

# OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER : KENDRAPARA

At/Po:-Town Balarampur , District:-Kendrapara, Pin:-754211, email:- [ddaken.dag@nic.in](mailto:ddaken.dag@nic.in)

No. 4335 / Agril. Dt. 20/08/25

**Expression of Interest (Eoi) is invited for Selection of NGO** for implementation of the programme on Capacity Building & Skill Development Training under the Scheme Intensive Agriculture Programme (Non-Paddy) crops Jute, Mesta & Sunhemp, **State Plan for the year-2025-26 for Kendrapara District.**

Expression of interest(Eoi) is invited by the Chief District Agriculture Officer, Kendrapara from the experience and interested NGO having GSTIN register for the state of Odisha for organizing the programme on Capacity Building & Skill Development Training under the Scheme Intensive Agriculture Programme (Non-Paddy) crops Jute, Mesta & Sunhemp, State Plan for the year-2025-26 for Kendrapara District will be conducted in 4 Blocks i.e Kendrapara, Marshaghai, Mahakalapada and Garadpur awareness among the farmers with following modalities.

1. The NGO must have valid PAN number and GST registration with up to date income tax GST clearance certificate
2. The NGO must not be black listed.
3. Preference would be given to the NGO for imparting training who have past experience for similar kind of experience (must not be less than 05 years) of conducting training and working on value addition through diversified jute products. (The copy of the work order/ MoU /Completion certificate etc must be attached with the proposal). Additionally, the NGO must be empanelled by jute diversified product related Govt. Institutions like NJB, JCI etc
4. The skill development training will be given to a group consisting of 20 WSHG members under 18 to 50 years with an aim of women empowerment & doubling farmers' income through value addition.
5. The selection of the members for the training will be made from WSHG members/ FPOs who are interested in the Jute cultivation, processing & value addition through diversified jute products.
6. The VAWs/ AOs of the block will select trainees list in consultation with PRI members & NGOs of the Block/ District.
7. The list so selected must be approved by the CDAO, Kendrapara.
8. The training will be given to trainees for a period of 30 days by the NGO.
9. The selection of NGO for imparting the training will be made at district level by the selection committee.
10. The funds will be given phase wise advance to the selected NGO & respective vouchers should be submitted within 15 days of the completion of the training programme.
11. The Scheme Officer (Jute), O/o-the CDAO, kendrapara will monitor the programme & intimate the report returns in time.

### Execution of Programme

- After selection of NGO, the MoU in between CDAO & NGO will be made regarding mode of operation, cost norms of the training before conducting the training.
- The course module prepared by the agency must be submitted to the CDAO at priority level before the onset of training. After proper scrutinization at CDAO level, the course module will be finalized. The course module must include the below listed points alongwith the table of contents attached below:
1. Inauguration session- In this session the participants will be provided with the basic knowledge about the jute diversified products and manufacturing process and the functional aspect of all the machineries.
  2. Session covering details understanding on jute yarns, fabrics, weaving, knitting techniques, product modification, cost analysis for marketing
  3. Valedictory session including certificate distribution.
  4. Sessions relating to formation of PG (Producer Group), so that the SHG Member can engage themselves for ensuring their financial sustainability even after the training gets completed. This must be kept as top priority session since the whole output of the training depends on women empowerment.

PRACTICAL	THEORY
1. Safety precaution in the Workshop of the person and the machine. Concept of basic measurement in inch and centimetre.	1. Introduction to Jute Handicrafts and Yarns.
2. Demonstration of Handling of equipments like Frames.	2. Identifying the scope of Jute handicrafts.
3. Familiarization with tools and equipment. Preparation of handmade tools and equipment.	3. Brief introduction to various Markets of Jute Products.
4. Selection of raw material. Material use of Different size of Jute Yarns, Raw Jute.	4. Introduction to Marketing strategies. Quality concept
5. Preparation of Jute Banni from Raw	5. Concept on identification of

Jute.	different  raw jute yarns. Concept of different types of braiding and knots
6 Preparation of Decorative items like Door Screen, Table Mat, Wall Hanging etc..	6. Brief introduction on different designs of Jute Products.
7. Preparation of Utility items like Marketing Bags, Ladies bags, Jhula, Water bottle cover, magazine and News Paper holder etc.	7. Introduction to understanding market demand and supply.
8. Use of matching colour on the Jute product.	8. Ideas of various Govt schemes for Self Employment available for Jute products.

### Cost Structure

Cost structure for one number of Capacity Building and Skill Development training Jute & Jute diversified product. (20 no of trainees for 30 days in one Group) is given below

Sl	Expenditure head	Amount in Rs
1	1. 31k heave machine @ Rs.15000/- per machine for 4 machine = Rs.60000/- 2. Tool kits i. e scissor, Measurement Tape @Rs.250/-per trainees for 20 nos= Rs.5000/- 3. 39"scale & L-Scale @ Rs.600/-per pair for 4 pair-Rs.2400/-	67400.00
2	Wood Toll @Rs.2000/-per no.of for 4 nos.	8000.00
	Cost of Study Materials Raw materials	20000.00

	during training@Rs.1000/-per head for 20 nos.	
4	Honorarium of Master Trainer/Resource person @Rs.1000/- per day for one month	30000.00
5	Stipend to trainees@ Rs.3000/-per head per month for 20 nos.	60000.00
6	Service charges of implemented Agency( NGO/ROSA)	30000.00
7	Hiring of room for training and fuel for vehicle	15000.00
8	Contingency (including Banner, Photographs, Certificate, Reporting along with inauguration & Valediction)	19600.00
	<b>Total</b>	<b>250000.00</b>

### Monitoring of the Programme

- Attendance of all the participants shall be ensured on daily basis and an attendance register shall be maintained for this purpose. This register along with the participation of trainees shall be verified & duly certified by the concerned VAW/AAO.
- The input materials as supplied by the NGO (31k heavy machine, tool kits, raw materials etc.) for the training purpose should be effectively verified against their actual market price by the BAO/AAO & simultaneously it must be ensured that the input materials will be handed over to the SHG group after the completion of the training.
- The provision of stipend / incentives to the trainees should be done through RTGS / NEFT to their bank accounts respectively by the CDAOs.
- The master trainer selected for the training purpose must possess relevant training certificate & must have a valuable experience with new

insights & ideas.

- The NGO should record the details of each day wise training session as imparted by the master trainer/resource person in a separate register.
- The inaugural session, day wise training activities & the valediction session videos along with photographs will be properly documented by the NGO and accordingly two sets will be prepared by them for submission to districts & in turn the district will submit state (ADA (Fibre)) office.

### **Expected Outcome**

On successful completion of training trainees should able to make braided Jute products.

The Eols should reach to the undersigned by **08.09.2025 latest by 05:00 PM** through Registered/Speed Post/ Courier only. The proposal shall be opened on **09.09.2025 at 11:00 AM** in the presence of the District level selection committee & applicant or their authorized representative. The authority has reserves the right to reject any or all proposals without assigning any reason thereof. The Eol received incomplete or after the schedule date and time shall be summarily rejected. The sealed envelope superscribed as **Eol for organizing of Capacity Building Training of Kendrapara District for the year 2025-26.**

The authority shall not be responsible for any sort of postal delay and the Eol received beyond scheduled date and time shall not be entertained.

  
Chief District Agriculture Officer,  
Kendrapara