

## **Terms of Reference (ToR) for Engagement of Facilitating NGOs (FNGOs) at Project Landscape Level under ECRICC Project in Kendrapara District**

### **Background:**

The Green Climate Fund (GCF) funded project on “**Enhancing Climate Resilience of India’s Coastal Communities-ECRICC**” supports the Government of India, Odisha, Maharashtra and Andhra Pradesh to enhance climate resilience of the lives and livelihoods of the most vulnerable populations, particularly women, in the coastal areas of India to climate change and extreme events, using an ecosystem-centered and community-based approach. This project also aims to contribute towards the achievement of climate priorities outlined in India’s National Action Plan on Climate Change (2008), the State Action Plan on Climate Change (e.g. Odisha Climate change Action Plan 2018-23) as well as commitments outlined in India’s Nationally Determined Contribution (NDC2015).

Forest, Environment and Climate Change Department, Govt. of Odisha is the nodal department for overall supervision and implementation of the ECRICC project in the State and UNDP is the accredited agency of the GCF to support the department during planning, implementation, and monitoring of the project.

The project will help in integrating climate change adaptation – particularly ecosystem restoration and climate-adaptive livelihoods – into coastal management and planning in Odisha whose coastal population is vulnerable to extreme events and slow onset climate impacts. Overall the project will also establish pathways to scale up ecosystem-based adaptation across all of India’s 13 coastal states, islands and union territories, where coastal districts house 14.2% of India’s total population., (NDC,2015). With this holistic vision, planned project interventions will provide direct benefits to 1,744,970 people in the 24 target landscapes in Andhra Pradesh, Maharashtra and Odisha States and indirect benefits to 10 million people in these landscapes of three states.

### **The project has three main outputs:**

#### **Output-1. Enhanced Resilience of Coastal and Marine Ecosystems and their Services.**

Activity 1.1. Conducting vulnerability assessment of the coast to inform planning of ecosystem- and community-based adaptation interventions

Activity 1.2. Conservation and restoration of coastal ecosystems for increasing ecosystem resilience through restoration of mangroves, salt marshes, sea grass and watershed in potential areas in the project landscapes

#### **Output-2. Climate-adaptive livelihoods for enhanced resilience of vulnerable coastal Communities.**

This output works primarily in 24 target landscapes in the three states (Odisha, Maharashtra and Andhra Pradesh). The output will help enhance adaptive capacity, including capacity to



adapt existing livelihood activities and diversify to climate resilient options, and to do business planning and access finance for scaling up harvesting, agri-and aquaculture operations. It will include working with the line departments, PRI members, communities and CBOs in coastal villages to enhance the integration of ecosystem-based approaches with resilient livelihoods. This will also include developing value chains to ensure uptake and the long-term sustainability of these adaptive livelihoods, including support on business planning, access to finance, certification and labelling of eco-products, and access to markets. Technical assistance will be provided to livelihood activities in two categories: a) livelihoods based on coastal ecosystems restored to buffer climate impacts and establishing value chains to sustain these livelihoods alongside evolving climate impacts; and b) livelihoods that adapt current farming practices to deal with climate impacts on agro-ecosystems. Value chain support activities will be funded by co-finance from the three states.

Activity. 2.1. Building climate-resilient livelihoods and enterprises through value chains and strengthened access to markets.

Activity.2.2. Improving capacities of local communities for community-based adaptation and climate-adaptive livelihoods.

### **Output-3. Strengthened governance and institutional framework for climate-resilient management of coastal areas.**

The output provides pathways to replication and scale by extending the approaches to ecosystem restoration carried out in Output 1 and approaches to climate-adaptive livelihood support carried out in Output 2, across all project areas, and also shares knowledge on coastal resilience with countries in the wider South Asian region.

Activity 3.1. Network of institutions for enhanced climate resilience and integrated planning and governance.

Activity 3.2. Integrating ecosystem-centric approaches to climate change adaptation into public and private sector policies, plans and budgets, and scaling up finance for EbA.

Activity 3.3. Knowledge management for coastal resilience.

(For more information refer: <https://www.greenclimate.fund/projects/fp084> )

## **2. Scope of Work**

The ECRICC project plans to engage 2 No. of FNGOs in 2 project landscapes Viz. 1. Mahanadi Mouth 2. Bhitarkanika (One FNGO for each project landscape) in Kendrapara district through Kendrapara DPMU.

**The Scope of Work of FNGOs under ECRICC Project will including the following:**

- l) Support community mobilization, awareness, training, sensitization, skill development and technical training and other capacity building activities of the communities in



project villages on Climate Change issues, bio-diversity conservation and climate resilient practices in the Agriculture and Fishery sector closely working with relevant line departments, village level community institutions (WSHGs, GPLFs, FPOs, VSS/EDCs etc.) promoted by Odisha Livelihood Mission (OLM)/ Mission Shakti etc.

- II) Assistance to Project Implementation Agencies (PIAs- Agriculture and fisheries), DPMU, SPMU during planning and implementation of various climate adaptive livelihood interventions (Agriculture, Fishery and other livelihood interventions) in project villages closely working with the line departments, communities, DPMUs and SPMU .
- III) Assistance to Line Departments, DPMU and SPMU for collection of baseline data of project villages through household and village survey, planning and implementation support to livelihoods and other eco-system restoration interventions at landscape and village level, preparation of business / enterprise plans of livelihood activities , handholding support to livelihood groups during implementation of livelihood interventions and financial linkage with banks and other financial institutions, preparation of Target Landscape Integrated Management Plans (TLIMPs)/ Detail Project Report (DPR), backyard and forward market linkage of livelihood activities to be promoted under the project, facilitation support during thematic studies, mid-term & end-term evaluation and documentation of best practices and success stories.
- IV) Assistance and facilitation support on convergence of relevant schemes/programs of line departments in project villages.
- V) Re-organization/formation of VSS, EDC, SHGs etc.
- VI) Documentation of project interventions and Knowledge Management.

**(Activities of FNGOs shall be finalized by respective DPMU as per need of the project landscape)**

### **3. Eligibility Criteria for NGOs**

#### **3.1 Registration and other legal requirements**

- The NGO should be registered under the Indian Societies Registration Act, 1860 / Indian Trust Act, 1882 / Company registered under Section 8 of the Companies Act, 2013 for a minimum of 5 years and shall be able to present annual reports and audit reports, when required.



- The NGO should be working in the same district / landscape in which the concerned DPMU is located for at least 3 years and successfully implemented 2 projects funded by International Donors or Government Agencies (Union or State Governments).
- The average annual turnover of the NGO shall be at least Rs.25 lakhs for the last 3 years.
- An NGO blacklisted or placed under funding restriction by any Ministry or Government Department, Government Undertaking, shall not be eligible.
- NGO should not have defaulted either in works or in financial progress in any of their works with the Government Department or Government Agencies in last three years.
- Prior experience of grooming and managing community resource persons / village volunteers, field coordinators etc.

### 3.2 Minimum experience required:

- Proven experience of working for 5 years in the Forestry Sector, or in Wildlife Management and Biodiversity Conservation Sectors, or in other sectors such as Environment, Natural Resources Management, Climate Change, Disaster Management, Watershed Management, Rural Livelihoods (Preferably in the Agriculture & Fishery Sector), Women Empowerment, Community and Rural Development etc.
- Minimum 5 years of experience in preparation of village level development plans / Micro Plan, livelihood improvement / income generation plans for SHGs etc. The NGO should be well conversant in PRA and other participatory planning tools.
- Minimum 5 years of experience in community institution development, capacity building and building linkages between the community institutions and different opportunities in the government and market.

### 4. Expected Roles / Functions of NGO

The Facilitating NGO shall have the following key roles / functions for implementation of the Project:

1. Assist the DPMU in assessment, identification and selection of project village and project beneficiaries (Selection of Climate Vulnerable households, Women SHGs, Farmers' Groups, Fisher Groups, VSSs and EDCs) for the Project.
2. Carry out multi-pronged activities for community mobilization in Women SHGs, Farmers, fishermen communities, VSS/EDC to efficiently:
  - a. Facilitate eco-system restoration management and biodiversity conservation



- interventions.
- b. Facilitate implementation of climate adaptive livelihood project activities
  - c. Collaborate with PRIs and other line departments for carrying out different village development and livelihood improvement activities and facilitate convergence.
3. Assist the DPMU information and strengthening of VSSs, EDCs and SHGs, FPOs wherever required.
  4. Work with the SHGs, VSSs and EDCs for preparation of village level climate resilient livelihood and eco-system restoration planning and implementation following the guidelines and manual of the project providing timely assistance to project PIAs/ Line Departments.
  5. Assist the VSS/EDC, SHGs, FPOs and DPMU in periodical review of the implementation of project activities.
  6. Work with the SHGs, VSSs/EDCs, FPOs to prepare Annual Work Plans following the guidelines of the Project.
  7. Assist the SHGs, VSSs, EDCs, FPOs and DPMU to prepare plan for convergence and facilitating linkages with PRIs, line departments and private sector agencies.
  8. Work with DPMU and SPMU for planning and implementation of different capacity building activities for various livelihood groups, VSSs, EDCs and SHGs – the activities may include sensitization / orientation, training, coaching, handholding, demonstration, skill development, exposure visit etc. The focus shall be on institution development as well as programmes so that the VSSs, EDCs ,SHGs and other livelihood groups can plan and implement different activities and can sustain the effort seven after the project period.
  9. Assist the SHGs, VSSs and EDCs to identify beneficiaries for different project components especially climate resilient livelihoods, access to entitlements etc. under different schemes of the Government.
  10. Work with SHGs, VSSs and EDCs to identify the climate vulnerable poorest communities and organize the members from Self Help Groups.
  11. Assist the SHGs in building linkages with appropriate institutions for skill development, setting up of enterprises, financial linkage with banks and other institutions, backward and forward market linkage and other value chain interventions to be supported by the project.
  12. Assist SHGs, VSSs/EDCs and other climate vulnerable assetless households to adopt and practice new income diversification livelihood activities for enhancing their climate adaptive capacity.
  13. Work with other members of DPMU and SPMU Team to form Climate Adaptive Livelihood Clusters for promotion of livelihood activities and facilitate SHGs to become members in the cluster organization.

14. Assist DPMU, SPMU and Communities for interventions related to climate smart /climate resilient project villages if initiated by the project.
15. Assist DPMU and SPMU in collection and compilation of data on the progress of project implementation and assist them in regular project monitoring and reviews, and preparation of periodic progress reports of the Project.
16. Assist VSSs, EDCs and SHGs to adopt standard institutional governance procedures and build their capacity to manage funds, maintain books of accounts and other records, undertake financial and social audits and respect transparency and accountability.
17. Assist DPMU and SPMU in carrying out various sensitization, publicity and promotional activities at VSS / EDC, SHG, Gram Panchayat level SHG Federations, school children and PRI members for creating public awareness on the project on climate change issues, eco-system restoration, coastal protection, bio-diversity conservation, climate resilient agriculture and popularization of project strategies, results and best practices. The Facilitating NGO is expected to play the role of a knowledge partner of the project at landscape level.

**(Activities of FNGOs shall be finalized by respective DPMU as per need of the project landscape)**

**5. Composition of FNGO Team (Core and Extended Team) at Landscape level (Landscape Implementation Support Team-LIST)**

The FNGO Landscape Implementation Support Team (LIST) to be deployed by FNGO would consist of (a) Core Team at landscape level and (b) Extended team at project cluster and village Level within each project landscape.

**(a) Landscape Implementation Support Team-LIST (Core Team of FNGO)**

The **Core Team** of the FNGO at landscape level (LIST) will constitute one **Team Leader** (Socio-Economic Development & Capacity Building Expert cum Team Leader), one **Livelihood Officer** and one **Office Assistant** at landscape level. **The Facilitating NGO (FNGO) will be mandated to deploy women team members –at least one-Woman member will be deployed per LIST.**

The FNGO Team Leader will be designated by the FNGO as the coordinator for day-to-day interaction with the DPMU / SPMU. The Chief Functionary of the NGO will be responsible for delivery of outputs agreed in the ToR.

**(b) Landscape Implementation Support Team-LIST (Extended Team of FNGO at Project Cluster and Village level)**



The Extended Team of the FNGO at landscape level (LIST) will constitute **I) Cluster Coordinators at cluster level and II) Climate Champions/ Community Resource Persons (CRPs) at project village level.**

- I) **The Cluster Coordinators** are expected to assist the project and FNGO Core team for day-to day implementation of project activities. One Cluster Coordinator may be deployed by FNGO to support 10-15 villages with consideration of distance factor, population, progress of project activities etc.

The total number of Cluster Coordinators to be engaged by the FNGO in each project landscape may vary from one project landscape to another project landscape depending upon the total number of project villages to be covered under one project landscape and scale of operation of project activities for a project landscape. Respective DPMU will work with the selected FNGO to decide requirement of total number of Cluster Coordinators for the assigned landscape and approve engagement of cluster coordinators from time to time as per the need, progress of implementation of project activities and coverage of project villages. **At least 50% of the total number of cluster coordinators to be deployed by the FNGO shall be Women and preferably from nearby locality.**

- II) **Climate Champions/ Community Resource Persons (CRPs)** are expected to be deployed by FNGOs at project village level. One Climate Champion / CRP (**Preferably Women of the same or nearby project village**) shall be engaged by FNGO for One project village or 2-3 project villages depending upon existing work load and progress of project activities. Respective DPMU will work with the selected FNGO to decide requirement of total number of Climate Champions / CRPs for the assigned landscape and approve engagement of Climate Champions/ CRPs from time to time as per the need, progress of implementation of project activities and coverage of project villages.

**Table: Landscape wise indicative requirement of FNGO Core and Extended Team Members at LIST**

**(To be decided by respective DPMU)**

Sl. No	Name of the Project Landscape	District	Requirement of FNGOs at Landscape Level	Socio-Economic Development & Capacity Building Expert cum Team Leader (Total Nos-Max)	Livelihood Officer (Total Nos-Max)	Office Assistant (Total Nos-Max )	Cluster Coordinators (Total Nos-Max)	Climate Champions/ Community Resource Persons- CRPs . (Total Nos-Max)
1	Mahanadi Mouth	Kendrapara	1	1	1	1	12	171
2	Bhitarkanika		1	1	1	1	9	136
	<b>Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>21</b>	<b>307</b>



**6. Terms of Reference and Required Qualifications of the FNGO Core & Extended Team Members**

Sl. No	Position, Monthly Remuneration, Fixed monthly mobility cost, and maximum period of engagement.	Essential Qualification	Desired Professional Experience	Key Responsibilities /Job Description
<b>FNGO Core Team at Landscape level (LIST)</b>				
1	<p><b>Socio-Economic &amp; Capacity Building Expert cum Team Leader.</b> (Ref: CG-PME-1-RC)</p> <p><b>Rs.50,000/-month (consolidated) plus Rs.4000/-month fixed mobility cost.</b></p> <p>(Maximum Period of engagement-36 months)</p>	<p>Post Graduate Degree/ Management with Degree or Diploma in Rural Development / MBA / PG or Master Degree in Rural Development / Social Sciences / Economics/ Agro-Economics/ MBA in Rural Management, Master Degree in Sociology /Social Work from a recognized institution/ University.</p>	<p>5 years or greater of post-qualification experience of working with the Government/ NGOs/ International Development Organizations etc. in the field of social mobilization, institution and capacity building , livelihoods, Joint Forest Management, Climate Change, bio-diversity conservation, watershed etc.</p>	<ol style="list-style-type: none"> <li>1. Strategy, planning and monitoring of FNGO project activities closely working with DPMU.</li> <li>2. Manage and maintain cordial relationship with DPMUs, PIAs, Line Departments, SPMU, District Administration, VSS/EDCs, WSHGs, GPs, GPLFs. PRI members and other community-based organizations during implementation of ECRICC project.</li> <li>3. Compile, analyze and draft FNGO Work Plans (MPR, QPR, AWP), progress reports; periodic reports and success stories etc.</li> <li>4. Support facilitating thematic studies, baseline study, impact assessment studies and documentation of success stories by the project.</li> <li>5. Mobilize SHGs, Farmer Groups, Fishermen Groups for participatory planning, implementation, strengthening and monitoring of the VSSs/ EDCs, SHGs etc.</li> <li>6. Facilitate the formation and strengthening of the VSS/EDCs, WSHGs/ Farmers' Groups, Fishers' Groups , organizing Palli Sabha &amp; Gram Sabha and the audit committees and build their capacity.</li> </ol>



				<p>7. Identification of Training Need Assessment, Sensitization, Awareness, training and Capacity Building of the communities, PRI members , WSHGs, VSS/EDCs , GPLFs on issues related to Climate change, coastal protection, climate hazards and need for bio-diversity conservation and climate resilient practices and demonstration.</p> <p>8. Support DPMU during preparation of capacity building plans and handholding support to NGO core and extended team members during training and sensitization programs at village level.</p> <p>9. Assist DPMU/SPMU during preparation of Detail Project Reports (DPRs) / Target Landscape Integrated Management Plan (TLIMP) by Project Implementing Agencies (PIAs) .</p> <p>10. Assist PIAs and technical support to Cluster Coordinators, Climate Champions, Communities during implementation of project activities.</p> <p>11. Coordinate with the Line Departments and other partners including Agriculture, Horticulture , OLM, Mission Shakti , MSME , Fishery and other related line departments etc. for joint programming and activities in the areas of agriculture, fisheries and other livelihood development and facilitate convergence of schemes from line departments.</p> <p>12. Support gender mainstreaming</p>
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				<p>interventions, women empowerment, reduction of climate vulnerability for most vulnerable households etc.</p> <p>13. Prepare and submit monthly and quarterly action, progress reports and other reports of FNGO team to DPMU as required from time to time.</p> <p>14. Conduct regular tour to project villages to support project implementation (minimum of 10-15 days per month)</p> <p>15. Evaluate performance of team members on Quarterly and Annual basis and submit to DPMU.</p> <p>16. Any other task to be assigned by the DPMU, District Collector, SPMU and PIAs of ECRICC project.</p>
2	<p><b>Livelihood Officer.</b></p> <p>(Ref: CG-PME-2-RC)</p> <p><b>Rs.40,000/-month (consolidated) plus Rs.4000/-month fixed mobility cost.</b></p> <p>(Maximum period of engagement - 36 months)</p>	<p>B.SB.Scor M.Sc. in Agriculture / Soil and Water Management / Forestry / Fishery /Agriculture and Allied Science/ Horticulture/ M.Tech Agricultural Engineering/ MBA in Rural Development/ Agri Business from a recognized institution/ University.</p>	<p>At-least 3 years of post-qualification experience of working with the Government/NGOs/ International Development Organizations etc. on implementation of production and post production value chain related interventions in the agriculture and fishery sector .</p> <p>Prior experience of working on climate resilient agriculture, technology and practices, marine and brackish water fishery production and value chain interventions in coastal area would be an added advantage.</p>	<p>1.Strategy, Planning, Implementation support to livelihood interventions under the project.</p> <p>2.Coordination and technical support to Project Implementation Agencies (PIAs)/ Line Departments/ DPMU , OLM/Mission Shakti , SPMU, FNGO Core team during implementation of fisheries and climate resilient agriculture interventions with communities.</p> <p>3. Assist DPMU/SPMU during preparation of Detail Project Report (DPR)/TLIMPs , technical support for developing business plans and implementation of climate adaptive livelihoods</p>



				<p>activities and practices at landscape level including support for production enhancement and value chain interventions in fishery and agriculture sector.</p> <p>4. Technical support for capacity building of Cluster Coordinators, Climate Champions, SHGs and other livelihood groups for pilot and demonstration of climate resilient livelihood interventions in the agriculture and fishery sector.</p> <p>5. Assist PIA, DPMU for mobilization and selection of farmers/ groups in project villages for implementation of climate resilient agriculture and fishery interventions and practices.</p> <p>6. Organize and facilitate technical trainings, exposure visits of communities on fishery and agriculture related interventions closely working with FNGO Team Leader and DPMU experts.</p> <p>7. Provide technical support to PIA/DPMU for establishing Climate Smart/ Climate Resilient agriculture villages.</p> <p>8. Technical Support to DPMU/SPMU for various climate and climate resilient agriculture/ livelihood workshops, training and field exposure visits of farmers, SHG members, VSS/EDC members as per the requirement of project at village, GP, landscape and district level.</p> <p>9. Support DPMU, SPMU for conducting all thematic, baseline, mid-term and end term studies,</p>
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				<p>impact assessment , value chain studies related to the project , documentation of success stories of best climate resilient agriculture practices.</p> <p>10. Technical Support developing training modules, IEC materials relating climate resilient agriculture practices, arrangement of technical resource persons for conducting training at village level coordination with PIA/Line department, DPMU and SPMU .</p> <p>11. Prepare and submit monthly and quarterly action and achievement plan to FNGO team leader.</p> <p>12. Conduct minimum 15 days field tour to project villages to support implementation. Any other task to be assigned by the DPMU, District Collector, SPMU and PIAs of ECRICC project.</p> <p>13. Any other task to be assigned by the FNGO Team Leader, DPMU, District Collector, SPMU and PIAs of ECRICC project.</p>
3	<p><b>Office Assistant.</b> (Ref: CG-SST-2-RC)</p> <p><b>Rs.19,000/-month (consolidated)</b></p> <p>(Maximum Period of engagement - 36 months)</p>	<p>Graduation with computer knowledge /DCA/PGDCA from a recognized institution/ University.</p>	<p>years of experience in any Government/ NGO/ Private Sector Organization on supporting/ assisting Office work and documentation.</p>	<p>1.Assist documentation of project related work and maintenance of data sheet and MIS.</p> <p>2. Support management of FNGO field office at cluster level, arrangement of logistics during day to day implementation support of the project.</p> <p>3.Maintain leave, attendance, field movement register and stock registers of FNGO related to</p>



				ECRICC project. 4. Any other task to be assigned by FNGO team leader, DPMU, District Collector, SPMU and PIAs of ECRICC project.
<b>FNGO Extension Support Team at Cluster level (Cluster Coordinator-CC)</b>				
<b>4</b>	<p><b>Cluster Co-ordinator -</b> (One Cluster Coordinator -CC for 10-15 project villages to be decided by DPMU after finalization of project villages) (Ref: CG-SST-1-RC)</p> <p><b>Rs.18,000/-month (consolidated) plus Rs.2000/-month fixed mobility cost.</b></p> <p>(Maximum Period of engagement - 36 months)</p>	<p>Minimum +2 with DCA/PGDCA/ Diploma in computer Science or Equivalent Degree from a recognized University / Institution.</p>	<p>least 3 years of post-qualification experience working with NGOs/ Government or other organizations preferably in coastal areas.</p>	<p>1.Facilitate Village /GP level meetings, trainings on climate change issues, eco-system restoration, climate adaptive livelihoods etc. closely working with the communities, Climate Champions, VSS/EDCs, WSHGs, GPs, Farmers' and Fishers' groups, NGO core team, DPMU etc.</p> <p>2.Facilitate baseline survey data, micro planning, situation assessment, livelihood planning in fishery and agriculture related interventions.</p> <p>3.Provide handholding support to various livelihood groups, PIAs, NGO core team for effective implementation of eco-system and climate adaptive livelihood interventions in the agriculture and fishery sectors.</p> <p>4.Assist NGO Core team, Climate Champions, DPMU in organizing training, awareness and sensitization programs at village/GP level on climate change, eco-system restoration and climate adaptive livelihood interventions.</p> <p>5. Coordination with line departments at local level for convergence and implementation of various schemes in project villages.</p>



				<p>6. Grooming and provide handholding support to Climate Champions for mobilization of the communities for various project activities.</p> <p>7. Submit monthly progress report of the project in the assigned area on various activities, events supported by the project.</p> <p>8. Minimum field visit of 15 days in a month to the assigned project villages to support project implementation.</p> <p>8. Any other task to be assigned by FNGO team leader, DPMU, District Collector, SPMU and PIAs of ECRICC project.</p>
<b>Climate Champion (Community Resource Person- CRP)</b>				
5	<p><b>Community Resource Person-CRP (Climate Champion/CRP) (Preferably Women)</b></p> <p><b>Monthly Fixed Remuneration: Rs.5000/- (Consolidated)</b></p> <p>(Maximum Period of Engagement-30 months)</p>	<p><b>Minimum Educational Qualification: 7<sup>th</sup> class pass</b></p> <p><b>Minimum Age: Must be 18 years</b></p>	<p><b>Other desired criteria and experiences:</b></p> <p>1. Must belong to rural community particularly from the same locality- same or nearby village, preferably women,</p> <p>2. Should be able to read and write odia, well versed with local language,</p> <p>3. Must not be working as a full time staff of Government/NGO/ Private Sector/ Elected Representative of any</p>	<p>1. Work under the guidance of FNGO Team , PIAs and DPMU during implementation of the project.</p> <p>2. Responsible for mobilization and capacity building of communities and Community based Organizations (CBOs) especially SHG Federations, Women SHGs, farmers, fishermen, VSS, EDCs, PRI members etc.</p> <p>3. Organize village level meetings / focused group discussions on planning and implementation of various project activities.</p> <p>4. Facilitate identification of climate vulnerable households for support of project in the agriculture and fishery sectors.</p> <p>5. Assist FNGO team for collection</p>



			<p>Panchayati Raj Institutions,</p> <p>4.Active member of OLM / member of Mission Shakti promoted women SHGs/ Active Farmer/ Active Fisherman/ Women / VSS or EDC member; active CRP of OLM etc., sensitive towards the poor and marginalized population</p> <p>5.Strong local communication and articulation skill.</p> <p>6.Visualize and articulate climate change issues in local context.</p> <p>positive thinking and prior experience of supporting government programs, NGOs and social and voluntary action at village level</p> <p>7.Able to give dedicated time for ECRICC project</p>	<p>of baseline socio-economic and livelihood data related to agriculture and fishery sector(Household and Village level)</p> <p>6. Assist FNGO team/ PIAs for preparation of business plan of target fishery groups and other micro enterprises.</p> <p>7. Assist department officials during restoration of mangroves, watershed, seagrass and salt marshes.( if required )</p> <p>8.Assist line departments/PIAs and provide handholding support to livelihood groups during planning and implementation of climate resilient livelihood interventions.</p> <p>8. Facilitate meeting with local Women Gram Panchayat level SHG Federation (GPLF)/SHGs for financial linkage from GPLFs and banks to support various livelihood activities to be taken by the project.</p> <p>9. Assistance to FNGO Team, DPMU, SPMU for documentation of case studies, success stories during implementation of the project.</p> <p>10.Submit monthly progress report of the project in the assigned area on various activities, events supported by the project to FNGO team.</p> <p>11.Any other task to be assigned by the FNGO Team/ DPMU/ PIAs/ Department Officials etc. related to project.</p>
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### **7.FNGO Deployment Period.**

The deployment of NGO will be for a period of 3 years. The initial period of contract will be for 1 year with an extension of further 2 years based on the performance of FNGO, need of the project, availability of fund or closure of project. The performance appraisal will be conducted on an annual basis and accordingly the terms and conditions of the contract will be modified annually.

### **8. Selection Process of FNGOs at Project DPMU level.**

The selection process for engagement of FNGO at landscape level will be **as per OGFR rule (Ref: Memorandum of Finance Department, GoO, Letter No-37323 dated 30.11.2018) with contract value of more than 10 lakhs.** A selection Committee will be constituted under the Chairmanship of the District Collector in each project district of ECRICC. The application of the FNGOs will be rejected if they don't full-fill the minimum eligibility criteria as mentioned in point 3 or the technical proposal received after last date of submission. Technical proposals of those FNGOs who meet eligibility criteria will be evaluated further based on the parameters, score and weighted score approved by the chairman of DLCC (District level Coordination Committee). Suggested selection criteria for selection of FNGO will be as per the table mentioned below. At least three top ranked eligible and successful NGOs will be invited to the presentation who scored maximum marks in the technical evaluation. Interview of proposed candidates (Position 1 & 2 FNGO Core Team) shall also be taken by the selection committee to check suitability of the candidate, qualification, and experience relevant to the position. Final selection will be done based on the total marks of technical evaluation and presentation. The selected FNGO will be invited for signing MoU/agreement with DPMU after approval of chairman of DLCC. The budget for project staff of FNGO at various levels, fixed expenses related to travel cost of staff, office rent, electricity charges and percentage of project management cost to be released to FNGOs is fixed and mentioned at point 6 & 16. If the top ranked FNGO fails to submit the documents within **15 days of the invitation**, the second ranked organization will be invited for signing MoU/agreement with submission of necessary documents. The empanelment will be valid till closure of ECRICC Project.



**Suggested Criteria for Selection of FNGOs under ECRICC Project  
(Technical Proposal and Presentation)**

Sl. No	Selection Criteria	Indicators	Distribution of Scores/Marks
<b>A. Stage-1 (Evaluation of Technical Proposal)</b>			
<b>1</b>	<b>Organizational Capacity and Experience.</b>	Presence of the organization in the same district/landscape where the DPMU is located with office of the organization.	<b>10</b>
		Full Time Professional Staff of the Organization (No. of Professionals) in the domain of Social Development, livelihoods, Natural Resource Management, Forestry, Fishery, Agriculture, Bio-diversity conservation, Climate Change and related field etc.	<b>10</b>
<b>2</b>	<b>Relevant Technical Experience.</b>	Experience of the Organization for successful implementation of the projects in the proposed district/landscape funded by the international donors and Government (Union or State Government)	<b>10</b>
<b>3</b>		Experience of the Organization working in the Forestry Sector, Wildlife Management, Biodiversity Conservation Environment, Natural Resources Management, Climate Change, Disaster Management, Watershed Management, Rural Livelihoods (Preferably in the Agriculture & Fishery Sector), Women's Empowerment, Community and Rural Development etc.	<b>10</b>
<b>4</b>		Experience on grooming and managing Community Resource Persons (CRPs)/ Cluster/Field Coordinators.	<b>10</b>
<b>5</b>		Experience in preparation of village level development plans /MicroPlan using PRA techniques, livelihood improvement / income generation plans for SHGs etc.	<b>05</b>
<b>6</b>		Experience in community institution development, capacity building and building linkages between the community institutions and different opportunities in the government and	<b>05</b>



		market.	
7	<b>Turn Over of the Organization.</b>	Annual Average Turn Over of the Organization for last 3 Financial years .	10
	<b>Total Score of Stage-I Evaluation)</b>		70
<p><b>Remarks: Organizations having all essential eligibility as per ToR and scored minimum 70 % or more marks of total marks of stage-1 evaluation (70% of 70 marks i.e minimum 49 marks or more) will be invited to Stage-II of the selection process for technical presentation to the selection committee and interview of proposed candidates by DPMU.</b></p>			
<p><b>B. Stage-II (Technical Presentation) by the Organization and submission of CVs of Proposed candidates to be deployed by the Organization.</b></p>			
8	<p>Human Resources to be deployed by the Organization for consideration of Position No. 1&amp;2 of FNGO Core Team only (LIST) as mentioned in the ToR and Presentation.  <b>CVs of the proposed candidates to be submitted by the Organization after qualifying Stage-I of technical evaluation of the selection process.</b></p>		
9	<b>Socio-Economic Development &amp; Capacity Building Expert cum Team Leader.</b>	Interview of the proposed candidate of NGO by DPMU to check eligibility of qualification, experience as per ToR and suitability of the candidate for the proposed position.	05
10	<b>Livelihood Officer</b>	Interview of the proposed candidate of NGO by DPMU to check eligibility of qualification, experience as per ToR and suitability of the candidate for the proposed position.	05
11	<b>Presentation by the Organization.</b>	Clarity /Understanding of task, best practices/innovations of the Organization delivering similar assignments in the past, experience on managing CRPs and other extension staff at field level, proposed/ indicative workplan etc.	20
	<b>Sub-total (Stage-II)</b>		30
	<b>Total Score ( Stage-I &amp;II)</b>	<b>A+B</b>	100

- The decision of the Chairman-DLCC/ Nodal Officer- ECRICC Project in respective DPMU is final for selection and replacement of CVs /project staff to be deployed by the selected FNGO (Core and extended team) during engagement of FNGO at landscape level.
- The District Level Selection Committee may revise the suggestive selection/evaluation criteria as per need and administrative reasons.



## **9. Contract Management and Performance Appraisal of FNGO**

The contract of FNGOs shall be managed by the respective DPMUs in 4 ECRICC project districts. District Level Co-ordination Committee (DLCC) chaired by the District Collector shall review the performance of FNGOs from time to time. The contract of F-NGOs will be renewed by DLCC after one year of satisfactory annual performance. SPMU will develop performance appraisal and monitoring tools to monitor performance of the FNGOs at DPMU level and provide technical support to FNGOs during implementation of the project for quality assurance.

The FNGOs will develop Annual Work Plans, Monthly Work Plans, Quarterly Work Plans in consultation with and SPMU and submit Inception Report, Monthly Progress Reports, Quarterly Progress Reports (QPRs) , Annual Progress Reports to DPMUs for approval of the DLCC

The DPMUs are expected to set annual and quarterly target / deliverables for each FNGO for each project landscape as per the Annual Work Plan of the DPMU for the current financial year which shall be reflected in the MoU of FNGOs with DPMUs. The Annual Work Plans of FNGOs to be approved by DLCC. The performance of FNGOs will be monitored by DPMUs/DLCCs and payment shall be released to the FNGOs on monthly basis by DPMUs after submission of Inception Report (at the start) and Monthly Progress Report (at the end of every month). DPMU can modify the deliverables/target of FNGOs as per requirement of the project from time to time and approval of DLCC.

## **10. Role of DPMU in deployment of FNGO**

The DPMU Nodal Officer of ECRICC Project will be one of the members of the selection committee. The DPMU Nodal Officer will sign the contract with the FNGO represented by the Chief Functionary of the NGO. The Chief Functionary of NGO will be responsible for timely delivery of the outputs mentioned the contract. S/he will participate in the review meetings organized at the DPMU as well as SPMU level. The DPMU will conduct an annual performance appraisal / evaluation of the work of the NGO and the report will be shared with the SPMU. Necessary feedback will be provided to the NGO by the DPMU

## **11. Release of Payments to Staff of FNGO and Climate Champions/CRPs**

The payment to FNGOs (Remuneration of Project staff for Position No.1,2,3 &4 , Mobility Cost of project staff for position No.1,2&4, Office Rent & Electricity Charges and Project Management Cost ) will be released by DPMU after submission of Monthly Progress Reports (MPRs), Invoice , Absentee statement of the project staff by the organizations (FNGOs) to respective DPMUs. The payment of FNGOs shall be released by DPMU within 30days of submission of MPRs by FNGOs subject to satisfactory performance, submission of Invoice and Absentee Statement of project staff of FNGOs. The monthly remuneration of FNGO Staff shall be released by FNGO in the bank account number of the project staff through NEFT/ DBT bank transfer as per the remuneration package mentioned in the ToR.



At no cost, FNGO shall deduct and release less amount to the project staff as received from DPMUs other than deduction of TDS while release of remuneration to project staff. TDS amount shall be deducted and deposited by FNGO in the PAN number of project staff as per Income Tax Act. FNGO shall also submit a copy of the bank statement of the organization as proof of payment released to the project staff on monthly basis.

Reimbursement of monthly mobility cost of FNGO Core staff (Position.1 &2 ) and extended support staff (Position:4 -Cluster Coordinator) shall also be released by the FNGO directly in the bank account of FNGO staff during release of monthly remuneration to the project staff after approval of Monthly Progress Report of FNGO staff.

The cost towards monthly honorarium of Climate Champions/Community Resource Persons - CRPs shall be released by respective DPMUs directly to the bank account number of the Climate Champions/ CRPs after submission of satisfactory monthly performance report of CRPs by the FNGOs to the DPMUs. All payments by DPMUs to the CRPs shall be done through bank transfer. DPMU to sample verify Monthly Performance Reports of Climate Champions/ CRPs submitted by FNGOs and release honorarium to Climate Champions / CRPs directly after satisfactory performance.

#### **12. Termination of contract and Dispute Redressal**

The contract of FNGO may be terminated by respective DPMU any time before closure of annual contract of the organization upon unsatisfactory performance or observation of financial misappropriation with prior notice of 1 months. Similarly, FNGOs may rescind the contract with DPMU with prior notice of 1 months.

The decision of the Nodal Officer – ECRICC Project and Chairman of DLCC shall be final during management of the contract and payment of the FNGOs at DPMU level and if the dispute is not resolved at district level (if any), the decision of the State Project Director, ECRICC project, SPMU, Bhubaneswar shall be final and binding for any dispute related to engagement, contract management and performance appraisal of the FNGOs.

#### **13. Reporting Structure.**

The FNGO core team members will report to their Team Leader, who in turn will report to the District Level Nodal Officer of ECRICC Project (Divisional Forest Officer) at DPMU in respective district and closely work with the SPMU. The Team Leader will also report to FNGO management.

#### **14. Leave rules and Insurance Coverage of FNGO Core and Extension Project Staff.**

The leave rules and insurance coverage of core and extension project staff of FNGO shall be as per the human resource policy of the respective NGO. ECRICC Project is not going to pay extra cost for insurance coverage of FNGO staff. Prior intimation shall be given to DPMU for any absence of project staff.



**15. Reimbursement of expenses of FNGO staff and Community Resource Persons-CRPs (Climate Champions) during participation in ECRICC project related trainings, meetings, workshops and conferences organized by DPMU/SPMU outside the assigned project operational area of FNGO.**

During participation of FNGO staff in project related trainings, meetings and conferences at district, state and other places organized by DPMU/SPMU beyond operational area of FNGO at landscape level, DPMU will follow recommendations of the rationalization committee of GoO for settlement of travel and other entitlements if prior approval has been taken by the FNGO staff from DPMU before commencement of the travel.

**17. Location of Field Office of FNGO at Landscape level,**

In Consultation with the Nodal Officer of ECRICC Project at DPMU, the selected FNGO shall establish project office at landscape level at a suitable place within one month of signing of contract with DPMU.

**17. Project Management Cost and Other Financial Support to FNGO by ECRICC Project for 3 years.**

FNGO will be supported (a) Project Management Cost (@10% of total value of remuneration of project staff – Position No. 1,2,3 & 4),(b) Monthly Fixed Rent and Electricity Charges (Rs. 10,000/- per month consolidated) for managing field office for 36 months in addition to the (c) remuneration of project staff plus(d) mobility cost of project staff (For Position No. 1,2 &4) to be deployed by FNGO. The Project Management Cost of FNGO may be utilized for meeting expenses related to office contingency, procurement of electronic gadget, furniture, report preparation, refreshment of staff etc. All payment to FNGO including project management cost shall be released by DPMU on monthly basis after submission of necessary documents and satisfactory performance.

**18. Other terms and conditions:**

- All data, documents, reports, studies in hard and soft form shall be the property of ECRICC Project and without permission of DPMU the FNGO cannot share the same to other parties or to its own organization.
- Before closure of the project or termination/closure of the contract, FNGOs will submit all project related data and documents to DPMU and handover all project assets to DPMU before final settlement of payments with DPMU.
- Submit Project Inception Report, Quarterly Action Plan to SPMU within One month of signing of the contract with DPMU.
- Submit Landscape level FNGO Annual Action Plan to DPMU within 3 months of signing of the contract.
- Submit Monthly Progress Report, Quarterly Progress Report (QPR) to DPMU show casing its performance.
- Submit Project Closure Report (PCR) to DPMU before end of the contract.



- The Selected FNGO will submit the CVs of qualified and experienced staff for various positions during submission of application. A formal meeting with the DFO (Nodal Officer of the Project) at district level will be organized with the candidates nominated by the FNGO to check required qualification, experience and technical competency of the candidates. Decision of the Nodal Officer (ECRICC Project) at district/DPMU level shall be final for all matters related to deployment of candidates to various positions by FNGO during entire duration of the assignment.

**18. Services to be provided by DPMU / SPMU**

The ECRICC Project will provide necessary training to FNGO staff in various programs related to activities such as community institution building, climate adaptive livelihoods, eco-system restoration, climate change etc.

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