

OFFICE OF THE PROJECT DIRECTOR

Sustainable Land Management, Meghalaya
RLD Building, Springside, Lumsohphoh, Nongthymmai
Shillong - 793014, Meghalaya
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Issued on: April 24, 2024 Clarification, Addendum and Corrigendum

**"RFP for Hiring of Consulting Firm for implementation of various activities for the Farmers Mobilization Project (1), MBMA
RFP No: MBMA/KfW/C-3/2024/12, Date of issue of RFP Document: March 11, 2024**

Further to the RFP, the clarification, amendment, corrigendum notified as below. All other requirements information, terms and conditions shall remain unchanged in the RFP.

1. Clarification of the pre-proposal queries:

Sl. no	Original Clause No. in RFP. & Page No.	Queries	SLMM, MBMA Response
1	Pg-25 ITC Clause 20.2 (b): Technical Proposal The applicant firm must have an Average annual turnover of INR 50 Lakhs (Indian Rupees Fifty Lakhs only). In the previous three financial year viz., 2020-21, 2021-22 & 2022-23.	i) We understand that the project is an intensive and multifaceted project with a mandate for transforming the organic agriculture and certification scenario of the state while building the capacity of the stakeholders. It is our request to increase the average annual turnover criteria to over INR 100 crore, to ensure that a firm which has established credibility in the market and is getting regular business could be onboarded for quality delivery.	There is no change in this clause
		ii) The applicant firm must have an Average annual turnover of over INR 100 crore (Indian Rupees Hundred Crores only). In the previous three financial year viz., 2020- 21, 2021-22 & 2022-23 We request you to kindly consider the suggested modification	There is no change in this clause
2	Pg-25 ITC Clause 20.2 (b): Technical Proposal The technical evaluation shall be carried out based on the following criteria and point system. No additional criteria or sub-criteria than those indicated in the RFP shall be used for the	iii) The technical evaluation shall be carried out based on the following criteria and point system. No additional criteria or sub-criteria than those indicated in the RFP shall be used for the evaluation of the Technical Proposal. Could you please confirm whether all partners in a Joint Venture should individually meet the	Evaluation will be done on all the Consortium firms

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	evaluation of the Technical Proposal.	specified criteria, or if they can jointly fulfil the requirements?	
3	Pg-25 ITC Clause 20.2 (b): Pre-Qualification Criteria The Consultant should be an experienced Consultancy Firmwell established with at least 7 years of relevant and applicable technical, operational and managerial experience in the agriculture and agri-business sector.	We understand that we need to submit a project / cred in the agriculture / agribusiness domain which is more than 7 years to demonstrate the capabilities. Please confirm if our understanding is correct.	Please refer to the ITC Clause 20.2 (b): Pre-Qualification Criteria
4	Pg-27 1.4-Technical proposal	We understand that the experience of promotion of natural farming FPOs/FPCs where value chain interventions are made will also be considered. Please confirm if our understanding is correct.	Correct
5	Pg-27 Total Points for Criterion 1.General qualifications (general education, Journalism, and Film making experience: [20%] 2.Adequacy for the Assignment (relevant experience in the sector/similar assignments): [70%] 3.Working in the region - North Eastern part of India, knowledge oflocal language etc.: [10%]	i) We request you reconsider "General qualifications" as it does not suit the assignment requirements.	Please refer to the Corrigendum Section
		ii) We understand that local language proficiency is a must for Non-Key Expert positions/field staff. However, as Key Expert positions are management and technical positions we request you to kindly accept English proficiency. We believe that diverse regional experiences would add value to the team and the project. Having weightage to local language may limit the participation of such resources.	Please refer to the Corrigendum Section

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6	Pg-47 FIN Form-1 Detailed Cost Calculation format: Foreign Staff Cost	Kindly clarify the definition of foreign staff especially if an exclusive Indian firm participating in the tender process. Also, kindly confirm / clarify that the detailed cost calculation template can be modified by the agency during proposal preparation as per the requirement covering all the cost heads.	Foreign staff are staff from other countries than India. If only Indian staff is proposed, these shall be included under item 2 - Local staff cost both in the summary and in the detailed cos calculation. Modifications to the template can be done only to the sub-heads
	Pg-47 FIN Form-1 Detailed Cost Calculation format: International Travel	No head for domestic air travel for the team.	The head local travel and transport cost is available
	Pg-47 FIN Form-1 Detailed Cost Calculation format	The estimation of training needs and corresponding trainings shall be done during the implementation stage. Hence the cost of training, Workshops costs etc will not be part of the financial proposal and will be borne by the department. Please confirm.	Cost of training to be included in the financial proposal
7	Pg-48 8 A) Remuneration on lump sum unit rate basis (Office Equipment) This can be applied for cost items which are not included in items 1 - 7 and which the Consultant is required to supply or deliver separately during the performance of the Contract. Only commercially available cost items for which an estimate in terms of quantity can be made in advance should be considered (see examples under 8. Equipment in the table above). The Consultant will be required to offer lump sum unit rates for such items for the requested quantity and the remuneration will be according to the actual quantity delivered/consumed and the lump sum unit rate.	i) Kindly clarify whether the evaluation is on total financial quote (including expenses) but not taxes or only on resource fee. Please confirm if our understanding is correct.	The evaluation will be done on the total cost excluding taxes
		ii) We understand that the unit rate of resources will be arrived based on the expected duration of the engagement by the resource and the corresponding cost (per hour/day). Please confirm	Yes, the understanding is correct

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<p>Pg-48 8 B) Remuneration at actual cost This is appropriate for cost items which are identifiable but which are due to their nature difficult to calculate or to determine in advance. For example, the cost of specialized geographical surveys, specialized drill services, security measures are generally difficult to estimate in advance (see 9. Miscellaneous Cost in the table above). In such cases it is advisable to foresee a provisional amount either proposed by the Consultant in its Financial Offer or the Consultant is required by the Employer to consider a predefined provisional amount in its offer. This could also include an item for general contingencies for unforeseen expenses. In order to avoid distortion of the financial evaluation the Employer must take care by either excluding such cost from financial evaluation or by applying the same amount in each proposal for the purpose of financial evaluation, independent of the amount possibly proposed by the Consultant. Before concluding the Contract or during Contract performance the details for such items will be further specified. Remuneration of such cost items will be at actual cost occurred against poof of evidence.</p>	<p>Please clarify if contingency requirements can be quoted in Fin-Form 1 Detailed Cost Calculation. Also, we understand that the contingency budget will not part of the financial evaluation and it will be reimbursed in case the expense is occurred. Please confirm</p>	<p>The contingency budget will also be part of the evaluation excluding the taxes</p>
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	Pg-48 Detailed Cost Calculation format	Should the cost of conducting stakeholder consultation meetings and the platform for public consultation be budgeted by the bidding entity separately, or is the cost provisioned elsewhere? The format for detailed costing does not include provisions for programmatic costs. Could you please clarify?	The cost should be borne by the participating firm and the same can be added in the detailed cost calculation template. The sub-heads in the template can be modified accordingly
8	Pg.- 55 Section VII TOR- Overview and Objectives of the Assignment To provide technical support to BRDC to become the accredited certification entity in Meghalaya under ADEPA and provide operational support to BRDC to facilitate quality assurance, audits, documentation support and tracking and monitoring of organic farming practice in the State.	We understand that Operational support here refers to developing required formats, KPIs for monitoring etc. of the program. Required facilitation with the concerned stakeholders and other activities will be done by the client. Please confirm if our understanding is correct, or kindly specify the activities under 'operational support' under this section.	Correct
9	Pg-57 Section VII TOR- Scope of Work :5.1 the value chain tasks and activities under the project are to be designed and executed around the 8 mentioned commodities only.	We understand that the value chain tasks and activities under the project are to be designed and executed around the 8 mentioned commodities only. Please confirm.	Confirmed
10	Pg-62 2.7 Section VII TOR- Support BRDC to roll out the Strategy and execute the Strategic plan	We understand that the requested support will be advisory in nature as a part of the deliverables/SOW of this RFP. Please provide further clarification on this point.	Correct
		Similarly, should the cost of organizing capacity building for PMU, iTEAMS, DOH, ATMA, Extension, and Organic/Natural farming certification BRDC staff be budgeted separately, or is it provisioned elsewhere? Could you please clarify?	All expenses related to training activities would be clearly outlined, accounted for, and budgeted in the financial proposal
11	Pg-63 5.4 Section VII TOR- Tasks to be performed by the Agency the Consultant's will sign a partial lump sum contract which will be administered by MBMA.	Please clarify 'partial lumpsum' contract and the cost heads covered under the same.	This is a lumpsum contract

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12	<p>Pg-64 Section VII TOR- Clause 5.6 Team Qualifications and expected level of efforts The credibility of mentioned experience shall be presented in a list of the required similar project/contracts as required above, including description of services provided (including information on contract value, contracting entity/client, project location/country, duration, assignment budget, percentage carried out by consultant in case of association of firms or subcontracting and main activities) and accompanied by certificates/confirmation of orderly fulfilment of the contracts verified by other party from such contracts.</p>	<p>We understand that securing certificates/confirmation of orderly fulfilment of the contracts verified by other party from such contracts would be difficult and a limiting factor for securing the right expert for the project. We request you to kindly consider the joining letters of the key experts instead of certificates/confirmation of orderly fulfilment of the contracts verified by other party from such contracts</p>	<p>Joining letters can serve as an alternative means of demonstrating the qualifications and commitment of key experts. The bidders should ensure that the joining letters effectively convey the relevant expertise and experience of the key experts, and will provide steps that will be taken to verify the authenticity of the joining letters or to corroborate the information provided</p>
13	<p>Pg-67 Table team Composition, Role & Responsibility Postgraduate in Agri-Business Management or related fields</p>	<p>Please clarify if master's degree in Sociology will be considered as related fields.</p>	<p>Please refer to the Addendum Section</p>
14	<p>Pg-67 Table team Composition, Role & Responsibility Experience Column in RfP as 15 years of Experience required for all the key experts.</p>	<p>We request you to relax the required years of experience to 10 years, as this will help in mapping a professional with strong hands on experience as per the RFP.</p>	<p>Please refer to the Addendum Section</p>
15	<p>Pg- 67: The key experts will be supported by non-key experts, whose technical profiles will be determined based on the needs identified during the inception phase and the course of the project. CVs for non-key experts should not be submitted in the tender but tenderers</p>	<p>(i) We request to provide a suggested number of NKEs in the team at this stage, for planning engagement accordingly.</p>	<p>Bidders should determine the suggested number, and the right mix of expertise of Non-Key Experts, recognizing that the optimal team composition may evolve as the project progresses and additional information becomes available.</p>

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	<p>should demonstrate in their offers that they have access to experts with the required profiles. The contractor shall propose a pool of long-term non-key experts.</p>	<p>(ii) We understand that the project would require key domain experts and their roles and responsibility would include conducting field visits for monitoring and data collection. Given the difficulty terrain of the state, we propose to hire young resources who could travel to the remote location and are better prepared to deliver the ask of the ToR.</p>	<p>Please Refer to the Addendum section.</p>
16	<p>Pg-65-66, Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility The team leader should have a minimum of 15 years' experience in agriculture value chain development, agro-industry development, food chain logistics development, agro- food trade promotion. Experience in the field of Organic farming and its certification process</p>	<p>(A) KE1 Team Leader and Agriculture Specialist: i) The team leader should have a minimum of 10 years of experience in agriculture value chain development, agro-industry development, food chain logistics development, agro-food trade promotion. Experience in the field of Organic farming and its certification process. Experience in Agriculture & allied sectors including knowledge in marketing of organic products. Familiarity with Grower Group Certification System, Internal Control System, and efficient in documentation for both internal and external audits.</p>	<p>Please refer to the Addendum section</p>
17	<p>Pg-65-66, Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility S(he) will have a master's degree in agriculture and rural development, development economics, public policy or other related fields. Excellent communication skills.</p>	<p>ii) S(he) will have a master's degree in agriculture/horticulture/agribusiness/rural development/development economics/ public policy/management/ business administration or other related fields.</p>	<p>Please refer to the Addendum section</p>
18	<p>Pg-65-66, Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility at least 15 years of working experience in agricultural value chain development, agro-industry development,</p>	<p>(B) KE2 Value Chain Specialist (i) At least 5-7 years of working experience in agricultural value chain development, agro-industry development, agricultural trade facilitation and/or agricultural policy formulation. Experience and knowledge in Meghalaya are an asset.</p>	<p>Please refer to the Addendum section</p>

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<p>agricultural trade facilitation and/or agricultural policy formulation. Experience and knowledge in Meghalaya is an asset</p>	<p>(ii) At least a master's degree in agriculture/ agricultural economics/ agri-business/ management or any related field</p>	<p>Please refer to the Addendum section</p>
<p>Pg-65-66, Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility The specialist shall have at least 15 years working experience in organic agriculture/horti-culture trade. Familiarity with current organic agricultural trade situation and horticulture value chain of Meghalaya is highly preferred.</p>	<p>(D)KE3 Organic Farming Specialist (i) The specialist shall have at least 5-7 years working experience in organic agriculture/horticulture trade. Familiarity with current organic agricultural trade situation and horticulture value chain of Meghalaya is highly preferred.</p>	<p>Please refer to the Addendum section</p>
<p>Pg-65-66, Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility</p>	<p>(ii) B.Sc. in Agriculture/Horticulture or any other related field</p>	<p>There is no changes to be made in this clause</p>
<p>Pg-65-66, Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility Minimum 15 Years of relevant experience Project/ Programme management or Capacity Development roles in Agri and Allied Sectors. Experience in designing training modules including training inputs, training methodologies Agri and Allied Sectors. Familiarity with Grower Group Certification System, Internal Control System, and efficient in documentation for both internal and external audits. Experience of working in similar assignments in the North East of India would be an added advantage</p>	<p>(E)KE4 Training and Capacity Building Specialist (i) Minimum 5-7 Years of relevant experience Project/ Programme management or Capacity Development roles in Agri and Allied Sectors. Experience in designing training modules including training inputs, training methodologies in Agri and Allied Sectors. Familiarity with Grower Group Certification System, Internal Control System, and efficient in documentation or both internal and external audits. Experience of working in similar assignments in the North East of India would be an added advantage</p>	<p>Please refer to the Addendum section</p>

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	Pg-65-66, Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility Postgraduate in Agri-Business Management or related fields	<p>(ii) MBA/PGDM/Postgraduate in Agribusiness management or related fields</p> <p>(F) We request you to kindly consider the suggested modification. Clarification: We also request clarification on the number of person months deployment for each of the resources which would help us in planning the activities and timeline better.</p>	<p>There is no changes to be made in this clause.</p> <p>Bidders should anticipate workload and resource requirements for each activity to ensure effective planning and implementation in their proposals</p>
19	Pg-68 Section VII - Terms of Reference, 6 - Terms of Payment (iii) - Late submission of the final report and survey documents will attract penalties of 5% of the total contracted amount.	<p>(i) You will appreciate that often field activities get affected by factors beyond our control. We request you to kindly waive off this clause to allow us to bid for the assignment. In order to avoid the delays and corresponding conflicts, a proper delivery acceptance criterion, followed by sound project management protocols with role clarity, periodic reviews can be considered.</p>	There are no changes in this clause as per the RfP
		<p>(ii) We request you to kindly reduce the penalty for late submission of the final report and survey documents from 5% to 1% as there may be delays in the submission of reports owing to geographical and climatic challenges in concluding field surveys within the stipulated time.</p>	There are no changes in this clause as per the RfP
20	Pg-81, Table 5 - Projected Timeline for the certification process	<p>We understand that while registration and application under 'Meghalaya Organics' will be the consultant's responsibility, however the approval and issuance of certification will be a dependence on BRDC. Accordingly, delay in receiving the above approvals would not be considered as project delay from our end. Please confirm if our understanding is correct.</p>	Correct

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21	Signature	We understand that the scanned signature of the authorized representative is accepted for the submission of the proposal. Please confirm if our understanding is correct	Yes, scanned signatures are accepted
22	General Queries	(i) Similarly, should the cost of the Certification Application be budgeted separately, or is it provisioned elsewhere? Could you please clarify?	Included in the financial proposal
		(ii) Can an extension be granted for the submission due date, considering the annual closing? Extending the deadline by a couple of weeks could assist bidders in identifying resources that meet the project requirements.	Please refer to the Addendum that has been published in the website www.mbda.gov.in
		(iii) We understand the Expert Experts can work in hybrid mode which includes field visits as per project requirement and working from remote location. Please confirm if the understanding is correct or clarify.	Correct
		(iv) We understand that all relevant secondary data has been mapped and would be provided to the consultant.	Existing information will be shared with contractor

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2. Addendum:

Sl. No	Clause No. & Page No.	Original Clause in RFP	Amended Clause
1	Section VII- Terms of References, Table 4- Team Composition, Role and Responsibility Page: 67	Experience Column in RfP as 15 years of Experience required for all the key experts.	Experience Column in RfP as 10 years of Experience required for all the key experts.
2	Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility Position: KE1 team Leader and Agriculture Specialist Page: 65-66	The team leader should have a minimum of 15 years' experience in agriculture value chain development, agro-industry development, food chain logistics development, agro-food trade promotion. Experience in the field of Organic farming and its certification process	The team leader should have a minimum of 10 years' experience in agriculture value chain development, agro-industry development, food chain logistics development, agro- food trade promotion. Experience in the field of Organic farming and its certification process
3.	Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility Position: KE1 team Leader and Agriculture Specialist Page: 65-66	S(he) will have a master's degree in agriculture and rural development, development economics, public policy or other related fields. Excellent communication skills.	S(he) will have a master's degree in agriculture and rural development, development economics, public policy or other related fields are also acceptable.
4.	Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility Position: KE2 Value Chain Specialist Page: 65-66	At least 15 years of working experience in agricultural value chain development, agro-industry development, agricultural trade facilitation and/or agricultural policy formulation. Experience and knowledge in Meghalaya are an asset	At least 10 years of working experience in agricultural value chain development, agro-industry development, agricultural trade facilitation and/or agricultural policy formulation. Experience and knowledge in Meghalaya are an asset
5	Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility Position: KE2 Value Chain Specialist Page: 65-66	At least a master's degree in agriculture/ agricultural economics/ agri-business/ management or any related field	At least a master's degree in agriculture/ agricultural economics/ agri-business/ management or any related field Master of Science in Agriculture with a specialization in rural development, development economics, public policy, or related fields is acceptable

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6.	Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility Positions: KE3 Organic Farming Specialist Page: 65-66	The specialist shall have at least 15 years working experience in organic agriculture/horti-culture trade. Familiarity with current organic agricultural trade situation and horticulture value chain of Meghalaya is highly preferred.	The specialist shall have at least 10 years working experience in organic agriculture/horti-culture trade. Familiarity with current organic agricultural trade situation and horticulture value chain of Meghalaya is highly preferred.
7.	Section VII - Terms of Reference, Table 4- Team composition, role, and responsibility Position: KE4 Training and Capacity Building Specialist Page: 65-66	Minimum 15 Years of relevant experience Project/ Programme management or Capacity Development roles in Agri and Allied Sectors. Experience in designing training modules including training inputs, training methodologies Agri and Allied Sectors. Familiarity with Grower Group Certification System, Internal Control System, and efficient in documentation for both internal and external audits. Experience of working in similar assignments in the North East of India would be an added advantage	Minimum 10 Years of relevant experience Project/ Programme management or Capacity Development roles in Agri and Allied Sectors. Experience in designing training modules including training inputs, training methodologies Agri and Allied Sectors. Familiarity with Grower Group Certification System, Internal Control System, and efficient in documentation for both internal and external audits. Experience of working in similar assignments in the North East of India would be an added advantage
8.	Table team Composition, Role & Responsibility Position: KE4 Training and Capacity Building Specialist Page- 67	Postgraduate in Agri-Business Management or related fields	Postgraduate in Agri-Business Management or related fields For KE 4 Training & Capacity Building Specialist, master's degree in Sociology is acceptable
9.	Section VII Terms of Reference: Last Paragraph Page- 67	The key experts will be supported by non-key experts, whose technical profiles will be determined based on the needs identified during the inception phase and the course of the project. CVs for non-key experts should not be submitted in the tender but tenderers should demonstrate in their offers that they have access to experts with the required profiles. The contractor shall	The key experts will be supported by non-key experts, whose technical profiles will be determined based on the needs identified during the inception phase and the course of the project. CVs for non-key experts should not be submitted in the tender but tenderers should demonstrate in their offers that they have access to experts with the required profiles. The contractor shall propose a pool of long-term non-key experts.

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		propose a pool of long-term non-key experts.	Hiring young resources for field visits in remote locations is acceptable
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3. Corrigendum

Sl. No	Clause No. & Page No.	Original Clause in RFP	Updated Clause
1	Pg-27: Section -II Data sheet 20.2 (b)-, Technical Proposal, 1.4-Total Points Criterion	<p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <ol style="list-style-type: none">1) General qualifications (general education, Journalism, and Film making experience: [20%]2) Adequacy for the Assignment (relevant experience in the sector/similar assignments): [70%]3) Working in the region - North Eastern part of India, knowledge of local language etc.: [10%]	<p>This clause/criterion stands deleted from the RFP document The Other wording in Data sheet 20.2 (b)-Technical Proposal, Section -II remain unchanged.</p>

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Addendum#3

**“RFP for Hiring of Consulting Firm for implementation of various activities for the Farmers Mobilization Project (1), MBMA
RFP No: MBMA/KfW/C-3/2024/12
Date of issue of RPP Document: March 11, 2024**

Sl. No	Clause No. & Page No.	Original Clause in RFP	Amended Clause#1	Amended Clause #2	Amended Clause #3
1	Pg-25, Section II – C. Submission, Opening and Evaluation, 15.6	The deadline for the submission of Proposals shall on 10 th April, 2024 at 5:00 PM (IST)	The deadline for the submission of Proposals shall on 23rd April, 2024 at 5:00 PM (IST)	The deadline for the submission of Proposals shall on 2 nd May, 2024 at 5:00 PM (IST)	The deadline for the submission of Proposals shall on 7 th May, 2024 at 5:00 PM (IST)
2	Pg-26, Section II – C. Submission, Opening and Evaluation, 17.1	The deadline for the submission of Proposals shall on 10th April, 2024 at 5:30 PM (IST)	The deadline for the submission of Proposals shall on 23rd April, 2024 at 5:30 PM (IST)	The deadline for the submission of Proposals shall on 2 nd May, 2024 at 5:30 PM (IST)	The deadline for the submission of Proposals shall on 7 th May, 2024 at 5:30 PM (IST)

Sd/-

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