

TERM OF REFERENCE FOR
“EOI FOR SELECTION OF NODAL AGENCY (NGOs) FOR COMMUNITY MOBILIZATION AND LOCAL LEVEL RESOURCES MOBILIZATION FOR LIVELIHOOD ACTIVITIES UNDER SMART ECO VILLAGE PROJECT”

Background

The Integrated Coastal Zone Management, Project [ICZMP] is currently being implemented on pilot basis by the MoEF&CC, GOI with assistance from the World Bank. Gujarat is the one of the state among three states; Gujarat, Odisha and West Bengal which are implementing the ICZMP.

The State Project Management Unit is going to implement the Smart Village component for 112 villages of Kachchh, Morabi, Jamangar, Dev Bhumi Dwarika and Navsari Districts. The list of villages can be refer as per Annexure-1. The activities comprising of village level facilities like Water conservation, Rain water harvesting structures, Solid Waste Management, water supply, sanitation, Livelihood enhancement activities, MSME development, Eco tourism activities etc., will be implemented by the GEC through Community Based Organizations.

One of the key objectives of Smart Village Project is to improve livelihood of the coastal communities and reduce their dependency on coastal resources by providing alternate livelihood opportunities in the Gulf of Kachchh and other coastal regions. Thus, this component envisages dual output in terms of conservation of coastal resources and improvement of livelihood of coastal community.

Though, all the activities conducted under this component were focusing on improving livelihood there is a need to utilize local community based structures and resources for improving overall livelihood status of the community by building their entrepreneurial skills to develop MSME sector at villages level.

Project Introduction:

The Soul of India Lives in its villages – the famous verb used by Mahatama Gandhi, this proves that how the holistic development of villages are essential to build the New India. Earlier the villagers were contributing the national economic development sustainably using their surrounding natural resources. Today due to depletion in the natural resources lead them to migrate from the villages for their livelihood sustainability. This phenomenal is common in the arid coastal region of Kachchh, Jamnagar and Navsari district. Issues like salinity ingression, erosion of coastline, erratic rainfall, lack of fodder etc. have adversely impacted directly on their livelihood which leads to migration in large numbers.

The idea is to create Eco-Smart Villages – lies in the restoration of stable ecological conditions through creating opportunities for better resources based livelihood opportunities within villages through developing Skill and adopting new

technologies. The required skill will be developed in each of the villages to create the workforce to meet the demand of nearby industries to supplement the Hon. Prime Minister dream of New India. Eco-smart villages are also way to lead the sustainable environment and ecology development through creating environmental infrastructure as well as restoring the ecological wealth of the villages. Following major area will be covered while implementing the Eco-smart villages.

Solid & Liquid Waste Management for Clean Village-Clean Gujarat- Clean India concepts

Environment & Other Infrastructure Development – Restoration of lake, water recharging & conservation infrastructure, Plantation, Road and other infrastructure, Village Aesthetic value edition infrastructure, Energy efficiency development etc.

Education Improvement – Through development of Kalam Library, Skill training etc.

Fodder Development: Creating village own fodder bank through grassland development concept which will cater need of fodder by each and every villagers. This will lead to stop migration of villagers and help in development of eco-smart villages.

Agriculture Improvement – Through introducing the latest technology, organic farming etc. it will be tried to enhance the current production level to create the additional opportunity within agriculture development.

IT & Digitization: E Governance, Internet connectivity etc. will be developed including imparting skill for handling and using the IT facility to villagers which help them to obtain the easy access to world market.

Employment & Entrepreneurship Development – The SWOT analysis will be carried out in each of the villages and based on the assessment one micro enterprise in every selected village will be developed. In addition to this various need based skill of village youth will be developed to meet with market demand to create the door of opportunities for these villages' youths.

Project Area:

SPMU is implementing SMART ECO VILLAGES project in 112 villages of Kutch, Jamnagar, Morbi, Dev Bhumi Dwarika and Navsari Districts. Cluster wise details as per below;

Sr. No	Project area/ Cluster	No. of Village	Block/Taluka	District
1	Dayapar	22	Lakhpatt	Kachchh
2	Naliya	22	Abdasa, Mandvi	Kachchh
3	Anjar	17	Mundra, Gandhidham, Anjar and Bhachau	Kachchh

4	Morbi	13	Bhachau and Maliya	Kachchh and Morbi
5	Jamnagar	11	Jodia and Jamnagar	Jamnagar
6	Dwarika	19	Okha Mandal, Khambhaliya and Kalyanpura	Devbhumi Dwarika
7	Dandi	8	Jalalpor	Navsari
	Total	112	14	05

PROJECT COMPONENTS

- Social Mobilization and Participatory rural appraisal for Smart Village project implementation
- Environment and social Development
 - To address environmental issues
 - Basic amenities and infrastructure development
- Enhancing Livelihood Opportunities
 - Fishing/Agribusiness support
 - Establishment of Micro Enterprise and income generation activities
 - Skill development activities
- IT infrastructure development
- Alternative energy development
- Project Management
 - Capacity Building of Various Stakeholders
 - Creation of Centre of Excellence for smart village
 - Information, Education and Communication
 - Monitoring, Evaluation and Learning
- Long-time sustainability

Scope of Work and Need for Nodal Agency (NGOs)

- The Nodal Agency (NGOs) need to play an important role in successful project implementation.
- The NGO shall need to provide support of qualified professional staff to cover the social aspects of the project. The ability to mobilize local community, especially women folk, understanding the diverse issues related with communities and facilitating their participation in a project is the main scope.
- Staff shall have talent and skills for promoting social mobilization, awareness generation, group formation and linkages of various govt. schemes.
- The NGO will not work in isolation but it would be an integral part of the Multidisciplinary Team both at the cluster level as well as HO level.
- Further they will also raise awareness of the need for clean and green village, adopting alternative energy resource development, soil conservation, water resource

management, environment related issues and other village Natural resources management interventions.

- NGO shall organize assessment of vulnerable households and women. It is a duty of NGO to create SHGs, Users group, MSME group or other required group for livelihood enhancement in to group. Assist in the conducting Gram Sabha and Meeting
- NGO shall also help to build the capacities of these institutions during project period.
- Main role of the NGO is to mobilise the community for project and its implementation. Mobilizations also include the mobilization of group and management of the group and management of this group such as regular meeting and other related activities.
- The project process and after the project this will be continues process and long-time sustainability of the village activities.

Scope of Work:

1. Developing strategies for effective Community Mobilization under Smart village project.
2. Supporting the Smart Village project, Linkage with Govt. schemes and other institute like bank, ITI , PMKVY, KVK etc. in the state.
3. Guiding states/CBOs/Village Panchayt/SHGs in preparation of program Implementation plan especially in the context of community processes, MSME, NRM, Clean and green village and other activities as per project activities.
4. Monitoring Behavior Change Communication (BCC) strategies and extending technical guidance for effective implementation of communication and capacity building activities in respective of cluster.
5. Supporting in designing training strategies for imparting training to the PRI / SHG /CBO and other stockholder group regarding livelihood activities and skill development.
6. Any other tasks as assigned by GEC from time to time under smart village project.
7. Carryout SWOT analysis for various micro enterprise to be developed.

Team Envisaged for this assignment:

Sr. No.	Position	Qualification and Experience	Service Input
1.	Community Mobiliser (CM)	Master Degree in Social Work, Rural Study from recognized institution with minimum 03 years of experience in Community mobilizing.	Full Time

Note: Every cluster team consist 50% female compulsory.

Sr. No	Project area/ Cluster	No. of Village	Cluster wise staff Required
1	Dayapar	22	05
2	Naliya	22	06
3	Anjar	17	05
4	Morbi	13	04

5	Jamnagar	11	04
6	Dwarika	19	05
7	Dandi	8	03
Total		112	32

Payment Terms:

- Payment will be based on your monthly bill/Invoice as per mentioned milestone.
- Submission of Monthly report as per plan activities and progress of work.

Duration of the Contract:

One year from the date of contract signing or March 2020.

Reporting Requirements:

The nodal agency (NGO) will submit monthly updated report to the Sr. Manager Project and Director, GEC. The consultancy can be terminated by either part giving a notice of one month in writing.

Village List:

Cluster : 1	Lakhpat	Field Office : Dayapar
Sr. No	Name of Village	Block
1	Kanoj	Lakhpat
2	Kaiyari	Lakhpat
3	Gugariyana	Lakhpat
4	Bhutau	Lakhpat
5	Dragavandh	Lakhpat
6	Andharvandh	Lakhpat
7	Kunari	Lakhpat
8	Guneri	Lakhpat
9	Guhar	Lakhpat
10	Mori	Lakhpat
11	Medi	Lakhpat
12	Gunau	Lakhpat
13	Tehra	Lakhpat
14	Sheh	Lakhpat
15	Khengarpar	Lakhpat
16	Lakki	Lakhpat
17	Mundhavay	Lakhpat
18	Malado	Lakhpat
19	Punrajpur	Lakhpat
20	Khirasara	Lakhpat
21	Narayan Sarovar	Lakhpat
22	Sayaro	Lakhpat

Cluster : 2	Anjar Mundra	Field Office : Anjar
1	Vadi	Anjar
2	Chudva	Gandhidham
3	Padana	Gandhidham
4	Bharapar	Gandhidham
5	Randhbandar	Mundra
6	Kukadsar	Mundra
7	GaiyarSama	Mundra
8	Pavadiyara	Mundra
9	Shekhadiya	Mundra
10	Dhrab	Mundra
11	Rampar	Anjar
12	Sanghad	Anjar
13	Vira	Anjar
14	Tuna	Anjar
15	Luni	Mundra
16	Chopadava	Bhachau
17	Chhadvara	Bhachau
Cluster : 3	Abadasa	Field Office : Naliya
1	Navavas	Abadasa
2	Bharavandh	Abadasa
3	Nimanivandh	Abadasa
4	Bera	Abadasa
5	Hadapar	Abadasa
6	Golay	Abadasa
7	Bhangodi	Abadasa
8	Jakhau	Abadasa
9	Ashiravandh	Abadasa
10	Mohadi	Abadasa
11	ValavariVandh	Abadasa
12	Modhava	Mandvi
13	Nana layja	Mandvi
14	Kathada	Mandvi
15	Suthari	Abadasa
16	Rapargandh	Abadasa
17	Kaduli	Abadasa
18	Kamand	Abadasa
19	Panchotiya	Mandvi
20	Bhada	Mandvi
21	Bhambhadai	Mandvi
22	Tragadi	Mandvi
Cluster: 4	Bhachau/Maliya	Field Office : Morbi
1	Varshmedi	Maliya
2	Bodaki	Maliya
3	Nava Hanjiyasar	Maliya
4	Venasar	Maliya

5	Jajsar	Maliya
6	Juna Handjiyasar	Maliya
7	Zumavadi	Maliya
8	Surajbari	Bhachau
9	Godpar	Bhachau
10	Modpar	Bhachau
11	Lakhapar	Bhachau
12	Vandhiya	Bhachau
13	Ambaliyara	Bhachau
14	Jangi	Bhachau
Cluster: 5	Jamanagar/Jodia	Field Office : Jamnagar
1	Kharaberaja	Jamnagar
2	Rasulnagar	Jamnagar
3	Mugani	Jamnagar
4	Khijadiya	Jamnagar
5	Jambuda	Jamnagar
6	Balambha	Jodiya
7	Balachhadi	Jamnagar
8	Jamsar	Jodiya
9	Manamor	Jodiya
10	Rampar	Jodiya
11	Utbet (Samapar)	Jodiya
Cluster : 6	Devbhumi Dwarika	Field Office : Dwarika
1	Pindhara	Bhatiya
2	Jakasiya	Bhatiya
3	Beh	Bhatiya
4	Arambhada	Bhatiya
5	Chudeswar	Khambhaliaya
6	Goinj	Khambhaliaya
7	Parodiya	Khambhaliaya
8	Nana Amabla	Khambhaliaya
9	Bharana	Khambhaliaya
10	KalavadSimani	Khambhaliaya
11	Padli	Dwarika
12	Poshitra	Dwarika
13	Shivrajpur	Dwarika
14	Sarmat	Jamnagar
15	Dhuvav	Jamnagar
16	Sikka	Jamnagar
17	Gurgadh	Khambhaliaya
18	Mota Ambala	Khambhaliaya
19	Nana Madha	Jamnagar
Cluster : 7	Dandi	Field Office : Eru
1	Dandi	Jalalpor

2	Samapor	Jalalpor
3	Matvad	Jalalpor
4	Aat	Jalalpor
5	Sultanpur	Jalalpor
6	Onjal	Jalalpor
7	Machhivad	Jalalpor
8	Karadi	Jalalpor



EXPRESSION OF INTEREST

SELECTION OF NODAL AGENCY FOR SMART VILLAGE PROJECT UNDER ICZM PROJECT



GUJARAT ECOLOGY COMMISSION
State Project Management Unit, ICZM Project
Block No. 18, 1st Floor,
Udyog Bhavan, Sector – 11,
Gandhinagar – 382 011
Ph. (O) 079 – 232 57656
Website: www.geciczmp.com



Expression of Interest Format

It is important that Proponents shall read rules and regulations carefully and understand what they mean. By making application project proponent is confirming their complete understanding and acceptance of these rules and regulations.

A. Important Terms & Definitions

TERMS	DEFINITIONS
GEC	Gujarat Ecology Commission
Proponent	Only Registered NGO can apply for Nodal Agency for Smart Village Project under ICZM Project.

B. Eligibility criteria for participation in the empanelment:

1. The proponent / NGO should be registered under Bombay Charity Act for Trust/Society.
2. The proponent should have good experience of long term projects, i.e. Livelihood Enhancement, Micro Enterprise Development Activities, Watershed Projects, Rural Development Programmes, Awareness Programmes, Trainings, Workshops, Action Oriented projects, Ecological Restoration, Conservation projects, any community based projects etc.
3. The proponent must be follow the rules and regulations as prescribed and obtain the format.
4. The **proposal must be submitted in sealed envelopes (with respective marking in bold letters)** following the formats/schedules given in the supplementary information for NGO/Organization. The **envelope marked as “Expression of Interest of Selection of Nodal Agency for Smart Village Project under ICZM Project”** and clearly prescribed name and address with contact details on front side of the cover.

C. Modes of application

The Proponent may apply as indicated below:

1. The Proponent may also obtain the prescribed format and further details from GEC office during working hours or on website www.gecizmp.com before **Dt. 26/03/2018.**
2. Filled application form should be sent to the address mentioned



below.

“Expression of Interest of Selection of Nodal Agency for Smart Village Project under ICZM Project”

**Sr. Manager (Projects)
State Project Management Unit, ICZM Project
Block No. 18, 1st Floor,
Udyog Bhavan, Sector – 11,
Gandhinagar – 382 011**

D. Completeness of Proposal / Disqualification

1. Application form should be completed in English language only.
2. Please use computerized while filling the form.
3. Complete all sections of the form. Incomplete forms will not be considered.
4. The application form must be signed at the designated space in the application form by the competent person. Unsigned forms will not be considered for the evaluation process.
5. Application Form signed by the Proponent will indicate the acceptance of the Rules and Regulations stated herein and the Project Proponents shall abide by the same.
6. Please maintain one copy of the filled form with you for your records.
7. Proponent must submit the list of documents required to be attached, as mentioned at the end of the application form, in order for the application to be complete in all respects.

E. Receipt of Proposal

1. Forms received after the last date of application will not be considered.
2. The Management will not be responsible for application forms sent by the Proponent that are lost in transit / received late / unreadable / damaged / incomplete in any manner.
3. The proponent should submit **only one proposal for only one cluster** which is given in below Table. More than one proposal will not be accepted/rejected from the same proponent for further process.



Table – 1: Project Area/Clusters

Package No.	Project Area/Clusters	No. of Coastal Villages	Block/Taluka	District
1.	Dayapar	22	Lakhpat	Kachchh
2.	Naliya	22	Abadasa & Mandvi	Kachchh
3.	Anjar	17	Mundra, Gandhidham, Anjar & Bhachau	Kachchh
4.	Morbi	13	Bhachau & Maliya	Kachchh & Morbi
5.	Jamnagar	11	Jodiya & Jamnagar	Jamnagar
6.	Dwaraka	19	Okha Mandal, Khambhaliya, Kalyanpur	Devbhumi Dwaraka
7.	Dandi	8	Jalalpore	Navsari

4. Decisions of the Competent Authority of GEC will be bound to the proponent.

F. Scrutiny and Evaluation process

1. All application forms will be checked by the Scrutiny Committee to ensure that only those application forms are admitted which are valid and complete in all respect as per the rules and regulations. All application forms admitted by the Scrutiny Committee will be presented to competent authority of GEC for Final Approval.

2. Decision of the Competent Authority of GEC on the short-listing for proposal award shall be final and binding to all the Proponents.

G. Additional information and verification of the information provided in the application form:

1. GEC may seek additional information and / or proof of information from the Proponents or it may audit the information provided in the application form. If such a request is made and the Proponent does not comply within 3 working days from the date of contacting the Proponent, the Proponent would be disqualified from the approval process.

2. GEC will contact the Proponent at the address and/or contact



number as provided by the Proponents, but shall not be responsible if the person does not participate in or does not agree for the conduct of the verification, or is not contactable, or change of address is not duly intimated to GEC in writing.

3. All the Proponents shall be duty bound to reply to the clarification(s) sought for by GEC.

4. Any additional information sourced from the Project Proponents will become part of the original application. Such information may be presented to the Scrutiny Committee, as deemed necessary.

H. Correctness of information

1. If at any time, any information provided by any Proponent(s), is found to be incorrect the proposal will be liable to be disqualified.

2. Views of the Scrutiny Committee and GEC on correctness of information or other inputs provided by the Proponents shall be final and binding.

I. Confidentiality

1. Information provided in the application form and any additional information sourced for the Project process will be kept confidential and will be used only for the limited purpose of evaluating the Proponent's entry for this Project.

2. GEC and Scrutiny Committee shall maintain confidential all information pertaining to the Applications / Project Proponents and will take same degree of care as each of them uses to protect his / her own confidential information of a similar nature, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of confidential information.

3. All disputes relating to or arising out of the proposal shall be subject to the laws of India, and shall be subject to the exclusive jurisdiction of the courts of competent jurisdiction at Gandhinagar, Gujarat.

4. In the event these Rules do not cover any question or complaint in relation to the Proposal, the same will be concluded on by the Scrutiny Committee or GEC (for all other issues).



“Expression of Interest of Selection of Nodal Agency for Smart Village Project under ICZM Project”

General instructions for Applicants	
1	The application must be fill in given format. Incomplete applications will not be considered;
2	The Photocopies of each certificate should be self-attested and stamped;
3	The proposal must be submitted in seal cover with the name of organization, corresponding address and contact no.
4	The decision taken by GEC for acceptance or rejection of application shall be final.
5	Last date for submission of the application to GEC is extended up to Dt. 26/03/2019 . Application submitted thereafter will be rejected.
6	Proponent should submit only one proposal for only one cluster which is given in below Table.

PROFILE

DETAILS OF INSTITUTE/NGO/ORGANIZATION

***1. Expression of Interest for _____ Cluster**

***2. Name of the Institute/NGO/Organization:**

***2. Block/Taluka:**

District:

State:

Pin Code:

***3. Correspondence Address:**

***4. Name of the Authorized Person:**

***5. Telecommunications:**

Office:

Fax:

Mobile:

E- mail:

6. Type of NGO/Organization:

Trust Registration No. & Year:

Society Registration No. & Year:

(Attached self – attested copy)



***7. Composition of Members of NGO/Organization:**

Sr. No.	Name/Address	Category	Designation	Qualification

***8. Experience Details of Projects in the field of Livelihood Enhancement during March - 2013 to March - 2018. (10 Marks)**

Sr. No.	Title of Project	Project Area	Project Year		Name of the Donor /Partner /Agency	Total cost of the Project	Outcome of the Project	Project Status (Completed/ Ongoing)
			Start	End				

***9. Experience Details of Projects in the field of Micro Enterprise Development Activities during March - 2013 to March - 2018. (10 Marks)**

Sr. No.	Title of Project	Project Area	Project Year		Name of the Donor /Partner /Agency	Total cost of the Project	Outcome of the Project	Project Status (Completed/ Ongoing)
			Start	End				

(Attached self – attested copy of Work Orders/Contract/MoU etc.)



***10. Experience Details of Projects in the field of Rural Development Programmes during March - 2013 to March - 2018. (10 Marks)**

Sr. No.	Title of Project	Project Area	Project Year		Name of the Donor /Partner Agency	Total cost of the Project	Outcome of the Project	Project Status (Completed/ Ongoing)
			Start	End				

(Attached self – attested copy of Work Orders/Contract/MoU etc.)

***11. Experience Details of Projects in the field of Awareness Programmes, Trainings, Workshops during March - 2013 to March - 2018. (10 Marks)**

Sr. No.	Title of Project	Project Area	Project Year		Name of the Donor /Partner Agency	Total cost of the Project	Outcome of the Project	Project Status (Completed/ Ongoing)
			Start	End				

(Attached self – attested copy of Work Orders/Contract/MoU etc.)

***12. Experience Details of Projects in the field of Ecological Restoration/ Conservation Projects during March - 2013 to March - 2018. (10 Marks)**

Sr. No.	Title of Project	Project Area	Project Year		Name of the Donor /Partner Agency	Total cost of the Project	Outcome of the Project	Project Status (Completed/ Ongoing)
			Start	End				

(Attached self – attested copy of Work Orders/Contract/MoU etc.)



***13. Experience Details of Projects in the field of any Action Oriented or Community based Projects during March - 2013 to March - 2018. (10 Marks)**

Sr. No.	Title of Project	Project Area	Project Year		Name of the Donor /Partner Agency	Total cost of the Project	Outcome of the Project	Project Status (Completed/ Ongoing)
			Start	End				

*****Note: The Proponent must be submitting the Final reports of the activities along with Certificates/Any Proof/Work Orders/Contract of Project.**

***14. Professional Staff (Permanent/Contractual) (10 Marks)**

Name of Person	Particulars (Category)	Educational Qualification	Work Experience (Details should attach)

15. No. of award/ recognition received:

16. Any other significant details:

***17. Financial Status of Organization (10 Marks)**







Income and Expenditure



Sr. No.	Year	Receipts (Rs. in lacs)	Expenditure (Rs. in lacs)
i	2015 – 16		
ii	2016 – 17		
iii	2017 – 18		

(Attached self – attested copy of Audited Report)

Documents to be enclosed: (10 Marks)

-  *Copy of the registration certificate.*
-  *Annual reports and Audit reports for the last 3 years*
-  *List and details of trustees of organization.*
-  *Special Achievement and Award (if any)*
-  *Copy of work orders, contracts, MoUs for projects/works/assignments undertaken by NGOs.*
-  **Indicates mandatory field*