Kottampatti	
			Thirupparankundram	



<b>S.No</b>	<b>District</b>	<b>Phase (TNSRLM)</b>	<b>Name of the Block</b>	<b>No.of.Blocks</b>
9	Nagapattinam	I	Sirkali	4
			Sembanarkovil	
		II	Nagapattinam	
			Thalaignayaru	
10	Namakkal	II	Pallipalayam	4
			Puduchatram	
			Mohanur	
			Tiruchengode	
11	Pudukkottai	II	Aranthangi	4
			Pudukkottai	
			Thiruvarankulam	
			Viralimalai	
12	Ramnad	I	Thiruvadanaï	4
			Thirupulani	
		II	Mandapam	
			RS Mangalam	
13	Salem	II	Omalar	7
			Mecheri	
			Sangagiri	
			Panamarathupatti	
			Tharamangalam	
			Attur	
			Veerapandi	
14	Sivagangai	II	Devakkottai	3
			Manamathurai	
			Kalayarkovil	
15	Theni	II	Periyakulam	2
			Uthamapalayam	
16	Tirunelveli	II	Keelapavoor	6
			Kadayam	
			Valliyoor	
			Radhapuram	
			Palayankottai	
			Nanguneri	
17	Tiruppur	II	Thiruppur	5
			Pongalur	
			Kundadam	
			Avinashi	
			Udumalpet	
18	Thiruvallur	II	Sholavaram	4

S.No	District	Phase (TNSRLM)	Name of the Block	No.of.Blocks
			Minjur	
			Gummidipoondi	
			Kadambathur	
19	Thiruvannamalai	I	Kalaspakkam	6
			Thurinjapuram	
		II	Vanthavasi	
			Kilpennathur	
			Theallar	
			Chetpet	
20	Thiruvarur	I	Needamangalam	4
			Valangaiman	
		II	Mannargudi	
			Muthupettai	
21	Thoothukudi	II	Sathankulam	4
			Alwarthirunagari	
			Thoothukudi	
			Karunkulam	
22	Trichy	II	Andanallur	5
			Manikandam	
			Mosoori	
			Manapparai	
			Thuraiyur	
23	Vellore	I	Nemlli	6
			Kaveripakkam	
		II	K.V.Kuppam	
			Sholingur	
			Arcot	
			Walajah	
24	Villupuram	I	Mugaiyur	8
			Kanai	
		II	TV Nallur	
			Kolliyanur	
			Sankarapuram	
			Vikrapandi	
			Rshivandiam	
			Vallam	
25	Virudhunagar	II	Sivakasi	4
			Rajapalayam	
			Virudhunagar	
			Kariapatti	
26	Nilgiris	NRLP	Gudalur	4

S.No	District	Phase (TNSRLM)	Name of the Block	No.of.Blocks
			Kothagiri	
			Coonoor	
			Ooty	
<b>Total</b>				<b>120</b>

## 7. Scope of Work & Duration

The proposed assignment will cover 350000 producers in 120 selected blocks of 26 Districts for the year 2019-23. The initial contract period will be for a period of three year from the date of signing of the contract. The contract can be extended each year for further scale-up and support on the basis of successful completion of the T.O.R with *All the PCs to have established the enterprises and made functional as per their Business Plans developed and the PCs have accessed at least two financial linkages and have access to profitable markets..* The project location districts been divided into five regions depending on the proximity for management purpose. Each region will have 10 PCs. accordingly, five TSAs will be hired, *one each for these regions to assist the district and block in formation and capacity building of PCs Strengthen handholding of producer collectives and positioning the producer collectives in the mainstream market as per the QCBS selection process. The agency should also work with the existing Enterprise groups /Producer groups and Producer collectives formed by TNSRLM /Ngos /Cbos in the same geography and provide them necessary handholding support. The training modules, IEC material and grading formats developed during the assignment will also be used both by TNRTP and TNSRLM.*

*The details of the region and district are mentioned below.*

S.No	Region	District
1	I	Cuddalore
		Thiruvarur
		Nagapattinam
		Villupuram
2	II	Coimbatore
		Nilgiris
		Salem
		Erode

		Tiruppur
3	III	Tirunelveli
		Tuticorin
		Virudhunagar
		Sivagangai
		Ramanathapuram
		Pudukottai
4	IV	Vellore
		Krishnagiri
		Thiruvallur
		Kanchipuram
		Thiruvannamalai
5	V	Dindigul
		Madurai
		Trichy
		Karur
		Theni
		Namakkal

### 7.1 Formation, development and capacity building support of the EGs (Enterprise Groups)

- Create resources (IEC Materials, Training Materials, Modules etc) for the formation, development and capacity support to the EG in consultation with *TNRTP and TNSRLM teams*.
- Create and develop a pool of resource persons and master resource person from the MaKaMai namely the ECPs through intensive capacity building and exposures for the formation and nurturing of the EGs.
- Assisting the identified producers who are interested in pursuing enterprises collectively into EGs.
- Assist the *TNRTP and TNSRLM and Makamai* team in developing Grading Mechanism for EGs which may help them in accessing finance or other benefits from relevant agencies.
- Handhold the *TNRTP, TNSRLM and Makamai* in establishment of all the systems and functions in the EGs to make it functional which complements the objective of *TNRTP and TNSRLM projects*.

- Help the ***TNRTP and TNSRLM teams*** to devise pathways for financing the EGs, identifying potential partners for lending, develop modalities of financing etc.
- ***Support the TNRTP team to develop quality Business Plans for the promoted Enterprise Groups in the region.***
- ***Support the TNRTP and TNSRLM teams to link the EGs promoted in the zone with remunerative market-wholesaler/retailer/exporter/ other relevant private/govt players.***

## **7.2 Formation, development and capacity building support of the PG (Producer Group)**

- Create resources (IEC Materials, Training Materials, and Modules etc) for the formation, development and capacity support to the PG in consultation with *TNRTP and TNSRLM team*.
- Create and develop a pool of resource persons and master resource person from the MaKaMai namely the ECPs through intensive capacity building and exposures for the formation and nurturing of the PGs.
- Assisting 350000 producers of the 120 Blocks spread in 26 district of TN to bring in the PG fold with the prescribed principles through handholding support to the ECPs developed in the project.
- Assist the ***TNRTP, TNSRLM and Makamai teams*** in developing Grading Mechanism for PGs which may help them in accessing finance or other benefits from relevant agencies.
- Handhold the ***TNRTP, TNSRLM and Makamai teams*** in establishment of all the systems and functions in the PGs to make it functional which complements the objective of TNRTP project.
- Help the ***TNRTP and TNSRLM teams*** to devise pathways for financing the PGs, identifying potential partners for lending, develop modalities of financing etc.

## **7.3 Formation, development and capacity building support of the Producer Collectives**

- Create resources like IEC, training material, training modules, tools etc for the formation, development and capacity support to the PCs in consultation with ***TNRTP and TNSRLM teams***.
- Provide guidance and handholding in registering the PC under appropriate act and geography of operations.
- Provide guidance in the system establishment related to management and governance functions of the PCs including its staff recruitment.
- Develop a Resource Manual covering the forming, norming, and performing stages for the PC in consultation with the ***TNRTP and TNSRLM teams***.
- Guiding and handholding the Block & District teams of TNRTP to bring all the PGs formed get federated and linked with the PCs through process of effective share-holder drive.

- Handhold the *TNRTP, TNSRLM and the PC staff* through intensive capacity building and exposures on the operational, management and governance functions of the Producer Organizations.
- Provide ongoing handholding support & guidance for the effective functioning of the PCs including its timely compliances of its legal formalities and obtaining the necessary licence and permits for business.
- Develop business plan, processes and systems for effective market access for the PCs. It will also support the PCs to explore new market avenues and marketing channels for selling the product.
- Support in identification of location, catchment, business planning, system development for the enterprises to be promoted along the selected value chains linked with the PCs. It will also support the PC to develop a sub sector/commodity specific market intelligence system.
- Develop effective market linkages for input and produce related to the key sub-sectors taken up under *TNRTP and TNSRLM* hence develop the capacities of the PC staffs to sustain the linkages created. It will also support the concerned PC raise capital from formal FI as well as from other sources for infrastructure development, working capital etc. It will also support the PC for convergence with relevant government schemes.
- Provide guidance to the *TNRTP and TNSRLM team* to develop relevant MIS for tracking the progress of the EG, PG and PCs on financial, governance and business aspects.
- Help the *TNRTP and TNSRLM team* in organizing Roundtables, Conferences, Policy Workshops, Learning Notes, Knowledge Resources on the subject matters related to PCs.

## 8. Key Outcomes & Outputs

The outcome of the proposed assignment would be to that all the project households are organized into EGs, PGs and federated in PCs. These producer institutions should be found to work effectively both in management and governance functions as an important outcome for the project. The following outputs needs to be delivered for the achievement of above outcome:

- i. Dedicated professional teams are placed at district (one per district) and state level (one at the state level) for managing the activities of this assignment.
- ii. All the project beneficiaries are brought under the PC fold and are able implement annual plan (including work, business, governance, convergence and linkages).
- iii. PC formed at the district level or in a higher geography in the project locations with the majority of the producers being the shareholders of the PG.

- iv. Community Operational Manual developed for the PC covering the aspects right from the mobilization of producers for formation of PC till making it ready to undertake business after establishment of governance, management and financial discipline.
- v. All the PC has their required staffs with required capacities and skills. Intensive Capacity building done for the key staffs of the PC especially the CEO and the Governing Board.
- vi. All the PC have conducted timely meetings of Governing & General Body with adherence to all systems in the contract period.
- vii. All the PC acquired the required license and permits for undertaking business.
- viii. All the PC have timely legal compliance and audits done and submitted.
- ix. All the PC have developed their business plan, process and systems to undertake different business activities.
- x. All the PCs have established the enterprises for processing, sorting, grading, custom hiring etc and made functional as per their Business Plans developed.
- xi. All the PCs have at least two linkages per produce to be sold in profitable markets.
- xii. Effective Training Modules and good quality training materials (IEC and Audio Visual) are developed for training Project staff, community professionals and the participating producers.
- xiii. Develop a grading mechanism for the PCs to diagnose their institutional health to ease the access for finance and other benefits.
- xiv. Training of all the district and block level Project staff is done on the concerned subject matter.
- xv. A MIS system developed to track the progress of EGs, PGs and PCs on financial, governance and business aspects.

## 9. Expected Team Composition, HR Requirements and Skill Requirements

The nature of assignments demands very specialized inputs in order to achieve the objectives of the assignment. Hence, the following would be the desired HR composition and requirements for the assignment:

Levels	Composition	Skills Set
State Level	1 Professional from Business Institution Development or Market Development	At least 10-12 years' experience in promoting & supporting Producer Organizations, Developing systems for governance and management, developing market readiness in Producer Organizations, experience of developing trainings modules for Producer Organizations, providing capacity

		<p>building support to Producer Organizations, accessing institutional finances for Producer Organizations, developing tracking methods for the progress of the Producer Organizations, organizing Workshops &amp; Conferences, Develop Knowledge Resources. Developing effective training modules and materials on business functions, financial planning, sound understanding on licenses, permits, compliances for the Producer Organizations. The incumbent has run or managed a PC or a Coop at a scale (around 1000-1500 producers-shareholders). The incumbent should have worked on branding, marketing sales function in a company which had an farmer/producer interface.</p>
District Level	1 Professional with business institution development background	<p>At least 5 years of experience in working in a Producer Company/Coop either as a CEO or as a NGO promoter staff. Experience in formation of Producer Organizations, preparing them with all the licensing requirements, developing systems for mobilizing produce, handling governance and management functions of Producer Organizations, developing capacities of the Producer Organizations and to some extent</p> <p>Experience of developing marketing strategies for commodities, market development work.</p>



## 10. Data Services and Facilities to be Provided by TNRTP

- The list of blocks and villages will be provided to the organization who will be selected in the procurement process
- The training will be conducted with the technical assistance of the TSA; TNRTP team will facilitate the process.
- The training material will be developed and prepared by the TSA in consultation with the **TNRTP and TNSRLM teams.**
- TNRTP will provide space in its existing office for the TSA professionals. However, the TSAs would provide laptops to its staff.
- *TNRTP will not provide any Travel Support to the district level staff of the TSA . The Agency should include the travel costs of their staff in the Financial Proposal Document.*
- TNRTP will facilitate the TSA the inter-domain coordination within **TNRTP and TNSRLM** for cross cutting objectives and the effective completion of the project. The State Project Management of the TNRTP will facilitate the coordination between the TSA and relevant domains as it would be imperative to understand the planning of the respective domains. The institutional strength of the PCs would be very critical to help them face the market challenges in a better manner.

## 11. Reporting Requirements

1. Inception Report (within 1 month of M.O.U done): One hard copy & one soft copy (MS Word, data in MS Excel& PDF file).
2. Monthly Report (by 1<sup>st</sup> week of each month): Three hard copies & one soft copy (MS Word, data in MS Excel & PDF file in CD)
3. Quarterly Report (within one week of quarter end): Three hard copies & one soft copy (MS Word, data in MS Excel & PDF file in CD)
4. Final Report (within 15 days of contract end): Five hard copies & one soft copy (MS Word, data in MS Excel & PDF file in CD), Soft Copy of the Training Module and Materials developed).

All the reports above should cover physical progress as per the T.O.R and milestones should also include the process adopted to achieve the progress, resources used, knowledge resources including the case studies, training materials etc. The report should also include the reports for the training, exposure and events conducted in the period. It should also highlight the key learning, challenges, measures taken to overcome, anticipated risk and mitigation measures for the forthcoming seasons, support required from TNRTP.

## 12. Monitoring and Review Arrangements

The proposed assignment of Providing Capacity Building Support for Development and Strengthening of Producer Collectives would be measured through collective actions done by the Producer Institutions as a result of their effective governance and management. The assignment will be monitored by a review committee constituted by *TNRTP comprising the Chief Executive Officer, Producer Collectives team along with representatives from TNSRLM Additional Project Director, State livelihood Specialist both Farm and Non Farm, Monitoring & Evaluation Cell, MIS Cell on Quarterly Basis*. This review committee will be constituted to interact with the consultant or agency, review and monitor the progress of the assignment on a regular basis.

*There would be a monthly review meeting at the District level where the TSA district staff will have to participate and in the monthly meeting at the state level where the TSA state level staff will have to participate.*

The primary responsibility of overseeing the assignment within TNRTP would be of the Producer Collectives State Project Management Unit. It will also facilitate the management and monitor the deliverables of the TSA.

### **Payment Schedule (Indicative):**

<b>S.No</b>	<b>Milestone</b>	<b>Payment in % of CV</b>	<b>Expected time of completion from effective date of contract (EDC)</b>
1	<i>Upon submission and acceptance of Inception Report</i>	<i>10% of the total CV</i>	<i>EDC + 1 month</i>
2	<i>Upon submission and acceptance of all the knowledge materials including Training Materials, Community Operational Manual for PCs etc.</i>	<i>10% of the total CV</i>	<i>Milestone1(M1) + 2 months</i>
3	<i>Completion of all ground work for PC formation including training of the CPs and Project team members for formation of PGs,EGs and PCs</i>	<i>10% of the total CV</i>	<i>M2 + 3 months</i>
4	<i>Registration of Producer Collective (PC)</i>	<i>10% of CV for one PC ( on a pro rata basis)</i>	
5	<i>Submission and Acceptance of PC business plan, Training of PG,EG and PCs on subsector interventions, Completion of orientation of PC members on BP</i>	<i>10% of CV for one PC ( on a pro rata basis)</i>	

6	<i>Completion of 1<sup>st</sup> business cycle of a PC across all subsectors and establishing linkage with the market</i>	<i>15% of CV for one PC ( on a pro rata basis)</i>	<i>After minimum 9 months from the initiation of the business activity of the PC as a legal entity.</i>
7	<i>Establish Convergences for the PC (either for business finance from sources other than banks or for technology/ knowledge or both)</i>	<i>10% of CV for one PC ( on a pro rata basis)</i>	<i>After minimum 12 months from the initiation of the business activity of the PC as a legal entity.</i>
8	<i>Completion of 2nd business cycle of a PC across all subsectors - including streamlining market linkage and establishing linkage with financial institutions for growth of PC</i>	<i>15% of CV for one PC on a pro rata basis)</i>	<i>After minimum 15 months from the initiation of the business activity of the PC as a legal entity On a pro-rata basis.</i>
9	<i>Business viability of the PC established where a)PC is able to recover cost of operation b)Shows positive growth trends c)Does prompt repayment of loans</i>	<i>10% of CV for one PC ( on a pro rata basis)</i>	<i>After the end of the handholding period for the particular PC. On a pro-rata basis</i>

## Annexure B

### Format for Submission of EOI to TNRTP

#### Submission Requirements

##### Expression of Interest (EOI) Consulting Firms

*(Additional Soft copy of this filled format shall be provided in CD along with this EOI)*

Project Name	<b>Tamil Nadu Rural Transformation Project</b>	
Address:	Tamil Nadu Rural Transformation Project (Department of Rural Development and Panchayat Raj, Government of Tamil Nadu), 2nd Floor, Mother Teresa Complex, Nungambakkam, Chennai- 600 034 Phone No.044 – 43443200, Email – <a href="mailto:tntpstate@gmail.com">tntpstate@gmail.com</a> Website: <a href="http://www.tnrttp.org">www.tnrttp.org</a>	
Assignment Title	Hiring of Agency for Capacity Building Support for Development and Strengthening of Producer Collectives under TNRTP.	
Reference No.	096/TNRTP/2018	
Date:		
<b>Consultant's Firm Profile [Maximum 2 Pages]</b>		
Organization	Provide a brief description of the background and organization of your firm/entity. The brief description should include: <ul style="list-style-type: none"><li>• Proprietor details</li><li>• Date and place of incorporation of the firm,</li><li>• Objectives of the firm,</li><li>• Availability of required capacities among staff.</li></ul>	
<b>Consulting Firm's Information</b>		
<b>Details Required</b>	<b>Particulars Furnished</b>	<b>Documents Required</b>
Consultant Name:		Copy of Registration Certificate
Country of Incorporation: Independent legal existence and should be registered in India under the applicable Act.		Copy of Registration Certificate / Partnership deed,
Year of Incorporation		Constitution Certificate
Pan No.		Pan Number
GST No.		GST certificate
Number of years in the similar consultancy		Self-certification

service					
Annual Turnover	Year 2016-17 – Rs Year 2015-16 – Rs Year 2014-15 - Rs	Audited Financial Statements			
<b>Consultant's Experience [Maximum 20 pages]</b>					
1.	Experience of working in Government or any other externally funded agencies in India. <b>At least 5 years' experience required.</b> <b>Please provide details of up to 10 such assignments (you may add more rows). (Please enclosed copy of the contract as evidence)</b>				
	Name of the Client (GoI /Externally Aided Project)	Nature of the assignment	Location and coverage (entire State, country, etc.)	Duration of Assignment (In month)	Value of Contract ( in INR)
		(Information provided should match with eligibility criteria as number of specific Project done etc) (Supporting shall be attached Experience Certificate and contract Agreements etc)			
2.	Experience in promotion and nurturing of PG-FPO in India. <b>At least 3 projects' experience required. Please provide details of up to 10 such assignments (you may add more rows)(Please enclosed copy of the contract as evidence)</b>				
	Name of the Client (GoI/Externally Aided Project)	Nature of the assignment (Monitoring & Evaluation or similar assignments )	Location and coverage (entire state, country, etc.)	Duration of Assignment (In month)	Value of Contract (Rs. In Lakh)
3.	<b>Two Experts to be proposed with experience Development Sector or Externally Aided Project in the areas of forming and nurturing PG-FPO or similar nature of works at-least for a period of 3 years. Detailed CVs are not required at REOI stage, which will be submitted if the agency qualifies for RFP stage.</b>				

Name of the proposed Expert			
Designation			
<b>Experience of 3 years in Development Sectors or any externally aided projects</b>			
Name of Project	Design and implementation of PG-FPO activities or similar nature of works experience.	Client and State	Duration of Assignments (In month)
<b><u>Any Other Information</u></b>			
Address of office in Tamil Nadu –			Address proof

- If the Consultant intends to form or has formed a Joint Venture (JV), along with all the above details, details of each member of the Joint Venture (JV) and the name of the lead partner, shall be provided.
- Separate proposal will be submitted for each zone/State units.

## Annexure C

### District List

S.No	Region	District
1	I	Cuddalore
		Thiruvarur
		Nagapattinam
		Villupuram
2	II	Coimbatore
		Nilgiris
		Salem
		Erode
		Tiruppur
3	III	Tirunelveli
		Tuticorin
		Virudhunagar
		Sivagangai
		Ramanathapuram
		Pudukottai
4	IV	Vellore
		Krishnagiri
		Thiruvallur
		Kanchipuram
		Thiruvannamalai
5	V	Dindigul
		Madurai
		Trichy
		Karur
		Theni
		Namakkal

**Annexure – D**  
**Format for Indicating the Priority of Zones**

<b>Sl. No</b>	<b>Region</b>	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>	<b>Priority 4</b>	<b>Priority 5</b>
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						
<b>4.</b>						
<b>5</b>						