



ENHANCING CLIMATE RESILIENCE OF INDIA'S COASTAL COMMUNITIES (ECRICC)

APPLICATION FOR SELECTION OF FACILITATING NGO (FNGO) FOR KENDRAPARA DISTRICT

1. Interested NGOs to submit their EoI application by following instructions provided in the ToR.
2. While filling up the application, it is suggested that the same may be undertaken using MS Word. Hence the text boxes, tables, rows provided in the application can be expanded/augmented to fully accommodate the responses of the applicant-NGO
3. Only completed application form will be considered for evaluation, hence care should be taken to provide adequate information for each information sought in the application form
4. Once the application is complete in all aspects, a print copy of the same needs to be submitted along with supporting documents to the address provided in the advertisement on or before the deadline for submission of application

Important Instructions:

Expression of Interest

Name of the Proposed Project Landscape for which application is being submitted (Refer list of Landscapes provided in page 2 of the ToR)	Name of the corresponding project DPMU /District (Refer list of DPMUs provided in page 2 of the ToR)	Whether the Organization plans to apply for other Landscapes as FNGO in addition to this application (Yes/NO)	If "yes" is selected for the previous question then please provide the name of the landscape/s

1) Key Information about the Organization

Name of the Organization	Details of Registration of the Organization NB: Photocopy of the Registration Certificate to be annexed with this application signed by the competent functionary of the organization: Annexure-1)	Whether the registration of the organization is valid as on date of application (Yes/No)	Last date of Validity of registration in dd /mm/yyyy format

2) Name & Designation of the Chief Functionaries

Sl. No	Name of the Chief Functionaries of the Organization	Designation	Present Address, Contact No and E-mail ID





3) Regd. Address of the Organization and contact details

Regd. Address	Phone No./ Fax. No	Office E-mail ID

4) Whether the Organization has presence in the proposed Project District/Landscape/s (Yes/NO):

5) Total Experience of the Organization in the proposed Landscape/District (in months and years)

6) Official Address and contact details (Phone, Fax & E-mail) of the Organization in the proposed project district / landscape (if any):

7) Registration Details including PAN/TAN, 12 A, 80 G & GST No of the Organization:

Details of Valid PAN No.	Details of Valid TAN No.	Details of 12 A	Details of 80 G	Details of GST (If any)

(NB: Certified copies of PAN, TAN, 12 A, 80G, DST registration to be annexed with the application. Annexure-2)

8) If the NGO was ever black listed by any organization including Government (Yes/NO) and if Yes, reasons thereof.

(Submission of declaration by the Chief Functionary of the Organization in this regard to be attached during application. Annexure-3)

9) If any criminal Proceedings initiated /pending against the NGO, If yes submit the details:

10) Financial turnover (last 3 Financial years) :

Financial Year	Total Turnover as per Audited Statement (in Rs.)
FY2018-19	
FY2019-20	
FY2020-21	

(NB: Certified Audited Statement of Accounts to be enclosed in the application form as proof of yearly total

Turn over as mentioned in the above table. Annexure-4)





11) Banking Information of the Organization:

Name of the Bank and Branch Address	Type of Account Saving/ Current/ Others	Bank Account Number and IFSC Code.	Signatory of the account and designation.

NB: Photocopy of the Bank Passbook to be annexed with the application. Annexure-5

12) Fixed Asset as per latest Audited Balance Sheet:

Asst Type	Details of the Asset	Value in Rs. Lakhs	Present Location

13) Experience of the Organization:

(a) Projects Implemented by the Organization in the last 10 years (Over all Experience)

Sl. No	Name of the Project Implemented by the Organization.	Thematic areas and key objectives of the project.	Donor/ Funding Organization of the Project/ Government	Period of Implementation (Month & Year) (From—To)	Total Budget of the Project and No. of Households covered	Area of project implementation (District and Block)

(NB: Separate sheet shall be annexed during application process and project completion reports from the donors / funding agencies to be submitted by the organization for documentary evidence of successful completion of the project. Annexure-6)

(b) Full Time Professional Staff Engaged by the Organization.

Sl. No.	Name of the Professional Staff	Qualification	Area of Expertise	Total Experience (in months and years)	Contact Details

(NB: Separate Sheet may be attached in the application - if required. Annexure-7)

14) Experience of the Organization working in the Forestry Sector, Wildlife Management, Biodiversity Conservation, Environment management, Natural Resource Management, Climate Change, Disaster Management, Watershed Management, Rural Livelihoods (Preferably in the Agriculture and Fishery Sector), Women's Empowerment, Community Development etc.





Sl. No	Name of the Project Implemented by the Organization.	Thematic areas and key objectives of the project.	Donor/ Funding Organization of the Project/ Government	Period of Implementation (Month & Year) (From—To)	Total Budget of the Project and No. of Households covered	Area of project implementation (District and Block)

(NB: Separate sheet shall be annexed during application process and project completion reports from the donors/funding agencies / Government to be submitted by the organization for documentary evidence of successful completion of the project. Annexure-8)

15) Experience of the Organization in grooming and managing Community Resource Persons-CRPs/ Village Volunteers / Cluster Coordinators/Field Coordinators etc.

Sl.No	Total Nos of CRPs/ Village Volunteers/ Cluster Coordinators/ Field Coordinators nurtured and managed by the organization	Name of the relevant project/s where CRPs/ Village Volunteers/ Cluster Coordinators / Field Coordinators were engaged by the organization.	Period of Implementation of the Project (Month and Year) (From-To)

(NB: Relevant documents may be annexed to support evidence of engagement of CRPs/ Cluster Coordinators/ Village Volunteers / Field Coordinators etc. Annexure-9)

16) Experience of the Organization in preparation of Village level development plans/ Micro Plans using PRA techniques, livelihood improvement /income generation plans for SHGs etc.

Sl. No.	Total No. of Village Plans/ Livelihood Plans prepared by the organization.	Name of the relevant project	Year of preparation of plans

17) Experience of the Organization in Community institution development, capacity building and building linkages between the community institutions and different opportunities in the government and market.

Sl. No.	Total No. of Community Institutions promoted and	Category of Community Institutions (SHG/ GPLF/	Name of the	Year of promotion and strengthening of community





facilitated market linkage.	Producer Groups/ Farmers' Producers Organizations- FPOs/ VSS/ EDCs etc)	relevant project	institutions and market linkage

18) Educational Qualification and Experience of FNGO proposed Core Team for the project at Landscape level (Technical Staff)

Position	Name of the Proposed Candidate	Educational Qualification	Total Experience	Date of Birth	Sex (Male/ Female)	Contact Details
Socio-Economic & Capacity Building Expert cum Team Leader						
Livelihood Officer						

(NB: CV and consent letter of the proposed candidates to be annexed during application process. Annexure-10)

19) Brief Profile and justification note from the organization for suitability to take the assignment of Facilitating -NGO at landscape level under ECRICC Project in Odisha. (Profile and Justification note shall be limited to 10 pages only)

(NB: Profile of the organization, suitability of the assignment and justification note shall be annexed in the application form. Annexure-11)

20) Details of Board / Governing Body Members of the Organization:

Sl. No	Name of the Board/ Governing Body members of the Organization	Designation	Qualification and Experience	Present Address, Contact Number and E-mail ID

(NB: Details of Board/ Governing Body Members shall be annexed in the application form. Annexure-12)

21) Certified Copy of the Resolution of the Board/ Governing Body of the Organization for authorization to sign in the documents / Document Template File Extension (DoT) /





Digital Signature/Ink Signature on behalf of the organization for submission of application for selection/engagement of FNGO under ECRICC Project.

Date of Meeting of Board/ Governing Body of the Organization	Resolution Number and Date	Name of the functionary /person of the organization and designation with delegation of power and authorization by the board/ governing body to sign the documents with DoT/ Digital Signature/ Ink Signature etc.	Contact Details of the Authorized Person	Remarks (If any)

(NB: Certified copy of the resolution of Board/ Governing Body Meeting to be annexed in the application with delegation of power and authorization for signing in the documents on behalf of the organization during submission of application for selection /engagement of FNGO under ECRICC Project through DoT/ Digital Signature /Ink Signature etc. - Annexure-13)

- 22) Certified Copy of the updated Byelaw / Memorandum and Articles of Association of the Organization duly signed by the authorized signatory with seal with copies of relevant amendments as on date of application.

(NB: Certified Copy of the updated Byelaw/ Memorandum and Articles Association of the Organization with all amendments as on date of application for FNGO under ECRICC Project shall be annexed with the application – Annexure-14)

Enclosures/ Annexures

1. Cover Letter from the Organization for Expression of Interest and application for engagement of FNGO under ECRICC Project at landscape level signed by the competent authority of the organization.
2. Photocopy of the Certificate of Registration duly signed by the competent functionary of the Organization. (Ref; Point-2, Annexure-1)
3. Non-refundable Application Fee of Rs.2000/- (Rupees Two Thousand Only) in shape of Demand Draft in favor of respective Divisional Forest Officer, payable at the place where the application will be sent. (Ref: Advertisement of FNGO, Annexure-15)
4. Brief Profile of the Organization with justification note signed by the competent authority for suitability of the organization and interest for engagement of FNGO under ECRICC Project at landscape level.(Ref: Point-22, Annexure-11)
5. Certified copy of PAN, TAN, 12 A, 80G, DST registration to be annexed with the application(Ref: Point No-10, Annexure-2)
6. Declaration by the competent functionary of the organization regarding non-blacklisting history of the organization by any donor or government. (Ref: Point-11, Annexure-3))
7. Audited Statement of Accounts of the Organization for last 3 Financial Years (2018-19, 2019-20, 2020-21 with clear mention of annual turnover of the organization) (Ref: Point-13, Annexure-4)
8. Certified Copy of the Bank Passbook with mention of Bank, Branch, Account Number and IFSC Code (Ref: Point-14, Annexure-5)
9. Successful completion of the projects – Certified copy of the letters issued by the Donors/





- Government (Ref: Point 16-a, Annexure-6)
10. Details of Full Time Professional Staff engaged by the Organization (Ref: 16-b, Annexure-7)
 11. Successful completion of the projects – Certified copy of the letters issued by the Donors/ Government (Ref: Point 17, Annexure-8)
 12. Certified copy of engagement of CRPs/ Village Volunteers/Cluster Coordinators/ Field Coordinators – relevant project documents /contracts with donors and community Resource Persons etc. for evidence of successfully grooming and managing Community Resource Persons (Ref: Point-18, Annexure-9)
 13. CVs and signed consent letter of the proposed professionals for this assignment (Ref: Point-21, Annexure-10)
 14. *Details of Board/ Governing Body Members shall be annexed in the application form.(Ref Point-23, Annexure-12)*
 15. *Certified copy of the resolution of Board/ Governing Body Meeting to be annexed in the application with delegation of power and authorization for signing in the documents on behalf of the organization during submission of application for selection /engagement of FNGO under ECRICC Project through DoT/ Digital Signature /Ink Signature etc.(Ref Point: 24, Annexure-13)*
 16. *Certified Copy of the updated Byelaw/ Memorandum and Articles Association of the Organization signed by the authorized signatory with all amendments as on date of application for FNGO under ECRICC Project shall be annexed with the application. (Ref Point-25, Annexure-14)*

Declaration: Information furnished above are true to the best of my knowledge and suitable legal action can be initiated against our organization if any discrepancy observed in future.

Signature of the Authorised Person with Seal

Name: -
Designation: -

Date: -
Place: -

